3

ENGLISH GRAMMAR BOOK

Grammarway

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with answers

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Introduction

Grammarway 3 is the third book in a four-level grammar series presented in full colour for learners of the English language at intermediate level. The book is available in two editions - with or without answers - and is suitable for self-study or classroom use as a supplement to any course at this level.

The aim of the book is to help learners understand English grammar structures through comprehensive theory tables and functional examples, accompanied by a wealth of attractive photographs and illustrations.

The book adheres to the principle that every structure should first be heard, then practised in oral and, finally, in written form. Based on the use of full-colour visual stimuli, the book encourages learners to speak before writing, and allows them to practise English structures through a variety of enjoyable and useful activities.

The book consists of **16 units**, each focusing on a particular grammar topic.

A typical unit contains:

- presentation of grammar structures by means of visual prompts
- simple, concise explanations of the grammar structures
- examples in everyday conversational English, together with a few expressions showing slightly more formal use
- exercises practising the new structures, to help learners use correct, appropriate patterns in everyday situations
- speaking and writing activities to practise the new structures in oral and written form
- a revision box in each unit

A **revision unit** follows every five units to consolidate material presented in previous units.

Eight Progress Tests, each covering two consecutive units, are included at the end of the book. They may be used to assess students' progress before the main class test.

The Student's Book is accompanied by a **Teacher's Book** containing:

- guidance on presenting the theory of each unit, with or without Picture Flashcards
- a full key to the exercises in the Student's Book
- four tests in two separate versions each

The **Picture Flashcards** which accompany this book can be used for lively, motivating presentation of the target grammar structures.

Thanks

The authors would like to thank Rania Dunn, Anna Miller, Laura Houston, Jonathan Harrison, Tamzin Thompson and Steven Davies for their help in producing this book. Many thanks to the Express Publishing design team, E. Morrison, J. Malls and V. Winston. We would also like to thank those institutions and teachers who piloted the manuscript, and whose comments and feedback were invaluable in the production of the book.

UNIT 1
Present Forms

Present Simple

FORM

I / You **work**. – He / She / It **works**.
Do you **work**? – **Does** he **work**? **Yes, I do./No, he doesn't.**
I **do not (don't) work**. – He **does not (doesn't) work**.

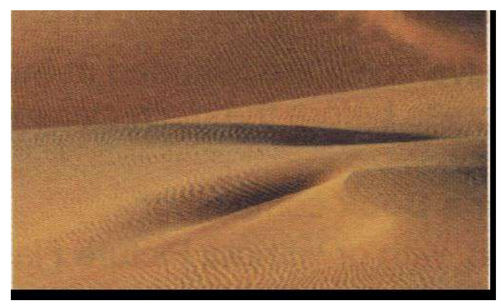
Use

The present simple is used:

- **for permanent states, repeated actions and daily routines.**

*He **works** at a hotel. (permanent state)*
*He **lays** the tables and **serves** dinner every day. (daily routine/repeated actions)*

- **for general truths and laws of nature.**

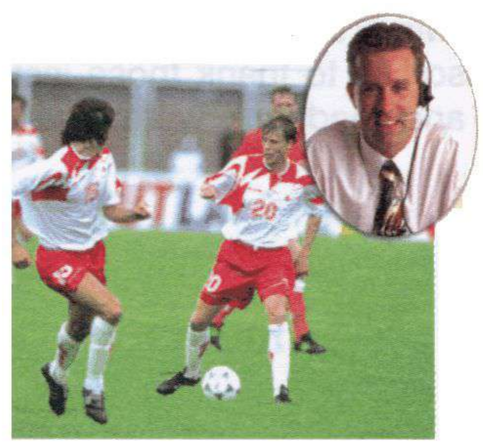


*It rarely **rains** in the desert.*

- **for timetables (trains, planes, etc.) and programmes.**

*The plane to London **takes off** at 6:50 am.*

- **for sports commentaries, reviews and narration.**



*a) Hill **kicks** the ball and **passes** it to Dawson. (sports commentary)*
*b) Laura Hunt **acts** superbly in the film. (review)*
*c) So, the prince **tells** her ... (narration)*

The present simple is used with the following time expressions: *always, usually,* etc., *every day/week/month/year,* etc., *on Mondays/Tuesdays,* etc., *in the morning/afternoon/evening, at night/the weekend,* etc.

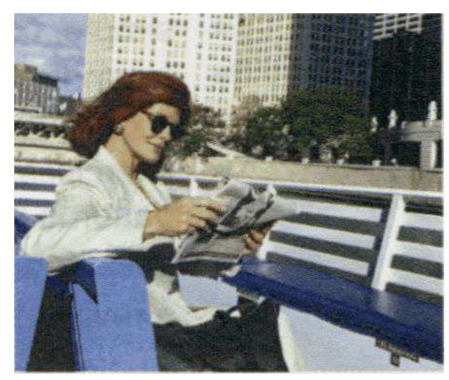
Present Continuous

FORM

I am ('m) / You **are ('re)** / He **is ('s) working**.
Are you / **Is** he **working**? **Yes, I am./No, he isn't.**
I am ('m) not / He **is not (isn't)** / They **are not (aren't) working**.

The present continuous is used:

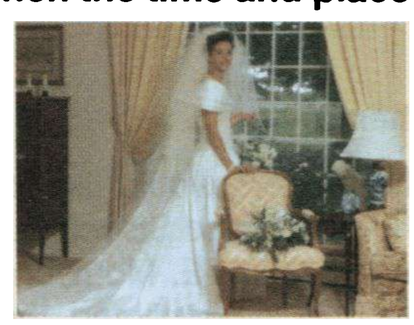
- **for actions taking place now, at the moment of speaking, or for temporary actions; that is actions that are going on around now, but not at the actual moment of speaking.**



*Helen **is working** hard these days. Right now she's **reading** a newspaper. (She is not working at the moment of speaking.)*

- **with *always* when we want to express our irritation at actions which happen too often.**

- **for actions that we have already arranged to do in the near future, especially when the time and place have been decided.**



*Melanie **is getting** married at 3 this afternoon. (The time and the place for the wedding ceremony have been decided.)*

- **for changing or developing situations.**

*More and more forests **are disappearing** because of fires.*

The present continuous is used with the following time expressions: *now, at the moment, these days, at present, tonight, nowadays, still,* etc.

1 **Look at Appendix 1 and put the following verbs into the correct box in the 3rd person singular.**

scratch, say, try, set, play, do, stop, miss, stay, fry, drive, fix, cry, freeze, teach, pray, crash, fly, type

+s	sets
ss, sh, ch, x, o, + **es**	scratches
vowel + y + **s**	says
consonant + ~~y~~ → **ies**	tries

2 **Look at Appendix 1, add *-ing* to the following verbs and put them into the correct box.**

draw, lie, dive, put, drink, run, tie, write, type, throw, die, apply, cancel, sit

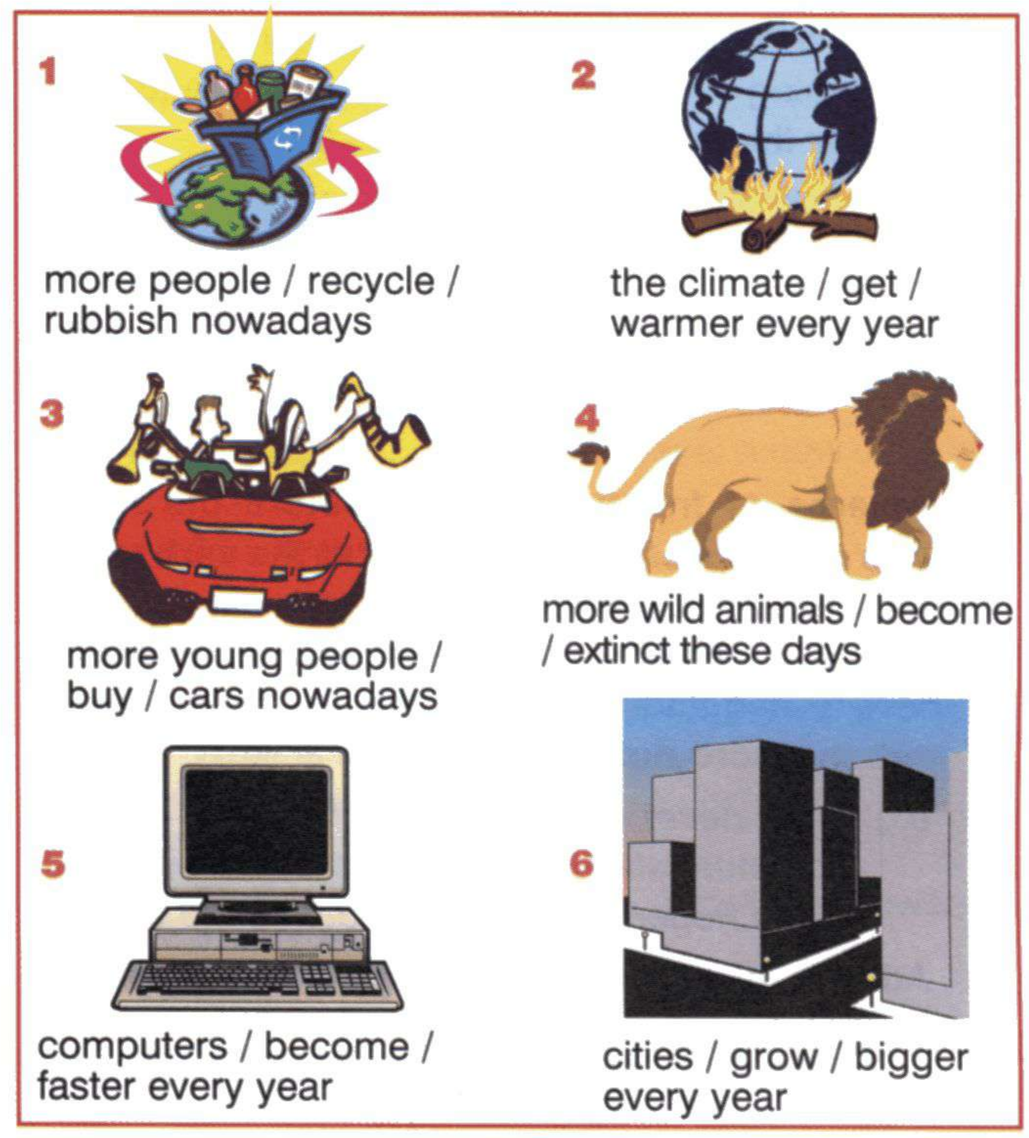
+ ing	drawing
~~ie~~ → y + ing	lying
~~e~~ → ing	diving
double consonant + ing	putting

3 **Expand the following into sentences in order to make true statements with *doesn't* or *don't* where necessary.**

1 water / boil / at 100°C
Water boils at 100°C.
2 rice / grow / on trees
Rice doesn't grow on trees.
3 chicks / hatch / from eggs
4 kangaroos / live / in Spain
5 plants / need / water to grow
6 rain / fall / from clouds
7 astronauts / travel / in submarines
8 cows / lay / eggs
9 pandas / live / in Italy
10 elephants / eat / meat
11 fish / walk / on land
12 the sun / set / in the east
13 bees / give milk
14 caterpillars / turn / into butterflies
15 wool / come / from sheep

4 ***How is our world changing?* Look at the pictures and the prompts and make sentences using the *present continuous*.**

e.g. *More people are recycling rubbish nowadays.*



5 **Read the following extracts and put the verbs in brackets into the *present simple* or the *present continuous*. Then, say what use of these tenses each extract shows.**

A These days, it seems everything **1)** ...*is changing*... (change). Cities **2)** ..... (become) bigger and busier every year, technology **3)** .... (develop) faster than ever before, and scientists **4)** ..... (learn) more about the way things work.

B Water **1)** ..... (boil) at 100°C and **2)** ..... (freeze) when the temperature **3)** ..... (drop) below 0°C. Salt water **4)** ..... (be) different, however.

C This film **1)** ..... (be) great! It **2)** ..... (have) an all-star cast and the script **3)** ..... (be) very funny. The action **4)** ..... (begin) when two young men **5)** ..... (try) to rob a bank....

D ... Rogers **1)** ..... (kick) the ball and **2)** ..... (pass) it to Jones. Jones **3)** ..... (run) down the pitch. He **4)** ..... (pass) the ball to Smith who **5)** ..... (shoot) and **6)** ..... (score)!

Adverbs of Frequency

- **The present simple is often used with adverbs of frequency (always, usually, often, sometimes, seldom/rarely, never, etc.) to show how often something happens. The adverbs of frequency answer the question How often...?.**

  e.g. How often do you go to bed early?
  *I **always**/ **usually** go to bed early.*

100%	75%	50%	25%	10%	0%
always	usually	often	sometimes	rarely/ seldom	never

- **Adverbs of frequency come before the main verb (*listen, watch,* etc.), but after the verb *to be* and auxiliary or modal verbs, such as *do, can, must,* etc. The adverbs rarely, seldom and never have a negative meaning and are never used with the word not.**

  *e.g. Emily **never watches** horror films.*
  *You **must always** behave yourself at school.*
  ***Does** Roger **often call** you during the week?*

  Adverbs of frequency always go before the auxiliary verb in short answers.
  *e.g. Do you buy expensive clothes? No, I **never do**.*

6 **In pairs, ask and answer questions using the prompts below, as in the example.**

SA: *Do you often go to the cinema?*
SB: *Yes, I do. I usually go to the cinema at the weekend.*

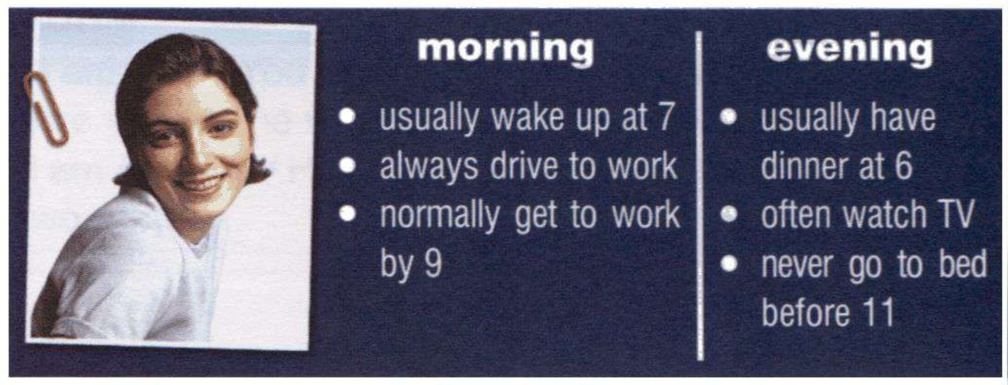
1 go to the cinema
2 buy magazines
3 watch quiz shows
4 listen to the radio
5 phone your friends
6 play computer games

7 **Put the *adverbs of frequency* in the correct position.**

1 A: Do you often go to parties, Keith?
  B: Yes, I go to parties at the weekend. (often)
  Yes, I often go to parties at the weekend.
2 A: Do you wear sports clothes at work?
  B: No, I do. (never)
3 A: Jack is late again!
  B: I know. He arrives on time. (never)
4 A: When do you go shopping?
  B: I do my shopping on Fridays. (usually)
5 A: Does your boss often ask you to work overtime?
  B: No, he does. (seldom)
6 A: You should listen to your parents' advice. (always)
  B: That's exactly what I do.

8 **Read about Celine's daily routine and make sentences, as in the example. Then, talk about your daily routine using *adverbs of frequency*.**

S1: *Celine usually wakes up at 7 in the morning.*
S2: *She always drives to work in the morning.*



S1: *I always wake up at 7:30 in the morning.*
S2: *I usually go to school on foot in the morning.*

9 ***Michael McIntosh is a politician.* Read the text and put the verbs in brackets into the *present simple* or the *present continuous*.**

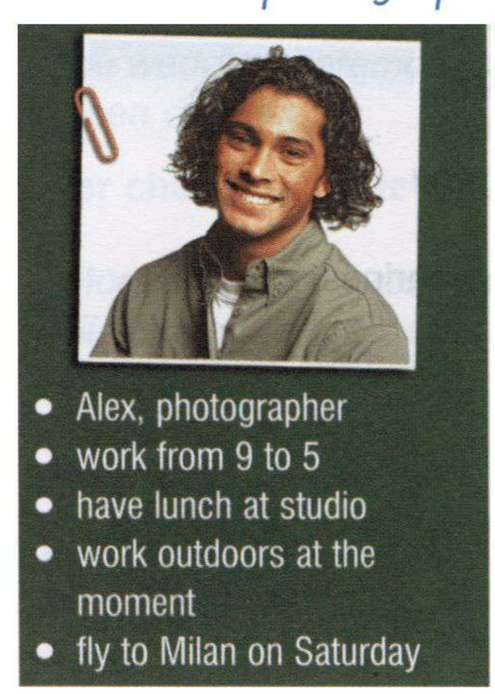
Michael McIntosh **1)** ...*is*... (be) a very busy man. Every morning, he **2)** ..... (leave) home at 8 o'clock, and **3)** ..... (go) to his office. He **4)** ..... (usually/have) meetings until lunchtime, and in the afternoon, he **5)** .... (often/visit) the people of Madewell. He really **6)** ..... (enjoy) talking to people.

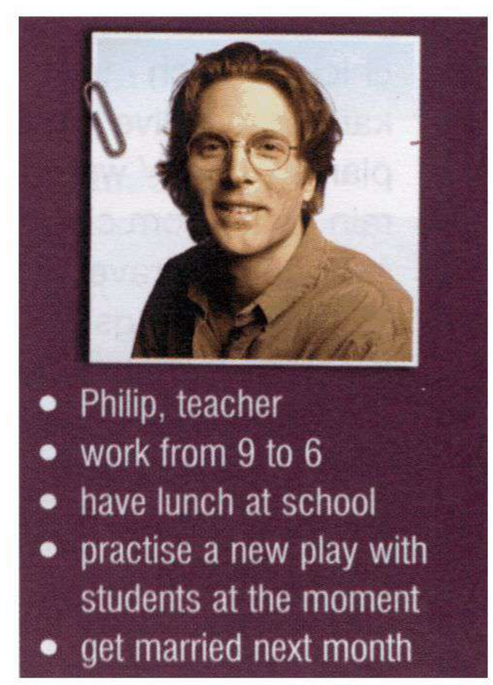
At the moment, he and his team **7)** .... (organise) his election campaign. There are elections in June and he **8)** ..... (hope) to persuade lots of people to vote for him.

Next month, he **9)** ..... (go) to London to meet the Prime Minister. They **10)** ..... (have) a meeting to discuss future plans for Madewell.

10 **Read the information about the people and make sentences, as in the example.**

S1: *Alex is a photographer.* S2: *He works from 9 to 5.*





State Verbs

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

- **verbs which express likes and dislikes: *like, love, hate, dislike, enjoy, prefer,* etc.**
  *e.g. Cathy **likes** romantic films.*
- **verbs of perception: *believe, know, notice, remember, forget, recognise, understand, realise, seem, think,* etc.** *e.g. I **don't believe** a word he's saying.*
- **verbs of the senses: *see, hear, feel, taste, look, smell, sound*. We often use can or could with these verbs when we refer to what we see, hear, etc. at the moment of speaking.**
  *e.g. The soup **tastes** delicious.*
  *John must be in the attic. I **can hear** his footsteps.*
- **some other verbs: *be, contain, fit, include, matter, need, belong, cost, owe, mean, own, appear, want, have* (=possess), etc.**
  *e.g. This book **is** mine. It **belongs** to me.*

Some state verbs have continuous tenses, but there is a difference in meaning.
Study the following examples:

1) *I **think** she's Italian. (=believe)*
   *I'**m thinking about** my holiday. (=am considering)*
2) *The soup **tastes** awful. (=has an awful flavour)*
   *She'**s tasting** the soup. (=is testing the flavour of)*
3) *I can **see** an aeroplane in the sky. (=perceive with my eyes)*
   *I'**m seeing** Jill tonight. (=am meeting)*
4) *Susan **looks** tired. (=appears)*
   *Susan **is looking** at some photos. (=is studying)*
5) *The room **smells** of perfume. (=has the smell)*
   *The cat **is smelling** its food. (=is sniffing)*
6) *This towel **feels** soft. (=has a soft texture)*
   *Jill **is feeling** her son's forehead. (=is touching)*
7) *He **is** selfish. (character – permanent state)*
   *He **is being** selfish. (behaviour – temporary situation)*
8) *He **has** a sports car. (=possesses)*
   *He'**s having lunch** now. (=is eating – idiom)*

Some idioms with *have* include:

have	*breakfast / lunch / dinner,* etc. *a bath / shower / swim / party,* etc. *a(n) accident / experience / dream,* etc. *a baby* *difficulty / fun / trouble,* etc.

11 **Put the verbs in brackets into the *present simple* or the *present continuous*.**

1 A: ...*Do you know*... (you/know) that man over there?
  B: Actually, I do. He's Muriel's husband.
2 A: Are you doing anything tomorrow evening?
  B: Yes. I ..... (see) Jack at nine o'clock.
3 A: I ..... (see) you're feeling better.
  B: Yes, I am, thank you.
4 A: What's that noise?
  B: The people next door ..... (have) a party.
5 A: Graham ..... (have) a new computer.
  B: I know. I've already seen it.
6 A: This dress ..... (not/fit) me any more.
  B: Why don't you buy a new one?
7 A: Your perfume ..... (smell) nice. What is it?
  B: It's a new perfume called Sunshine.
8 A: What is Jane doing?
  B: She ..... (smell) the flowers in the garden.
9 A: What ..... (you/look) at?
  B: Some photos I took during my holidays. They aren't very good, though.
10 A: You ..... (look) very pretty today.
  B: Thank you. I've just had my hair cut.
11 A: I ..... (think) we're being followed.
  B: Don't be silly! It's just your imagination.
12 A: Is anything wrong?
  B: No. I ..... (just/think) about the party tonight.
13 A: This fabric ..... (feel) like silk.
  B: It is silk, and it was very expensive.
14 A: What are you doing?
  B: I ..... (feel) the radiator to see if it's getting warm.
15 A: She ..... (be) generous, isn't she?
  B: Yes, she has never been a mean person.
16 A: He ..... (be) very quiet today, isn't he?
  B: Yes, I think he has some problems.
17 A: Would you like some cherries?
  B: Yes, please. I ..... (love) cherries. They're my favourite fruit.
18 A: I'm sorry, but I ..... (not understand) what you mean.
  B: Shall I explain it again?
19 A: The children are making lots of noise today.
  B: I know, but they ..... (have) fun.
20 A: This cake ..... (taste) awful.
  B: I think I forgot to put the sugar in it!

UNIT 1
Present Forms

Present Perfect

FORM

I/You **have ('ve) left/arrived**.
He/She/It **has ('s) left/arrived**.
Have you **left/arrived**? **Yes, I have./No, I haven't**.
You **have not (haven't) left/arrived**.
He/She/It **has not (hasn't) left/arrived**.

Present Perfect Continuous

FORM

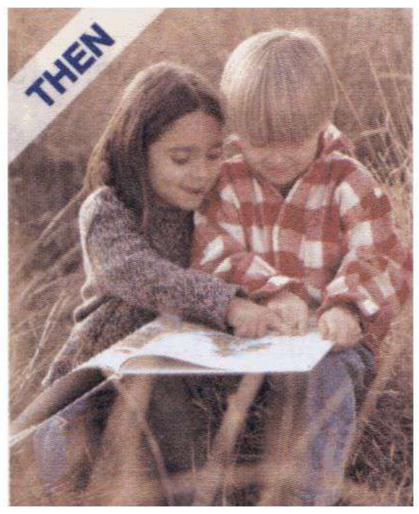
I/You **have('ve) been reading**.
He/She/It **has('s) been reading**.
Have you **been reading**? **Yes, I have./No, I haven't**.
Has he/she it **been reading**?
You **have not (haven't) been reading**.
He/She/It **has not (hasn't) been reading**.

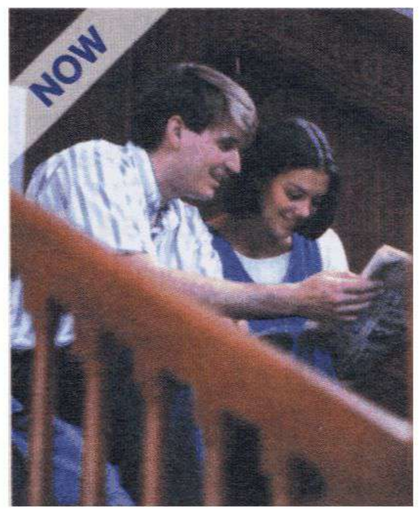
Use

The present perfect and the present perfect continuous connect the past and the present. That is, they describe actions which started in the past and continue up to the present or actions which were completed in the past but whose results affect the present.

- **The present perfect is used to describe an action which started in the past and continues up to the present, especially with state verbs such as *have, like, know, be,* etc. In this case, we often use *for* and *since*.**

  *They **have been** friends **for** twenty years. (They met each other twenty years ago and they are still friends.)*



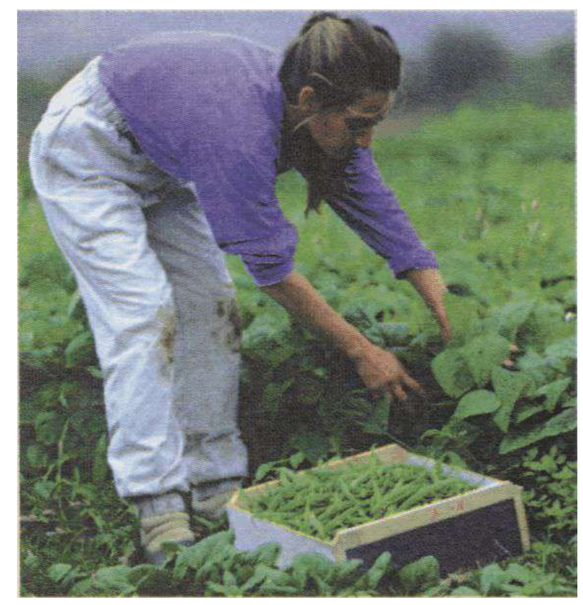


- **The present perfect is also used for an action which has recently finished and whose result is visible in the present.**

  *She **has picked** a lot of apples. (The apples are in the basket, so the action has finished.)*

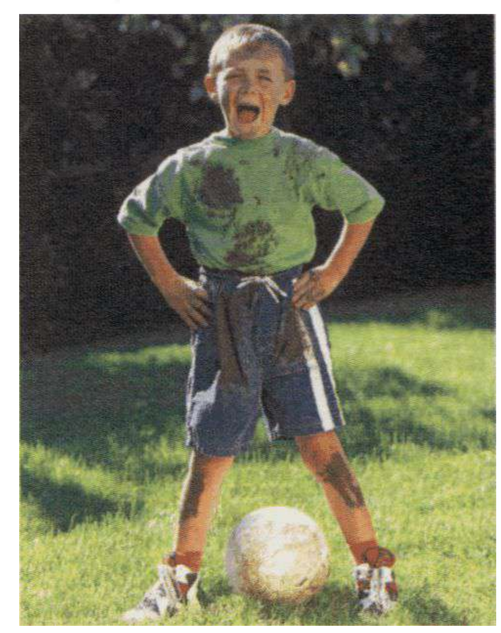
- **The present perfect continuous is used to put emphasis on the duration of an action which started in the past and continues up to the present, especially with time expressions such as *for, since, all morning/day/week,* etc.**

  *Sarah **has been picking** vegetables for two hours. (She started picking vegetables two hours ago and she is still picking them now.)*



- **The present perfect continuous is also used for an action which started and finished in the past and lasted for some time. The result of the action is visible in the present.**

  *He is dirty. He **has been playing** football. (He is no longer playing football, but the fact that his clothes are dirty is visible now.)*



Note: With the verbs *feel* (have a particular emotion), *live, work* and *teach* we can use the present perfect or present perfect continuous with no difference in meaning.

*e.g. **He has felt/has been feeling** unwell all morning.*

- **The present perfect is used for an action which happened at an unstated time in the past. The exact time is not important, so it is not mentioned. The emphasis is placed on the action.**

  *a) He **has broken** his arm. (The exact time is not mentioned. What is important is the fact that his arm is broken.)*
  *b) Peter **has been** to Paris four times. (The exact time of each of his visits is not mentioned. What is important is the fact that he has visited Paris four times.)*

- **The present perfect is also used for an action which has happened within a specific time period, which is not over at the moment of speaking, such as *today, this morning/afternoon/week/month/year,* etc.**

  *She **has received** three faxes **this morning**. (The action has been repeated three times up to now and may happen again because the time period - this morning - is not over yet.)*
  *She **received** three faxes **this morning.** (The time period - this morning - is over. It is now afternoon or evening).*

- **The present perfect continuous is used to express anger, annoyance or irritation.**

  *Who **has been reading** my business papers? (The speaker is irritated.)*

Both the present perfect and the present perfect continuous are used with the following time expressions:

- **how long**
  *e.g. **How long have** you **known** Jack?*
  *__How long have__ you **been learning** English?*
- **for (duration)**
  *e.g. I **have known** Jack **for** five years.*
  *I **have not seen** Emily **for** a long time.*
  *She **has been working** here **for** twenty years.*
- **since (starting point)**
  *e.g. They **have been** married **since** last April.*
  *We **have been living** here **since** 1980.*
  *I **have not talked** to Ann **since** last Sunday.*
- **lately/recently**
  *e.g. **Have** you **seen** any good films **lately/recently**?*
  *She **has been going out** a lot **lately/recently**.*

The present perfect is usually used with the following time expressions:

- **already**
  *e.g. We **have already seen** this film.*
  *__Have__ you **finished already**?*
- **yet**
  *e.g. **Has** Roger **left yet**? Simon **has not finished yet**.*
- **just** *e.g. I **have just phoned** Jill.*
- **always**
  *e.g. She **has always loved** animals.*
- **ever**
  *e.g. **Have** you **ever been** abroad?*
- **never**
  *e.g. She **has never been** to France.*
- **so far**
  *e.g. I **have sent** twenty invitations **so far**.*
  *What **have** you **done so far**?*

12 **Fill in *for* or *since*.**

1 I have lived in this village .....*since*..... I was born.
2 It has been raining ..... hours. I wish it would stop.
3 My father has been the manager of this firm ..... ten years.
4 ..... I moved to York, I have been much happier.
5 Have you been waiting ..... a long time?
6 I have been waiting for you ..... four o'clock.
7 She hasn't bought a new coat ..... three years.
8 Karen has been on the phone ..... ages!
9 I have known Neil ..... 1994.
10 Jane has been my best friend ..... many years.

UNIT 1
Present Forms

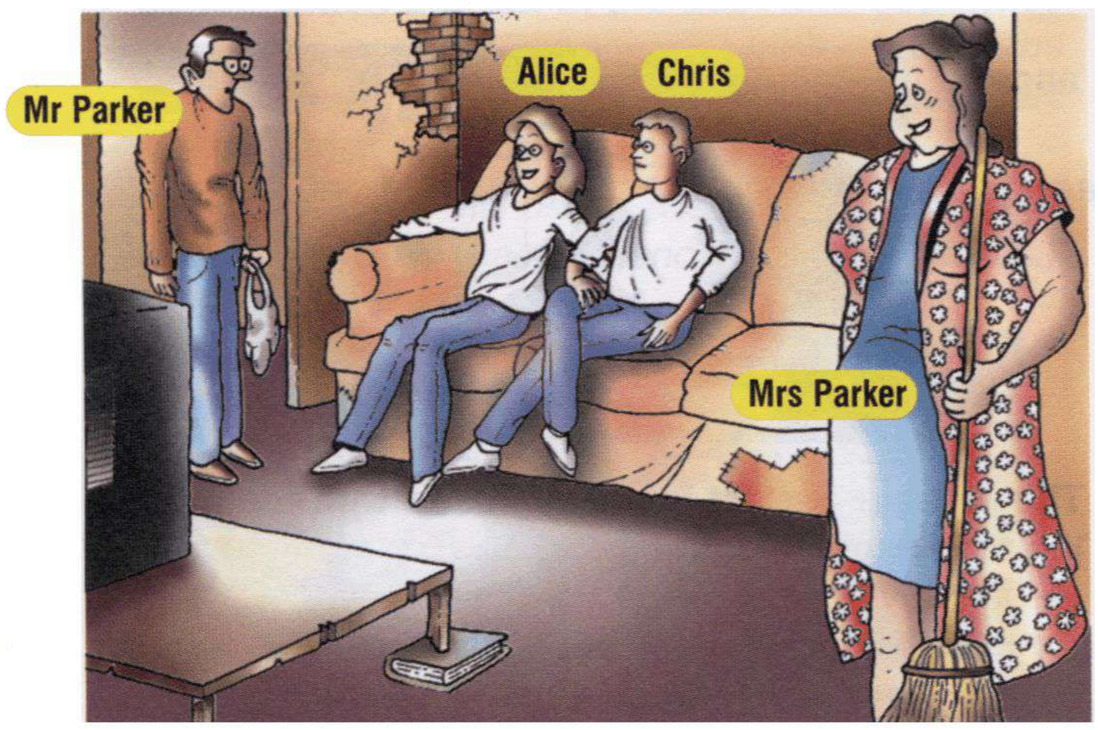
13 **In pairs, make up short exchanges using the prompts below, as in the example.**

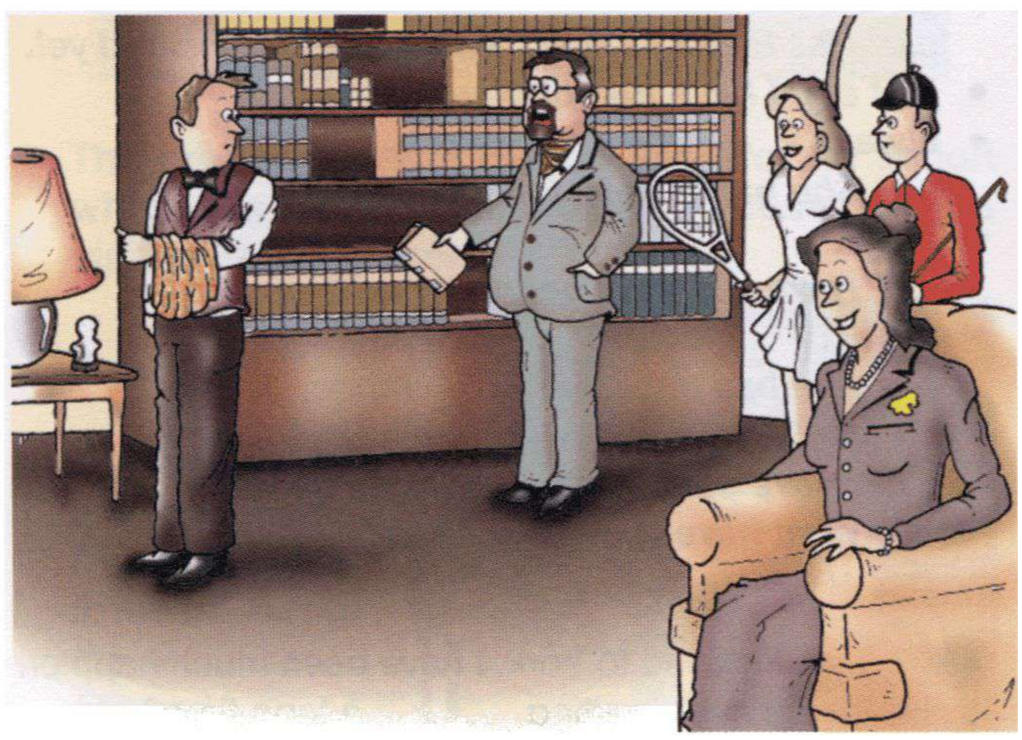
SA: *The water is cold. Haven't you turned on the water heater?*
SB: *No, I haven't turned it on.*

1 The water is cold. (turn on / the water heater)
2 The fridge is empty. (do / the shopping)
3 There is no electricity. (pay / the bill)
4 It's raining. (bring / your umbrella)
5 The cat is hungry. (feed / it)
6 The bedroom is a mess. (tidy / it)
7 The landlord is on the phone. (pay / the rent)
8 I can't see anything. It's dark. (bring / your torch)

14 ***The Parkers have recently won the lottery. As a result, their life has changed.*** **Look at the pictures and the prompts and describe the changes, as in the example.**

e.g. *Mr Parker has put on weight.*





put on weight
take up tennis
hire a butler
lose weight
move to a bigger house
grow a beard
all buy new clothes
join the pony club
buy some nice furniture

15 ***The people below are on a cruise ship. What have they been doing since 10 o'clock this morning?*** **In pairs, make up exchanges using the prompts below, as in the example.**

SA: *Mrs Peters is sunbathing.*
SB: *Yes, she's been sunbathing since 10 o'clock this morning.*

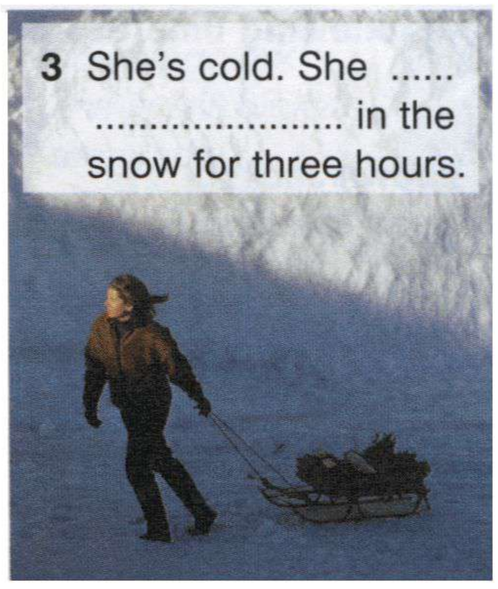
1 Mrs Peters / sunbathe
2 Tom and Jerry / swim
3 Miss Houston / read her book
4 Sandra and Helen / talk
5 Mr Burrows / walk on the deck
6 Tim and Alan / play chess

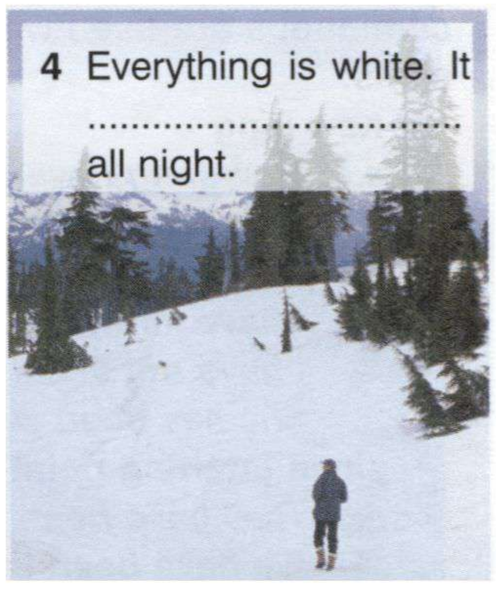
16 **Fill in the gaps with one of the verbs from the list in the *present perfect continuous*.**

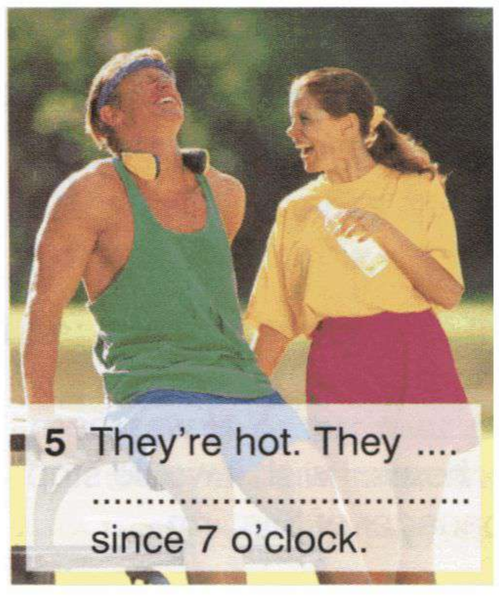
try, snow, jog, play, work, walk

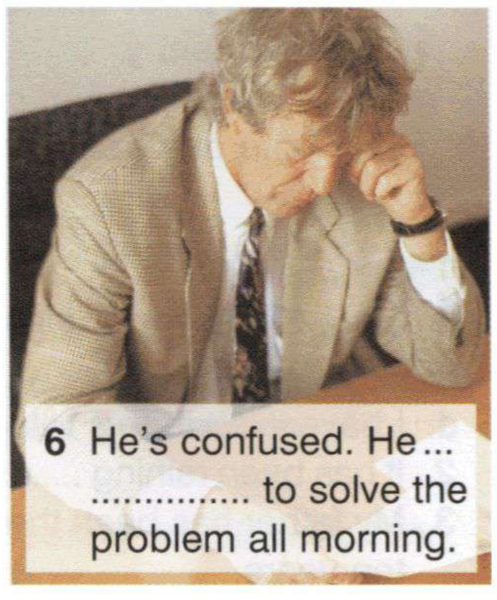
1 He's wet. He ...*has been playing*... in the water.

2 He's tired. He .... hard.


3 She's cold. She .... in the snow for three hours.


4 Everything is white. It ..... all night.


5 They're hot. They .... since 7 o'clock.


6 He's confused. He... ..... to solve the problem all morning.

17 *It is 11 o'clock. The following people all started work earlier this morning.* **Look at the information and say how long they have been working and how much work they have done so far, as in the example.**

S1: *Sandra's been typing since 9 o'clock / for two hours.*
S2: *She's typed twenty letters so far.*

Name	Started/Activity	Completed
Sandra	9 o'clock / type	20 letters
Kim	8 o'clock / clean the house	4 rooms
Bob	10 o'clock / examine patients	3 patients
John	7 o'clock / deliver parcels	30 parcels
Helen	10 o'clock / draw pictures	4 pictures

18 **Fill in the gaps with *recently, how long, yet, for, always, ever, already, since, so far* or *just*. Sometimes more than one answer is possible.**

1 A: Has Tom finished his exams ...*yet*...?
B: No. He finishes next Thursday.
2 A: ..... has Janet been working at the hospital?
B: She has been working there ..... she left school.
3 A: How are you finding your new job?
B: Great. I haven't had any problems ..... .
4 A: Is John at home, please?
B: No, I'm afraid he's ..... gone out.
5 A: Have you been waiting long?
B: Yes, I've been here ..... two hours.
6 A: Has Martin ..... been to Spain?
B: No, I don't think so.
7 A: Have you spoken to Matthew .....?
B: Yes. I phoned him last night.
8 A: Can you do the washing-up for me, please?
B: Don't worry. Mike has ..... done it.
9 A: Lucy has ..... been musical, hasn't she?
B: Yes, she started playing the piano when she was five years old.
10 A: Shall we go to that new restaurant tonight?
B: Yes. I have ..... been there. It's really nice.
11 A: Your dog's been barking ..... three hours!
B: I'm sorry. I'll take him inside.
12 A: Have you finished reading that book yet?
B: No, I've ..... started it.

19 **Put the verbs in brackets into the *present perfect* or *continuous*, using short forms where appropriate.**

1 A: How long ...*have you known*... (you/know) Alison?
B: We ..... (be) friends since we were children.
2 A: Who ..... (use) the car?
B: I was. Is there a problem?
3 A: What are Andrew and David doing?
B: They ..... (work) in the garden for three hours.
4 A: Why is Sally upset?
B: She ..... (lose) her bag.
5 A: I .....(always/believe) that exercise is good for you.
B: Of course, it's good to keep fit.
6 A: Emily ..... (teach) maths since she left university.
B: Yes, and she's a very good teacher, too.
7 A: Fred ..... (open) a new shop.
B: Really? Where is it?
8 A: This pie is delicious.
B: Is it? I ..... (not/taste) it yet.
9 A: Have you found your umbrella yet?
B: No, I ..... (look) for it for an hour now.
10 A: You look exhausted.
B: Well, I ..... (clean) the windows since 8 o'clock this morning.
11 A: Can I have some more lemonade, please?
B: Sorry, your brother ..... (just/drink) it all.
12 A: Have you got new neighbours?
B: Yes, they ..... (just/move) to the area.

20 **Put the verbs in brackets into the *present perfect* or the *present perfect continuous*.**

Dear Connie,

I hope you are enjoying yourself at university. I'm sure you **1)** ...*'ve been studying*... (study) hard. Everything is fine here at home. Billly **2)** ..... (just/receive) his school report. It was bad, as usual. He **3)** ..... (decide) to leave school next year and find a job. Fiona **4)** ..... (go) to the gym every day for the past two weeks. She **5)** ..... (try) to get in shape for the summer. She **6)** .... (already/plan) her holiday in the sun. Your father **7)** ..... (sell) the old car and he **8)** ..... (buy) a new one. It's lovely – much nicer than the old one.

Anyway, write soon.

Love,
Mum

Have gone (to) / Have been (to)

- *They **have gone to** the theatre. (This means they have not come back yet. They are still at the theatre.)*
- *He **has been to** Japan. (This means that he has visited Japan; he is not there now. He has come back.)*

21 **Fill in the gaps with *have/has been (to)* or *have/has gone (to)*.**

Jack: Hi, Jill. Where's Paul?
Jill: Oh, he **1)** ...*has gone to*... London for a few days.
Jack: Really! I **2)** ..... London recently. I came back yesterday. **3)** ..... you ..... there?
Jill: No, I haven't. Paul **4)** ..... twice before, though. Where's Sarah?
Jack: She **5)** ..... Spain for two weeks with her parents. They **6)** ..... there to visit some friends.
Jill: When is she coming back?
Jack: They'll all be back next weekend.

22 **Choose the correct answer.**

1 'What time does the train leave?'
'I think it ..*A*... at 2 o'clock.'
A leaves **B** has been leaving **C** has left

2 'Where are Tom and Pauline?'
'They ..... to the supermarket.'
A have just gone **B** have been going **C** go

3 'What is Jill doing these days?'
'She ..... for a job for six months.'
A is looking **B** has been looking **C** looks

4 'Is Mandy watching TV?'
'No. She ..... her homework right now.'
A is always doing **B** is doing **C** does

5 'Have you been for a walk?'
'Yes. I often ..... for walks in the evenings.'
A have gone **B** am going **C** go

6 'Have you seen any films lately?'
'Yes. Actually, I ..... two this week.'
A have seen **B** am seeing **C** see

7 'What .....?'
'It's a piece of cherry pie. Mum made it yesterday.'
A are you eating **B** do you eat **C** have you eaten

8 'Are you going on holiday this summer?'
'Yes. I ..... enough money.'
A am saving **B** have already saved **C** save

9 'Is Todd reading the newspaper?'
'No. He ..... dinner at the moment.'
A has been making **B** makes **C** is making

10 'Have you bought any new CDs recently?'
'Yes. Actually, I ..... two this week.'
A have bought **B** have been buying **C** am buying

11 'What time does the play start?'
'I think it ..... at 8 o'clock.'
A has been starting **B** starts **C** has started

12 'Where is Mark?'
'He ..... to the library to return some books.'
A has gone **B** has been **C** is going

13 'What ..... ?'
'It's a letter to my pen-friend. I'm telling her my news.'
A have you written **B** do you write
C are you writing

23 Underline the correct tense.

1 Liz and I are good friends. We ***know/have known*** each other for four years.
2 Sarah is very tired. She ***has been working/is working*** hard all day.
3 'Where is John?' 'He's upstairs. He ***does/is doing*** his homework.'
4 I can't go to the party on Saturday. I ***am leaving/have been leaving*** for Spain on Friday night.
5 Jane ***has finished/is finishing*** cleaning her room, and now she is going out with her friends.
6 I didn't recognise Tom. He ***looks/is looking*** so different in a suit.
7 I don't need to wash my car. Jim ***washes/has washed*** it for me already.
8 Ian ***has been talking/is talking*** to his boss for an hour now.
9 Claire's train ***arrives/has arrived*** at 3 o'clock. I must go and meet her at the station.
10 'Would you like to borrow this book?' 'No, thanks. I ***have read/have been reading*** it before.'
11 'Where ***are you going/do you go***?' 'To the cinema. Would you like to come with me?'
12 Have you seen my bag? I ***am searching/have been searching*** for it all morning.
13 'Is Colin here?' 'I don't know. I ***haven't seen/haven't been seeing*** him all day.'
14 Sophie is very clever. She ***is speaking/speaks*** seven different languages.
15 We ***are moving/have moved*** house tomorrow. Everything is packed.

24 Put the verbs in brackets into the correct tense.

1 A: What ...*are you doing*... (you/do)?
B: Nothing. I ..... (just/finish) my lunch.
2 A: Where ..... (you/be) all morning?
B: I ..... (clean) my house since 8 o'clock.
3 A: ..... (you/do) anything next weekend?
B: No, I ..... (not/make) any plans yet.
4 A: Jane looks great. ..... (she/lose) weight?
B: Yes, she ..... (exercise) a lot recently.
5 A: ..... (be/you) busy right now?
B: Yes, I ..... (just/start) typing this report.
6 A: Where is Peter?
B: He ..... (wash) the car at the moment.
7 A: Who ..... (be) your favourite actor?
B: I ..... (like) Sean Connery since I was a child.
8 A: ..... (you/do) your homework yet?
B: Almost; I ..... (do) it now.

25 Put the verbs in brackets into the correct tense.

1 Who .....*has been using*..... (use) my toothbrush?
2 'What ..... (you/do)?'
'I ..... (write) a letter.'
3 Samantha ..... (play) tennis with friends every weekend.
4 Tim and Matilda ..... (be) married since 1991.
5 Uncle Bill ..... (just/decorate) the bathroom.
6 Pauline and Tom ..... (sing) in the school choir twice a week.
7 Who ..... (you/speak) to?
8 Sarah is very happy. She ..... (win) a poetry competition.
9 He ..... (drink) two cups of coffee this morning.
10 My friend ..... (live) in America at the moment.
11 They ..... (usually/change) jobs every five years.
12 I ..... (normally/cut) my hair myself.
13 Linda ..... (study) in the library for three hours.
14 We ..... (play) in a concert next weekend.
15 Who ..... (read) my diary?
16 Tim ..... (leave) the house at 7 o'clock every morning.
17 ..... (your mother/work) in a bank?
18 ..... (you/drink) coffee with your breakfast every day?
19 We ..... (make) plans for our summer holidays right now.
20 They ..... (move) house in September.

26 Put the verbs in brackets into the correct tense.

Dear Nick,

This is just a short note to tell you I **1)** ...*'m arriving/arrive*... (arrive) at the airport at 5 pm on Saturday, 10th December. I **2)** ..... (be) very busy recently, and that's why I **3)** ..... (not/write) to you for a while. I **4)** ..... (plan) this trip for months, so now I **5)** ..... (look forward) to spending some time with you and your family. I **6)** ..... (hope) you will be able to meet me at the airport. Please give my love to your wife and the children.

See you soon,
James

UNIT 1
Present Forms

27 Put the verbs in brackets into the correct tense.

Molly: Hi Peter. I **1)** ...*haven't seen*... (not/see) you for a long time.
Peter: Hi Molly. I **2)** ..... (travel) for the past two months.
Molly: Really? I **3)** ..... (plan) a trip at the moment. I **4)** ..... (leave) next month for Australia.
Peter: That's great. **5)** ..... (you/arrange) a place to stay once you get there?
Molly: Yes, a campsite. It **6)** ..... (be) a very nice place.
Peter: And **7)** ..... (you/buy) your ticket yet?
Molly: No, not yet. Actually, I **8)** ..... (go) to the travel agent's this afternoon to buy it.
Peter: Oh. I **9)** ..... (go) into town later today. You can come with me in my car.
Molly: Thanks. I **10)** ..... (meet) my brother for lunch at 1 o'clock, so I'll come to your house at 2 o'clock.
Peter: Great! See you then.

28 Choose the correct answer.

1 '..*C*... your sister recently?'
'Yes, she came to visit last weekend.'
A Have you been seeing **B** You have seen
C Have you seen

2 'I didn't know Sarah could drive.'
'Oh yes, she ..... since last April.'
A has been driving **B** has driven **C** is driving

3 'Where is Jason?'
'He ..... at the swimming pool.'
A is being **B** is **C** has been

4 'This is a great book.'
'I know. I ..... it twice already.'
A have read **B** am reading
C have been reading

5 'Hello, Jane. I'm home.'
'Where have you been? I ..... for you all day!'
A have been looking **B** look **C** am looking

6 'Are you having a holiday this year?'
'Yes, I ..... to Hawaii.'
A am going **B** have been **C** have gone

7 'Who does your hair for you?'
'My mother usually ..... it.'
A is cutting **B** cuts **C** has cut

8 'Your socks are all wet!'
'Don't worry. I ..... another pair with me.'
A am bringing **B** bring **C** have brought

29 Correct the mistakes.

1 They have been to the shops. They'll be home soon.
2 Joe plays in the garden at the moment.
3 I am going to work by car every day.
4 The builders finish the block of flats already.
5 He has been breaking his arm.
6 Sam have just finished reading a very interesting book.
7 Water is boiling at 100°C.
8 John is living here since 1986.
9 I study this subject for five years.
10 Who has use my scissors?

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 I've never had such a good meal.
ever It's the best **meal I have ever** had.
2 She started collecting postcards four years ago.
been She **has been collecting** postcards for four years.
3 They haven't finished painting the house yet.
still They **are still painting** the house.
4 I've never ridden a camel before.
first It's the **first time I've ridden** a camel.

30 Complete each sentence with two to five words, including the word in bold.

1 She hasn't finished cooking the meal yet.
still She .....*is still cooking*..... the meal.
2 I've never met such an interesting person.
ever He's the most interesting person I .... met.
3 He started repairing the roof three hours ago.
been He ..... the roof for three hours.
4 They've never visited an old castle before.
first It's ..... have visited an old castle.
5 Robert is still decorating the flat.
finished Robert ..... the flat yet.
6 It's the most boring book I've ever read.
never I..... such a boring book.
7 He started playing rugby four years ago.
been He ..... rugby for four years.

Prepositions

belong **to** sb	look **at** sb/sth
come **from** (a place)	stay **at** (a place)
listen **to** sb/sth	wait **for** sb/sth
live **in** (a place)	work **for** sb/sth

31 **Fill in the correct preposition.**

1 What are you waiting ...*for*...?
2 Why are you looking ..... yourself in the mirror?
3 How often do you listen ..... the radio?
4 My parents live ..... a small cottage.
5 My brother works ..... my father.
6 Those books belong ..... John Smith.
7 We aren't going out tonight. We're staying ..... home.
8 My father comes ..... Ireland.

Phrasal Verbs

break down: 1) stop working (of cars, etc.)
2) lose control of feelings (of people)

break in/break into a building: enter by force

break into: start singing, smiling, etc. suddenly

break out: 1) begin suddenly (war, fire, etc.)
But: a storm breaks
2) escape

break up: stop for holidays (of schools, etc.)

32 **Fill in the correct particle.**

1 War broke ...*out*... in 1992 and it lasted until 1995.
2 Children are always happy when school breaks ..... for the holidays.
3 The burglars broke ..... the house in the middle of the night and stole all the jewellery.
4 His serious face broke ..... a grin when he read the joke.
5 The bus broke ....., so all the passengers had to get off and wait for another one to come.
6 The little girl broke ..... and cried when her dog died.
7 The dog broke ..... of the garden and chased the cat down the street.

ORAL Activity

Life on earth is changing. Look at the information given in the chart and make sentences, as in the example.

e.g. S1: Trees provide oxygen and homes for animals.
S2: However, trees are disappearing because of fires and logging.
S1: But many governments have started to plant new trees.

The Facts....

1 Trees / provide / oxygen and homes for animals.
2 Many different species of fish / live on coral reefs.
3 Many people / use / coal and oil as fuel for heating in their homes.
4 Ocean life / produce / 90% of our oxygen.

The Changes....

1 Trees / disappear / because of fires and logging.
2 Fish / die / because fishermen / destroy / coral reefs.
3 Coal and oil supplies / decrease.
4 We / pollute / the oceans with rubbish.

The Action Taken....

1 Many governments / start / to plant new trees.
2 Some fishermen / stop / fishing near coral reefs.
3 Many people / change / to other sources of fuel for heating.
4 We / begin / to recycle rubbish instead of throwing it all away.

WRITING Activity

Complete the article below using the information from the Oral Activity.

PLANET EARTH S. O. S. Are you aware of the damage being done to our planet? We all know that trees provide oxygen and homes for animals. However, trees are disappearing because of fires and logging. Fortunately, many governments have started to plant new trees. We also know that .....
.....
.....
We must stop the destruction now, before it is too late.

UNIT 2
Past Forms

Past Simple

FORM

I / He / She / We **returned** / **left**.
Did he **return** / **leave**?/**Yes, he did**./**No, he didn't**.
He **did not (didn't) return** / **leave**.

Use

The past simple is used:

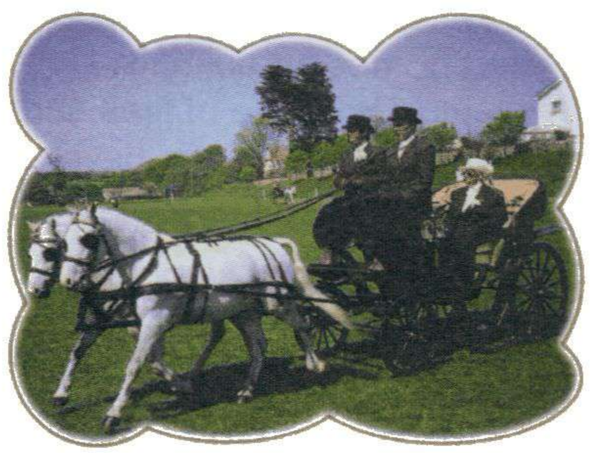
- **for an action which happened at a definite time in the past. The time is stated, already known or implied.**

*They **spent** their holidays in Switzerland last winter.*
(When did they go to Switzerland?
Last winter. The time is stated.)
*They **had** a great time.*
(The time is already known.)

- **for actions which happened immediately one after the other in the past.**

*First, he **read** the message. Then, he **called** his boss.*

- **for past habits or states which are now finished. In such cases we can also use the expression *used to*.**



*People **travelled**/ **used to travel** by carriage in those days.*

Past Continuous

FORM

I / He / She **was** / We / They **were watching**.
Was he / **Were** they **watching**? **Yes, he was**./**No, they weren't**.
He **was not (wasn't)** / They **were not (weren't) watching**.

The past continuous is used:

- **for an action which was in progress at a stated time in the past. We do not mention when the action started or finished.**

*At three o'clock yesterday afternoon, they **were sitting** at an outdoor café. (We do not know when they got to or when they left the café.)*

- **for an action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and the past simple for the action which interrupted it (shorter action).**

*He **was walking** when he **slipped** on a banana skin.*

- **for two or more simultaneous past actions.**

*She **was steering** the boat while he **was playing** the guitar.*

- **to talk about the lives of people who are no longer alive.**

Marilyn Monroe ***starred*** *in a number of successful films.*

The past simple is used with the following time expressions: *yesterday, last night/week/month/year/Monday*, etc., *two days/weeks/months*, etc. *ago, then, when, How long ago...?, in 1992/1845*, etc.

- **to describe the atmosphere, the setting, etc. in the introduction to a story before we describe the main events.**

Todd and Emily ***were riding*** *through the forest. The sun* ***was shining*** *and the birds* ***were singing****.*

The past continuous is used with the following time expressions: *when, while, as, all day/night/morning*, etc.

1 **Look at Appendix 1. Write the *past simple* of the verbs in the list in the correct box.**

bake, fry, stay, stop, complete, try, hire, rub, travel, cry, pray, play, promise, refer, tidy, destroy

- e + **d**	*baked*
double consonant + **ed**	*stopped*
consonant + ~~y~~ → **ied**	*fried*
vowel + y + **ed**	*stayed*

2 **Look at Appendix 1. Write the *past simple* of the verbs in the box, then read them out.**

land, book, dive, attach, present, start, jump, crash, need, look, prefer, attract, kiss, arrange, water, clean, protest, pretend

/ **ɪd** / (after / t /, / d /)	*landed*
/ **t** / (after / k /, / s /, / tʃ /, / ʃ /, / f /, / p /)	*booked*
/ **d** / (after all other sounds)	*dived*

3 **First, fill in the table. Then choose five verbs and make sentences using the *past simple*.**

Infinitive	Past	Past Participle
become	*became*	*become*
begin	.....	.....
blow	.....	.....
creep	.....	.....
dig	.....	.....
eat	.....	.....
fall	.....	.....
feel	.....	.....
hang	.....	.....
pay	.....	.....
ride	.....	.....
shake	.....	.....
speed	.....	.....
throw	.....	.....

4 **Put the verbs in brackets into the *past simple* or the *past continuous*.**

She **1)** ...*was lying*... (lie) in bed when she **2)** ..... (hear) a sudden noise. She **3)** ..... (open) her eyes in horror. Someone **4)** ..... (open) a downstairs window; they **5)** ..... (try) to get into her house. She **6)** ..... (climb) slowly out of bed and **7)** ..... (creep) to the door. She **8)** ..... (stand) very still and listening carefully when she **9)** ..... (see) a light downstairs. It **10)** ..... (move) about as if someone **11)** ..... (hold) a torch and searching for something. She **12)** ..... (know) that they **13)** .....(look) for her.

UNIT 2
Past Forms

5 ***The following people were in the living room at nine o'clock last night. What were they doing?* In pairs, ask and answer questions using the prompts below, as in the example.**

SA: What were Mr Scott and Grandpa doing?
SB: They were playing chess.

1 Mr Scott and Grandpa / play chess
2 Mrs Scott / watch TV
3 Grandma / knit
4 Lisa / write a letter
5 Tom and Paul / play with their toys
6 The cat / sit by the fire

6 **Put the verbs in brackets into the *past simple* or the *past continuous*. Then, say which uses of these tenses are shown in each extract.**

A Charlie Chaplin **1)** ...*became*... (become) one of the best-known personalities in America within two years of his first appearance in motion pictures. He **2)** ..... (be) so famous that no studio could afford to pay him, so he **3)** ..... (appear) only in films which he **4)** ..... (produce) himself.

B It **1)** ..... (happen) at ten o' clock last night. John **2)** ..... (sit) in his cosy living room with his wife and children. They **3)** .... (watch) the evening news on TV when suddenly, the lights **4)** ..... (go out) and everything in the house **5)** ..... (become) quiet.

C The boys **1)** ..... (play) football on the river bank while the girls **2)** ..... (talk). Everyone **3)** ..... (enjoy) the picnic when suddenly they **4)** ..... (hear) a loud cry from further up the river. They all **5)** ..... (rush) to see what was wrong.

D In prehistoric times, people **1)** ..... (live) in caves. They **2)** ..... (hunt) animals which they then **3)** ..... (use) for food and clothing. They **4)** ..... (make) everything by themselves and they **5)** ..... (have) very simple lives.

7 **A Look at the notes below and say what Rick did yesterday, using the linking words from the list.**

first, then, next, after that, finally

*S1: **First**, Rick **got up** at seven.*
*S2: **Then**, he **had** breakfast.*

7 am	get up
7:15 - 8:15 am	have breakfast
8:30 - 9 am	drive to work
11 am - 1 pm	talk to some clients
1:30 - 2 pm	have a lunch break
4 - 5 pm	prepare a speech
5:30 - 6:30	drive home

B Now, in pairs, ask and answer questions about what Rick was doing at the times in the list below.

SA: What was he doing at half past seven in the morning?
SB: He was having breakfast.

7:30 am	11:30 am	4:30 pm
8:45 am	1:45 pm	6 pm

when/while/as + past continuous (longer action)
when + past simple (shorter action)

8 **Join the sentences using *as*, *when* and *while*, as in the examples.**

1 Kim was looking out of the window. She saw Mike.
As / When / While Kim was looking out of the window, she saw Mike.
Kim was looking out of the window when she saw Mike.
2 Cathy was washing the dishes. She dropped a glass.
3 The children were playing. Their father came home.
4 Robert was driving home. He got a flat tyre.
5 Mick and Charlie were leaving the bank. The police surrounded them.

9 **Put the verbs in brackets into the *past simple* or the *past continuous*. Which was the longer action in each sentence?**

1 They ...*were cleaning*... (clean) the windows when it ...*started*... (start) to rain.
Cleaning the windows was the longer action.
2 As he ..... (drive) to work, he ..... (remember) that his briefcase was still at home.
3 Melanie ..... (cook) dinner when her husband ..... (come) home.
4 I ..... (hear) a loud crash as I ..... (sit) in the garden.
5 She ..... (type) a letter when her boss ..... (arrive).
6 While the dog ..... (dig) in the garden, it ..... (find) a bone.
7 Mary ..... (ride) her bicycle when she ..... (notice) the tiny kitten.
8 While I ..... (do) my homework, the phone ..... (ring).

10 ***A policeman is asking Mrs Hutchinson about a car accident she happened to see yesterday.* Put the verbs in brackets into the *past simple* or the *past continuous*.**

P: What **1)** ...*were you doing*... (you/do) when you **2)** ..... (see) the accident, madam?
H: I **3)** ..... (walk) down the street.
P: What exactly **4)** ..... (you/see)?
H: Well, the driver of the car **5)** ..... (drive) down the road when suddenly the old man just **6)** ..... (step) in front of him! It **7)** ..... (be) terrible!
P: **8)** ..... (the driver/speed)?
H: No, not really, but the old man **9)** ..... (not/look) both ways before he **10)** ..... (try) to cross the road.
P: **11)** ..... (anyone else/see) the accident?
H: Yes, the lady in the post office.
P: Thank you very much.

11 **Put the verbs in brackets into the *past simple* or the *past continuous*.**

A As soon as Margaret **1)** ...*got*... (get) off the train, she **2)** ..... (pull) her coat around her. Rain **3)** ..... (fall) heavily and a cold wind **4)** ..... (blow) across the platform. She **5)** ..... (look) around, but no one **6)** ..... (wait) to meet her. She **7)** ..... (turn) to leave when she **8)** ..... (hear) footsteps. A man **9)** ..... (walk) towards her. He **10)** ..... (smile) at her, then he **11)** ..... (say), 'You're finally here.'

B George **1)** ..... (pick) up his bag then, **2)** ..... (throw) it over his shoulder. It **3)** ..... (get) dark and he **4)** ..... (have) a long way to go. He wished that he had let someone know that he was coming. It **5)** ..... (start) to rain, and he was feeling cold and tired from the long journey. Suddenly, he **6)** ..... (hear) a noise, then he **7)** ..... (see) two bright lights on the road ahead. A car **8)** ..... (head) towards him. It slowed down and finally **9)** ..... (stop) beside him. A man **10)** ..... (sit) at the wheel. He **11)** ..... (open) the door quickly and **12)** ..... (say) 'Get in, George.'

C Andy **1)** ..... (step) into the house and **2)** ..... (close) the door behind him. Everything **3)** ..... (be) quiet. His heart **4)** ..... (beat) fast and his hands **5)** ..... (shake) as he crept silently into the empty house, but he was trying not to panic. He soon **6)** ..... (find) what he **7)** ..... (look) for. He smiled with relief as he put on the clothes. The men who **8)** ..... (follow) him would never recognise him now.

12 **Imagine that you were present when these things happened, then, in pairs, ask and answer questions, as in the example.**

SA: What were you doing when the burglar broke in?
SB: I was watching TV.
SA: What did you do?
SB: I called for help.

1 The burglar broke in.
2 The storm broke.
3 The lights went out.
4 The boat overturned.
5 The earthquake hit.
6 The building caught fire.

Used to/Be used to/ Get used to

◆ **We use used to + infinitive to refer to past habits or states. In such cases, *used to* can be replaced by the past simple with no difference in meaning.**

*e.g. He **used to go out**/He **went out** a lot when he was younger. (He doesn't any more.)*
***Did** she **use to spend**/**Did** she **spend** a lot of money when she was single?*

We use the past simple, and not *used to*, for actions which happened at a definite time in the past.
*e.g. He **visited** Paris last month.*
(NOT: He ~~used to visit~~ Paris last month.)

◆ **Look at the following examples of how we can use be/get used to:**

be/get used to + noun/pronoun/-ing form

*e.g. a) They **are used to hot weather**.*
(They are accustomed to hot weather. - present)
*b) **I'm used to getting up** early.*
(I'm accustomed to getting up early. - present)
*c) She **wasn't used to working** at night.*
(She wasn't accustomed to working at night. - past)
*d) Mary **is getting used to life** in the city.*
(Mary is becoming accustomed to life in the city. - present)
*e) Simon had never lived in a tropical country before, but he quickly **got used to it**.*
(He became accustomed to it. - past)
*f) They **will** soon **get used to cooking** their own meals.*
(They will become accustomed to cooking their own meals. - future)

Rewrite each person's comment using *used to* or *didn't use to*.

1 Sally - 'I don't walk to work any more.'
I used to walk to work.
2 Gordon - 'I've got a dog now.'
3 Lisa - 'I don't eat junk food any more.'
4 Jane - 'I go to the gym every night now.'
5 Paul - 'I'm not shy any more.'
6 Edward - 'I live in a big house now.'
7 Helen - 'I haven't got long hair any more.'
8 Frank - 'I eat lots of vegetables now.'

Choose the correct answer.

1 'I find it hard to get up early.'
'You ...*B*... to getting up early once you start working.'
A are used **B** will get used **C** were used

2 'Do you often exercise now?'
'No, but I ..... to exercise a lot when I was at school.'
A used **B** will get used **C** am used

3 'Aren't you bothered by all that noise?'
'No, we ..... to noise. We live in the city centre.'
A were used **B** will get used **C** are used

4 'Does your sister travel a lot?'
'No, but she ..... to before she got married.'
A didn't use **B** used **C** wasn't used

5 'I don't like wearing a suit every day.'
'Don't worry, you ..... to it very soon.'
A are used **B** will get used **C** were used

6 'Sandra ..... to using a computer, but now she enjoys it.'
'It's a lot easier for her now.'
A isn't used **B** will get used **C** wasn't used

7 'Do you remember the things we ..... to do when we were kids?'
'Of course I do. How could I forget what fun we had!'
A used **B** were used **C** got used

8 'Do you like living in the city?'
'Well, I ..... to it yet, but it's okay.'
A am not used **B** wasn't used **C** am used

Fill in the gaps with one of the verbs from the list in the correct form. Use each verb twice.

wash, walk, play, work

1 I used to ...*work*... in a shop, but now I work in an office.
2 I can't concentrate. I'm not used to ..... in such a noisy office.
3 Tom lived in the country for years. He used to ..... miles every day.
4 I'm exhausted. I'm not used to ..... such long distances.
5 Mary used to ..... her clothes by hand, but now she uses a washing machine.
6 We haven't got a washing machine, so we're used to ..... our clothes by hand.
7 The children are bored with the bad weather. They're used to ..... outside.
8 When we were younger, we used to ..... cowboys and Indians.

Past Simple versus Present Perfect

- **We use the past simple for an action which happened at a definite time in the past. The time is stated, already known or implied.**

Kate Steele ***wrote*** *her first novel in 1970. (When? In 1970. The time is stated.)*

- **We use the present perfect for an action which happened at an unstated time in the past, that is, when the exact time is neither mentioned nor**

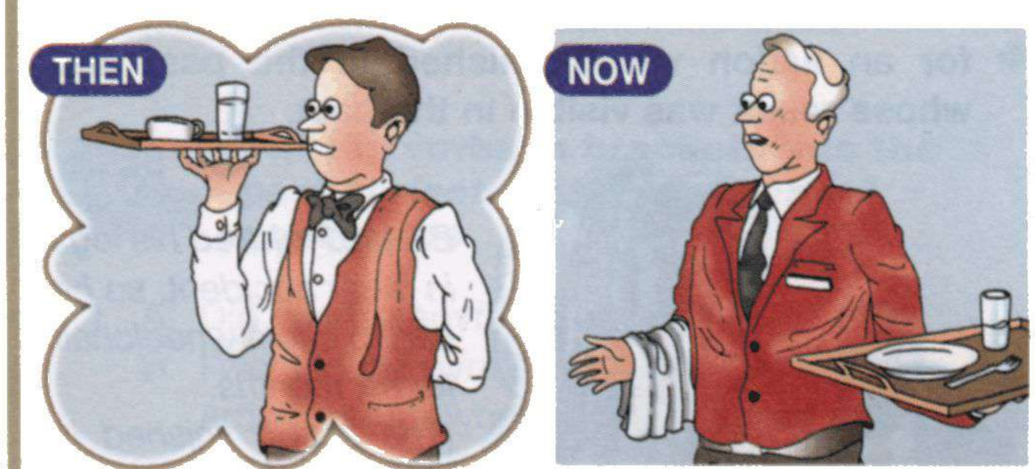
Kate Steele ***has written*** *a lot of successful novels. (When? We do not know. The exact time is neither mentioned nor implied.)*

- **We use the past simple to talk about the lives of people who are no longer alive, even if the time is not stated.** *e.g. William Shakespeare* ***wrote*** *'Romeo and Juliet.' (Shakespeare is no longer alive. We do not mention when he wrote the play, however, we use the past simple.)*

- **We use the past simple for an action which began and finished in the past.**

George Barns ***was*** *a basketball player for ten years. (He is no longer a basketball player. He is a coach.)*

- **We use the present perfect or the present perfect continuous for an action which started in the past and continues up to the present.**



Jim Presley ***has worked/has been working*** *as a waiter for fifteen years. (He began working as a waiter fifteen years ago and he is still a waiter today.)*

- **We use the present perfect to announce a piece of news, and the past simple or past continuous to give more details about it.** *e.g.* ***I've*** *just* ***seen*** *the new boss.* ***I was talking*** *to Carol on the phone when he* ***came*** *in.*

16 **Put the verbs in brackets into the *past simple* or the *present perfect*.**

A A: Do you know that man?
B: Oh yes. He's a very good friend of mine. I **1)** ...*'ve known*... (know) him for about ten years.
A: I think I **2)** ..... (meet) him at a business meeting last month.

B A: Mum **1)** ..... (lose) her purse.
B: Where **2)** ..... (she/lose) it?
A: At the supermarket while she was shopping.

C A: Who was on the telephone?
B: It **1)** ..... (be) Jane.
A: Who is Jane?
B: Someone who **2)** ..... (work) in my office for a few years. She's got a new job now, though.

D A: Who is your favourite singer?
B: Freddie Mercury. He **1)** ..... (have) a wonderful voice.
A: Yes, I agree. He **2)** ..... (enjoy) performing live, too.

UNIT 2
Past Forms

Past Perfect

FORM

She **had arrived/gone**.
Had she **arrived/gone**? **Yes, she had./No, she hadn't.**
She **had not (hadn't) arrived/gone**.

Past Perfect Continuous

FORM

He **had been crying**.
Had he **been crying**? **Yes, he had./No, he hadn't.**
He **had not (hadn't) been crying**.

Use

The past perfect is used:

- **for an action which happened before another past action or before a stated time in the past.**

*They **had** already **reserved** the table when they went to the restaurant. (They made a reservation first and then they went to the restaurant.)*

*They **had** already **sat** down for dinner by 8 pm.*

- **for an action which finished in the past and whose result was visible in the past.**

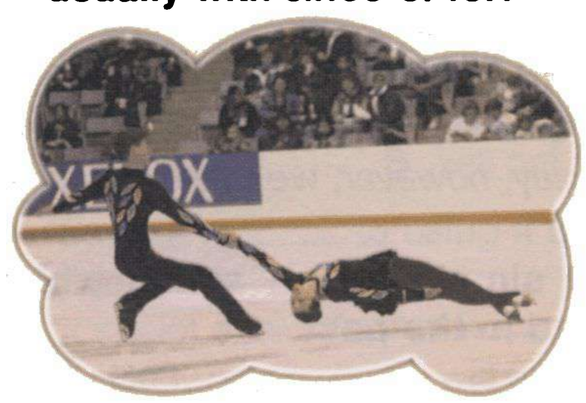
*Bill **had injured** his legs in a car accident, so he had to use a wheelchair for six months. (The action finished in the past and its result was visible in the past, too.)*

Note:
The past perfect is the past equivalent of the present perfect.

a) *He **had broken** his leg, so he **couldn't walk**. (The action 'had broken' happened in the past, and the result 'couldn't walk' was visible in the past, too.)*
b) *He **has broken** his leg, so he **can't walk**. (The action 'has broken' happened in the past, and the result 'can't walk' is still visible in the present.)*

The past perfect continuous is used:

- **to put emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past, usually with *since* or *for*.**



*They **had been skating** together **for** five years before they entered the competition.*

- **for an action which lasted for some time in the past and whose result was visible in the past.**

*She **had been working** hard that day, so she was tired. (She spent all day working hard and the result of the action was visible in the past, too.)*

Note:
The past perfect continuous is the past equivalent of the present perfect continuous.

a) *He **had been waiting** for hours, so he **was** bored. (The action 'had been waiting' lasted for some time in the past, and the result 'was bored' was visible in the past.)*
b) *He **has been waiting** for hours, so he **is** bored. (The action 'has been waiting' started in the past, and the result 'is bored' is still visible in the present.)*

We can use the past perfect or the past simple with *before* or *after* without any difference in meaning.
*e.g. She left **after** she **had finished** her work./She left **after** she **finished** her work.*

The past perfect is used with the following time expressions: *before, after, already, for, since, just, till/until, when, by, by the time, never, etc.*

The past perfect continuous is used with the following time expressions: *for, since, how long, before, until, etc.*

17 **Fill in the gaps with one of the verbs from the list in the *past perfect continuous*.**

read, scream, argue, try, eat, watch

1 Emily was angry. She ..*had been arguing*.. with her parents for an hour.

2 Hannah felt sick. She ..... chocolates all afternoon.

3 Allan had a headache. His baby sister .... for half an hour.

4 Emily was frightened. She ..... a horror film for half an hour.

5 Simon was confused. He ..... to win the game for hours.

6 John was very tired. He ..... all night.

18 **Put the verbs in brackets into the correct past tense.**

A On Monday morning, Jo **1)** ...*missed*... (miss) the bus and had to walk to school. When she **2)** ..... (arrive), the bell **3)** ..... (already/ring) and lessons **4)** ..... (start). The children **5)** ..... (work) quietly when Jo **6)** ..... (walk) into the classroom.

B When Jamie **1)** ..... (get) to the party, a lot of people **2)** ..... (dance) to pop music. Everyone **3)** ..... (wear) jeans, and T-shirts. Jamie **4)** ..... (buy) a new suit for the party and he **5)** ..... (wear) that. He **6)** ..... (feel) quite silly because everyone **7)** ..... (look) at him.

19 **First, say which action happened first, then join the sentences using the words in brackets, as in the example.**

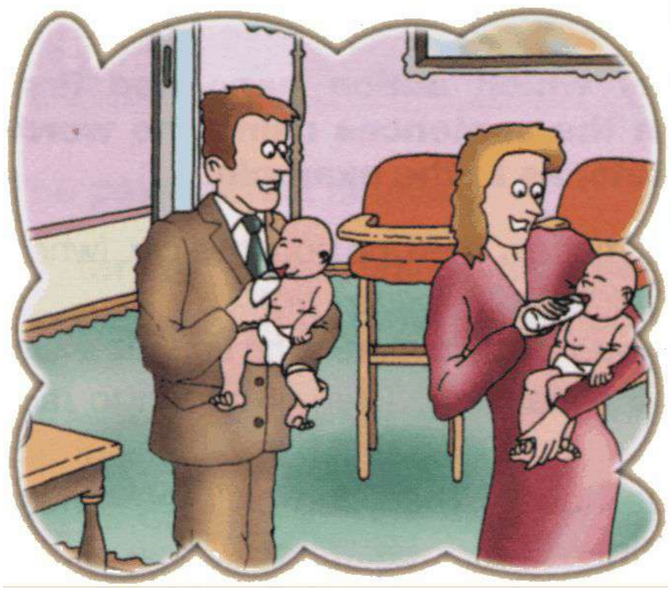
1 He saved a lot of money. Then, he bought a car. (when)
saved a lot of money: happened first
When he had saved a lot of money, he bought a car.
2 She hung out the washing. Then, it began to rain. (after) .....
3 Fiona tidied the house. Then, the children arrived home. (by the time) .....
4 The guests left. Then, she started cleaning. (when) .....
5 The girls put on their uniforms. Then, they went to school. (before) .....
6 The meeting started. Then, the lights went out. (already.....when) .....

20 **Put the verbs in brackets into the *past perfect* or the *past perfect continuous*.**

1 A: Did you do anything last night?
B: I went to the gym and I ...*had just arrived*... (just/arrive) home when Michael called me. He said he ..... (try) to call me for ten minutes before I finally answered the phone.
2 A: Did you catch any fish on your fishing trip today?
B: Yes. I ..... (sit) in the boat for two hours when I caught a huge fish.
3 A: Did you enjoy the open-air concert yesterday?
B: The music was good, but the weather was terrible. The concert ..... (just/start) when suddenly, it began to rain. The musicians .... (only / play) for ten minutes.
A: What a shame!
4 A: Was the house tidy when you got home?
B: Yes, the children ..... (dust) the furniture and they ..... (put away) all of their toys.
5 A: Why were you so upset this morning?
B: Well, I ..... (clean) the house for hours when the children came in with muddy shoes.
6 A: Why are you so late for work this morning?
B: I'm sorry. I ..... (wait) for the train for over an hour before it eventually arrived.

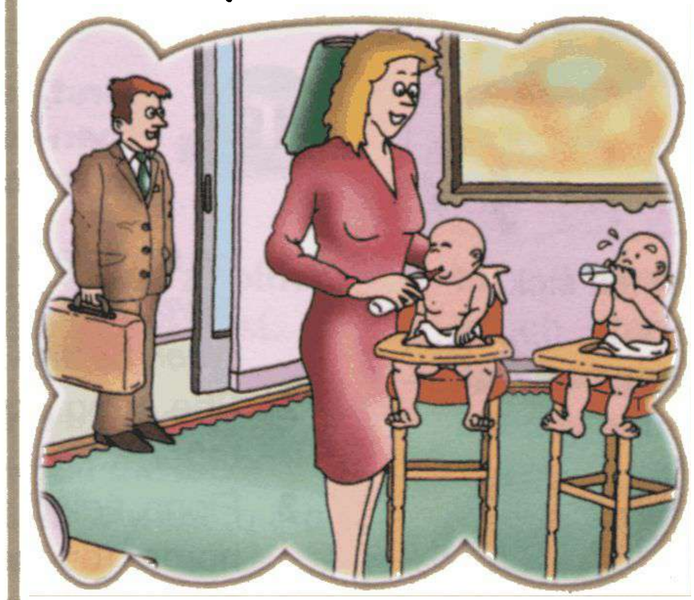
Past Simple - Past Continuous - Past Perfect

- The **past simple** is used for actions which happened immediately one after the other in the past.



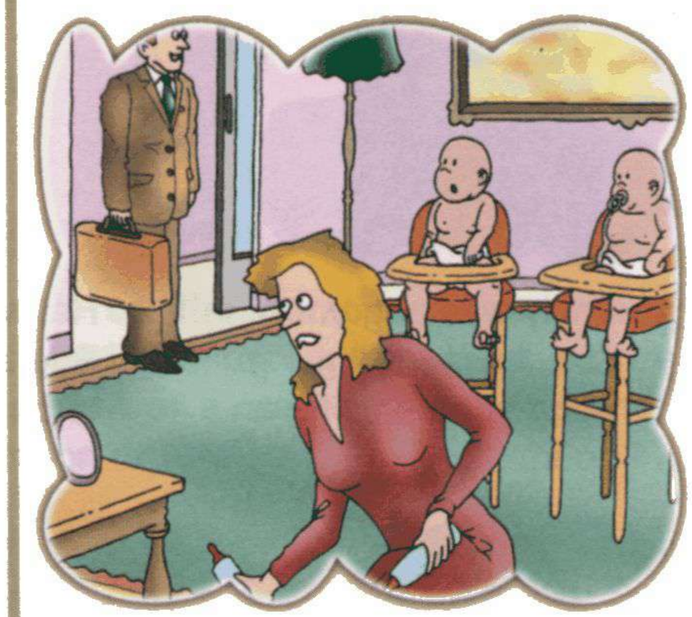
*Last Monday, Lisa and her husband **fed** the children when he came home. (Her husband came home and then they fed the children together.)*

- The **past continuous** is used for a past action which was in progress when another action interrupted it.



*Last Tuesday, Lisa **was feeding** the children when her husband came home. (She was still feeding the children when her husband came home.)*

- The **past perfect** is used for an action which happened before another past action.



*Last Friday, Lisa **had** already **fed** the children when her husband came home. (She fed the children first. Her husband came home afterwards.)*

Put the verbs in brackets into the correct tense.

1 A: Why was Tim so tired last night?
B: Oh, he ...*had been working*... (work) hard all day.
2 A: I ..... (go) to the cinema last night.
B: Really? What ..... (you/see)?
3 A: Did you have enough to eat at the party?
B: Yes. Sarah ..... (make) a lot of food.
4 A: What ..... (you/do) at eight o'clock last night?
B: I ..... (watch) television. Why?
5 A: Colin! Look at yourself! You are filthy!
B: I know. I ..... (repair) my motorbike.
6 A: I ..... (do) something really silly yesterday.
B: Really, what?
A: I ..... (get) up and ..... (set off) for work as usual. I ..... (drive) for an hour before I ..... (realise) it was Sunday.
7 A: I ..... (just/hear) some incredible news!
B: What?
A: Jason and Emily ..... (get) married last week in Las Vegas. Isn't that amazing?

Put the verbs in brackets into the correct tense.

A: What **1)** ...*were you doing*... (do) when I **2)** .... (call) at eight, Burt?
B: I **3)** ..... (work) in the garden because the wind **4)** ..... (blow down) the fence during the night.
A: Oh, **5)** ..... (you/manage) to fix it?
B: Yes, I **6)** ..... (do) it eventually, but it **7)** ..... (be) very hard work. I **8)** ..... (ask) my neighbour to help in the end. Why **9)** ..... (you/call) me?
A: I **10)** ..... (want) to tell you about the factory. It **11)** ..... (close down) yesterday.
B: I know. The company **12)** ..... (have) problems for a long time before they finally **13)** ..... (decide) to close down the factory.
A: I **14)** ..... (hope) they would change their minds about it, though. It **15)** ..... (be) a part of the town for years.
B: Well, at least everyone who worked there **16)** .... (now/find) a new job. That's good news.

23 Underline the correct tense.

1 I saw Jim this morning. He ***ran/was running*** for the bus.
2 Keri was angry. She ***had been waiting/was waiting*** for Sarah for two hours.
3 Andy was relieved to hear that he ***was passing/had passed*** the exam.
4 I ***was walking/had walked*** home when I saw Paul.
5 Brian ***learnt/had learnt*** how to spell his name at school today.
6 They ***hadn't visited/weren't visiting*** their grandparents for a long time.
7 I ***watched/was watching*** television when the telephone rang.
8 Jason ***had been thinking/had thought*** about his new car all day.
9 I bought the dress because I ***wanted/had wanted*** something special to wear to the party.
10 The little boy was crying because he ***had lost/was losing*** his mother.
11 Graham ***had been working/was working*** for the company for twenty years before he retired.
12 Pam ***opened/had opened*** the present and read the card.
13 Lucy ***wrote/had written*** a letter to her sister last night.
14 It ***had been raining/was raining*** all day and the roads were very wet.
15 Sue ***was smiling/had smiled*** as she was reading Mary's letter.

24 Put the verbs in brackets into the correct past tense.

1 They ...*were walking*... (walk) in the park when the storm broke.
2 The man ..... (pay) for his new car in cash.
3 I ..... (already/eat) breakfast by the time the others woke up.
4 It ..... (snow) for three days when suddenly the sun came out.
5 Sam ..... (work) here for six years before he left to go to university.
6 Liz ..... (go) to the Bahamas for her holidays last year.
7 We ..... (watch) a film on TV when our guests arrived.
8 They ..... (already/see) the film twice at the cinema when she rented it on video.
9 The teacher ..... (teach) the children a song yesterday.
10 He ..... (sit) on the train at this time yesterday morning.

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 When did they buy their tickets?
since How long is it **since they bought** their tickets?
ago How long **ago did they buy** their tickets?
2 She didn't begin cleaning until after all the guests had left.
before She waited until all the guests **had left before she began** cleaning.
3 We haven't seen Carol for two weeks.
time The last **time we saw** Carol was two weeks ago.
4 It's a long time since I ate out.
have I **have not eaten** out for a long time.
5 It was the first time they had flown by Concorde.
never They **had never flown** by Concorde before.

25 Complete each sentence with two to five words, including the word in bold.

1 Jack hasn't travelled abroad for years.
time The last ...*time Jack travelled*... abroad was years ago.
2 When did Monica get married?
since How long is it ..... married?
3 It was the first time she had visited the National Gallery.
never She ..... the National Gallery before.
4 Jessica didn't start cooking until after the children had fallen asleep.
before Jessica waited until the children .... started cooking.
5 The last time I went to the theatre was months ago.
have I ..... the theatre for months.
6 It's two months since she called me.
has She ..... me for two months.
7 The president waited until all the reporters had arrived before he made his statement.
making The president didn't ..... statement until all the reporters had arrived.
8 We haven't played chess for a month.
since It's a month ..... chess.
9 She waited until Tom had left before she began packing.
after She didn't begin packing .... left.

Prepositions

arrive **at** a small place
arrive **in** a big place
get **to** a place
but: leave a place
afraid **of** sb/sth
famous **for** sth
full **of** sth
believe **in** sth
concentrate **on** sth
discuss sth **with** sb
take care **of** sb/sth
care **for** sb/sth

26 Underline the correct preposition.

1 I don't believe ***at/in*** ghosts.
2 Lauren takes care ***of/about*** our children.
3 Spain is famous ***with/for*** its many festivals.
4 I'm afraid ***of/from*** spiders and snakes.
5 They arrived ***in/at*** the hotel in time for lunch.
6 I don't care ***for/of*** rock music.
7 We will arrive ***at/in*** New York at about two o'clock.
8 The streets were full ***of/with*** people watching the parade.
9 I'll have to discuss the party ***to/with*** my parents first.
10 He couldn't concentrate ***on/in*** his work, so he went for a walk.
11 James managed to get ***at/to*** the bank before closing time.

Phrasal Verbs

bring about:	cause sth to happen
bring out:	make a new record, book, etc. available
bring sb round:	1) cause sb to regain consciousness 2) persuade
bring up:	1) raise a child 2) raise a new subject

27 Fill in the gaps with the correct phrasal verb.

1 That author ...*has just brought out*... a new mystery novel. (has just published)
2 It's very difficult to ..... children nowadays. (raise)
3 The changes in the earth's atmosphere .... many changes in the weather. (have caused)
4 They used some cold water to ..... the patient ..... . (cause to regain consciousness)
5 Matthew ..... his father ..... to his way of thinking. (has persuaded)
6 The manager ..... the subject of redundancy. (raised)

Revision Box

28 Put the verbs in brackets into the correct tense.

1 A: There's a lovely smell coming from the kitchen.
B: Yes, I ...*'ve been cooking*... (cook) biscuits.
2 A: ..... (you/ever/go) to Australia?
B: No, I haven't.
3 A: Did you manage to get to the bank yesterday?
B: No, it ..... (close) by the time I got there.
4 A: Are you new to this area?
B: No. I ..... (live) in this area for three years.
5 A: I see you finally bought a new video.
B: Yes, I ..... (try) to fix the old one for ages when I decided to buy a new one.
6 A: Is Mr Dixon free yet?
B: No, he ..... (be) in a meeting at the moment.
7 A: Where did you go for dinner on your birthday?
B: I ..... (go) to the new Chinese restaurant in town.
8 A: What are you looking for?
B: My keys. I ..... (lose) them.
9 A: Did you find the papers you were looking for?
B: Yes. They ..... (be) on my desk all the time.
10 A: I'm tired. We ..... (walk) all morning.
B: Let's stop and have something to eat, then.
11 A: What ..... (you/buy) your mother for Christmas?
B: I got her a new jumper.
12 A: What time ..... (you/leave) tomorrow?
B: Very early. At 6 o'clock in the morning.
13 A: Linda is very good at her job, isn't she?
B: Yes. She ..... (do) the same job for thirty years.
14 A: When did you see Janet?
B: While I ..... (wait) at the bus stop yesterday morning.
15 A: Have you made plans for Saturday yet?
B: Yes, I ..... (go) to the cinema with Ed.
16 A: Where were you at 5 o'clock yesterday?
B: I ..... (have) a lesson.
17 A: Did you enjoy your flight?
B: Yes, but I was nervous because I ..... (not/fly) before.

Revision Box

29 Choose the correct answer.

1 'Are you going shopping tonight?'
'No, I ...A... yesterday.'
A went **B** had gone **C** had been going

2 'Did you see Nathan?'
'No, he ..... by the time I arrived at his house.'
A was leaving **B** had been leaving **C** had left

3 'Where is Scott?'
'He ..... on the phone when I saw him.'
A was talking **B** talked **C** had talked

4 'How often do you clean your house?'
'I ..... clean it once a week.'
A seldom **B** usually **C** never

5 'Did Alan arrive on time?'
'No, I ..... for an hour before he arrived.'
A was waiting **B** had waited **C** had been waiting

6 'Did you go out for dinner last night?'
'No. I ..... a lot at lunch, so I wasn't hungry.'
A had been eating **B** had eaten **C** was eating

7 'What time do you finish work?'
'Actually, I ..... .'
A have just finished **B** finish **C** finished

8 'Did you enjoy your holiday?'
'Yes, we ..... in a fabulous hotel.'
A have stayed **B** had stayed **C** stayed

9 'I like your dress. Is it new?'
'No. I ..... it for ages.'
A had **B** have **C** have had

10 'How is John now?'
'He ..... better slowly.'
A gets **B** is getting **C** has been getting

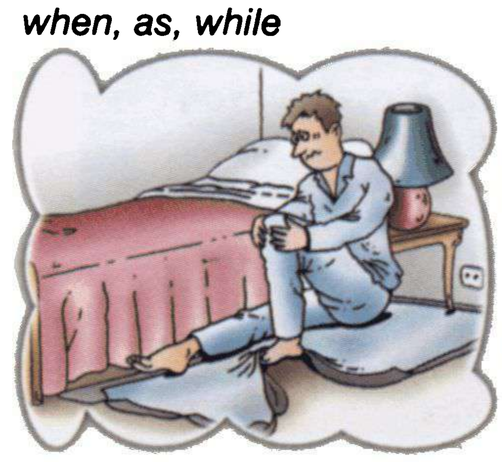
30 Correct the mistakes.

1 They are usually starting work at 9 o'clock.
2 Look! That man is having blue hair!
3 Do you study for your exams at the moment?
4 I was being late for work yesterday morning.
5 Dave has planned his holiday since Christmas.
6 Sheila is typing twenty letters so far this morning.
7 The sun has been setting in the west.
8 We were sleeping for an hour when the phone rang.
9 Lydia had been buying a new car last month.

ORAL Activity

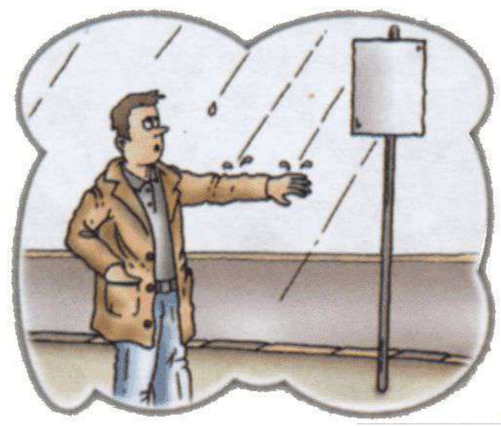
***Adam had a terrible day yesterday.* Use the prompts and the linking words given to tell the story.**

when, as, while

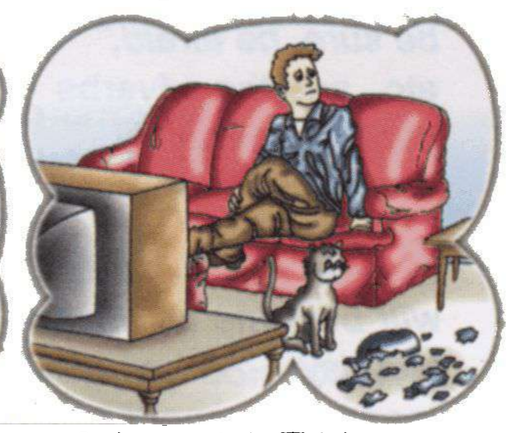


1 he get out of bed / trip over the rug / fall and hurt leg

2 he make breakfast/ spill coffee and burn fingers



3 he wait for bus / it start to rain



4 he watch TV / cat knock over expensive antique vase / it smash on floor

e.g. As he was getting out of bed, he tripped over the rug, fell and hurt his leg.

WRITING Activity

Adam is writing a letter to a friend. He is describing what happened yesterday. Look at the Oral Activity again and complete his letter.

Dear Alan,

I hope you're well. Sorry for not writing to you sooner, but I've been very busy lately. You can't imagine what a terrible day I had yesterday. It all started early in the morning when the telephone rang. As I was getting out of bed, I tripped over the rug, fell and hurt my leg. .....

I hope I won't have such a terrible day again.

Best Wishes,
Adam

UNIT 3
Future Forms

We can refer to future actions with the *future simple*, *be going to*, the *present continuous*, the *present simple*, the *future continuous*, the *future perfect* and the *future perfect continuous*.

Form (future simple)

He/They **will ('ll) call**.
Will he/they **call**? **Yes, he will./No, they won't**.
He/They **will not (won't) call**.

Form (be going to)

I **am ('m)**/You **are ('re)**/She **is ('s) going to stay**.
Are you/**Is** she **going to stay**? **Yes, I am./No, she isn't**.
You **are not (aren't)**/She **is not (isn't) going to stay**.

Use

Future Simple

The future simple is used:

- **in predictions about the future usually with the verbs *think*, *believe*, *expect*, etc., the expressions *be sure*, *be afraid*, etc., and the adverbs *perhaps*, *certainly*, *probably*, etc.**

*His parents think he **will become** an artist one day.*

- **for on-the-spot decisions and offers.**

(on-the-spot decision)

(offer)

- **for actions/events/situations which will definitely happen in the future and which we cannot control.**

*Jill **will be** two years old next month. (We cannot control this future event; it will definitely happen.)*

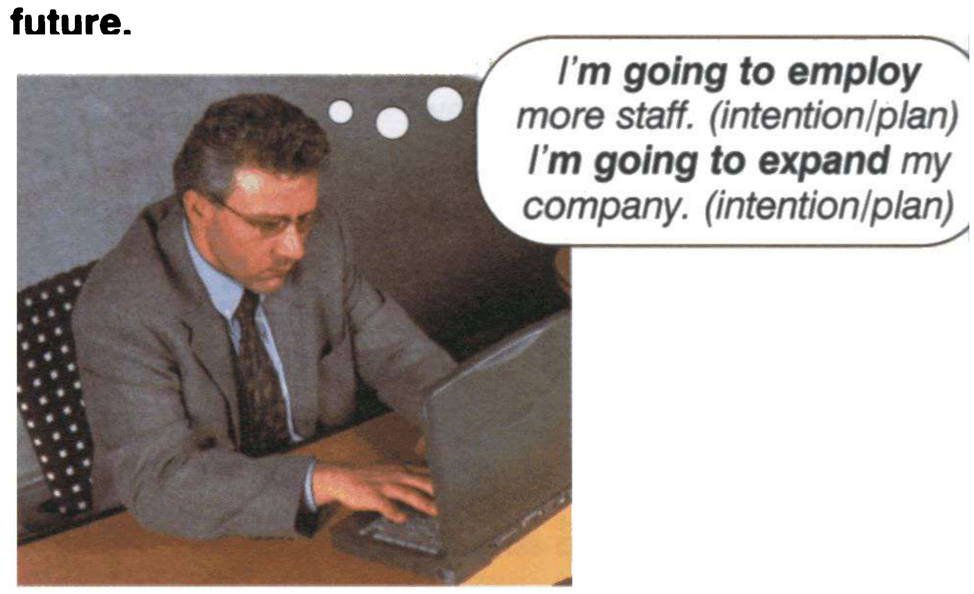
- **for promises (usually with the verbs *promise*, *swear*, *guarantee*, etc.), for threats, for warnings, for requests, for hopes (usually with I *hope*).**

*I hope pollution levels **will drop** soon. (hope) Factories must stop polluting the air or else we **won't be able** to breathe. (warning)*

Be Going To

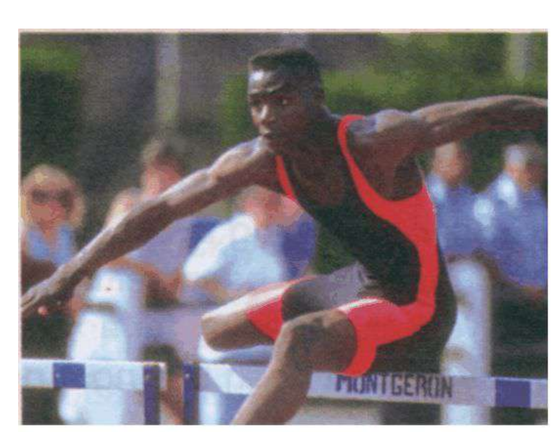
Be going to is used:

- **for plans, intentions or ambitions we have for the future.**



- **in predictions when there is evidence that something will happen in the near future.**

*Look at him! He **is going to win** the race. (There is evidence. - he is ahead of the other runners.)*



Note:

- **We use will when we make a prediction based on what we think, believe or imagine.**
  *e.g. In the year 2050 there **will be** colonies on Mars.*
- **We use be going to when we make a prediction based on what we can see (evidence) or know.**
  *e.g. Look! The acrobat **is going to** walk along the tightrope.*

Present Continuous

- **The present continuous is used for fixed arrangements in the near future.**

*He **is leaving** for Amsterdam in an hour. (Everything has been arranged for his trip. He is at the airport now.)*

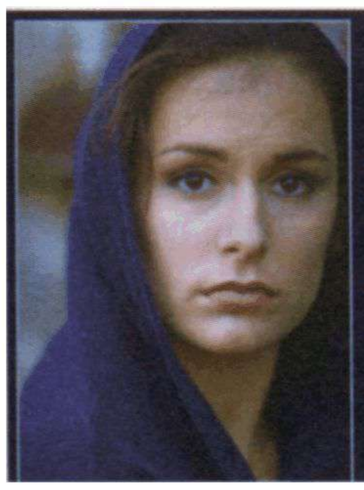
Present Simple

- **The present simple is used with a future meaning when we refer to programmes or timetables (trains, buses, etc.).**

*The film **starts** in ten minutes. (cinema programme)*

The future simple and *be going to* are used with the following expressions:
tomorrow, the day after tomorrow,
next week/month/year, tonight, soon,
in a week/month/year, etc.

1 ***Tanya Smirnoff is a famous astrologer. She's been invited on a TV show to give her astrological predictions for next year.* Using the prompts below, make sentences, as in the example.**



e.g. An earthquake will strike Asia.

1 earthquake/strike/Asia
2 Tom Murray/win/elections
3 economy/not improve/significantly
4 number of road accidents/increase
5 America/establish/colony/on Mars
6 scientists/not discover/cure for common cold

2 **In pairs, ask and answer questions using the prompts below, as in the examples.**

SA: Are you going to pay the bill?
SB: Yes, that's what I'm going to do.
SA: Are you going to complain to the manager?
SB: No, that's not what I'm going to do.

1 pay the bill (✓)
2 complain to the manager (✗)
3 take the skirt back to the shop (✓)
4 buy the jumper (✓)
5 ask the bank manager for a loan (✗)
6 order the food (✓)
7 book the airline tickets (✗)

3 **Fill in the gaps with the correct form of *will* or *be going to* and the verb in brackets.**

1 A: Why are you buying flour and eggs?
  B: Because I ...*'m going to make*... (make) a cake.
2 A: I have decided what to buy Mum for her birthday.
  B: Really. What ..... (you/buy) for her?
3 A: Did you ask Jackie to the party?
  B: Oh no! I forgot! I ..... (ask) her tonight.
4 A: Could I speak to Jim, please?
  B: Wait a minute. I ..... (get) him for you.
5 A: What are your plans for the weekend?
  B: I ..... (spend) some time with my friends.
6 A: What are you doing on Friday night?
  B: Oh, I ..... (probably/stay) at home with my family.
7 A: Have you tidied your room yet?
  B: No, but I promise I ..... (do) it this afternoon.
8 A: Look at that boy!
  B: Oh yes! He ..... (climb) the tree.
9 A: Jason is very clever for his age.
  B: Yes. He says he ..... (become) a doctor when he grows up.
10 A: I'm too tired to cut the grass.
  B: Don't worry! I ..... (cut) it for you.

UNIT 3
Future Forms

Will / Shall

We use:

- **Will you ...? to make a request; that is, to ask someone to do something for us.**
  e.g. ***Will you*** *open the door for me, please?*
  (=Can you open the door for me, please?)

- **won't to show that someone is unwilling or refuses to do something.**
  e.g. I've talked to Sue about her decision to leave, but she ***won't*** *listen. (=She refuses to listen.)*

- **Shall I/we...?**
  a) to make an offer.
  e.g. ***Shall I*** *give you a hand with those bags? (=Do you want me to give you a hand with those bags?)*
  b) to make a suggestion.
  e.g. ***Shall we*** *wait until the rain stops?*
  (=Why don't we wait until the rain stops?)
  c) to ask for suggestions or instructions.
  e.g. 'What ***shall I*** *do with all these letters?' 'Put them on my desk.' (=What do you want me to do with all these letters?)*

Fill in the gaps with *shall, will* or the correct form of *be going to*.

1 A: It's too hot in here.
  B: You're right. I ...*will*... open a window.
2 A: ..... I put the baby to bed, now?
  B: Yes, he looks a little tired.
3 A: Have you seen Lucy recently?
  B: No, but I ..... meet her for lunch later today.
4 A: Have you done the shopping yet?
  B: No, but I ..... probably do it tomorrow, after work.
5 A: ..... we ask Mr Perkins for help with the project?
  B: That's a good idea. Let's ask him now.

Replace the words in bold with *will/won't* or *shall I/we*, as in the example.

1 I've asked Paul to talk to the landlord, but he **refuses to** do it.
  ...I've asked Paul to talk to the landlord, but he ***won't*** *do it....*
2 **Do you want me to** make a reservation for you?
  .....
3 **Can** you call Barry for me, please?
  .....
4 **Why don't we** try this new dish?
  .....
5 Where **do you want me to** put these flowers?
  .....

- **The future simple is not used after *while, before, until, as soon as, after, if, by the time* or *as*. We use the present simple or present perfect instead.**
  e.g. I'll wait ***until*** *you* ***finish/have finished****.*
  (NOT: ...~~until you will finish.~~)

- ***When* (=At what time?) used as a question word can be followed by the future simple. *When* (=at the time) used as a time word is followed by the present simple.**
  e.g. ***When will I know*** *the results? (when = question word)*
  I can't tell ***when*** *it* ***will be*** *ready. (when = question word)*
  *He'****ll*** *call us* ***when*** *he* ***gets*** *there. (when = time word)*

- ***If* can be followed by the future simple only after expressions which show ignorance, uncertainty, etc., such as *I don't know, I doubt, I wonder*, etc.**
  e.g. I ***wonder*** *if he* ***will be*** *on time.*
  but: If *you* ***see*** *him, tell him about the party.*

In pairs, ask and answer questions using the prompts below, as in the example.

SA: When will you do the gardening?
SB: I'll do it after I've done the shopping.

1 do the gardening / do the shopping
2 post the letters / buy the stamps
3 iron the clothes / tidy the bedroom
4 water the plants / make the bed
5 do your homework / have my dinner
6 pay the bills / take the car to the garage

Put the verbs in brackets into the *present simple* or the *future simple*.

1 A: I'm going to the gym tonight.
  B: Well, while you ...*are*... (be) there, I ..... (do) the shopping.
2 A: ..... (you/call) me when you ..... (get) home?
  B: Yes, of course.
3 A: As soon as John ..... (come) in, tell him to come to my office.
  B: Certainly, sir.

4 A: I'm exhausted.
B: Me too. I wonder if David .... (come) to help tonight.

5 A: Are you going to visit Aunt Mabel this afternoon?
B: Yes, I .....(visit) her before I ..... (do) the shopping.

6 A: Is George going to eat dinner with us?
B: No, by the time he ..... (get) home it ..... (be) very late.

7 A: When ..... (you/pay) the rent?
B: When I ..... (get) my pay cheque.

8 A: What are your plans for the future?
B: I want to go to university after I .... (finish) school.

9 A: If you ..... (pay) for dinner, I ..... (pay) for the theatre.
B: Okay, that's a good idea.

10 A: Can you give this message to Mike, please?
B: Well, I'll try, but I doubt if I .... (see) him today.

Put the verbs in brackets into the *future simple*, the *present simple* or the *present continuous*.

1 A: I ...*am seeing*... (see) Roger at seven o'clock tonight.
B: Really? I thought he was out of town.

2 A: ..... (you/do) anything on Friday morning?
B: No, I'm free.

3 A: I ..... (go) to the cinema. There's a new film on. Do you want to come with me?
B: What time ..... (the film/start)?

4 A: Helen ..... (have) a party the day after tomorrow. ..... (you/go)?
B: As a matter of fact, I haven't been invited.

5 A: The new exhibition ..... (open) on April 3rd and ..... (finish) on May 31st.
B: I know. I ..... (go) on the first day.

6 A: Aunt Maggie ..... (come) to visit us tomorrow.
B: I know. What time ..... (she/arrive)?

7 A: Excuse me, what time ..... (the train/leave)?
B: At half past three, madam.

8 A: Michael Jackson ..... (give) a concert at the Olympic Stadium next week.
B: I know. I ..... (want) to get a ticket.

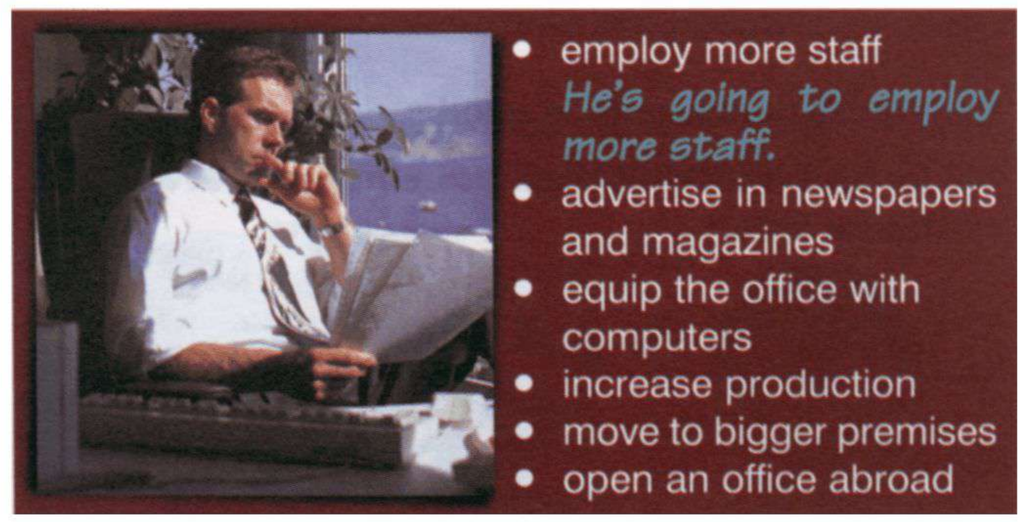
9 A: I'm really thirsty.
B: I ..... (get) you a glass of water.

10 A: Are you looking forward to your party?
B: Yes. I hope everyone ..... (enjoy) it.

11 A: How old is your sister?
B: She ..... (be) twelve next month.

12 A: What are you doing tonight?
B: I ..... (probably/watch) TV after dinner.

A *Cliff Turner has his own business and it is doing well. He has already decided to expand.* Look at the prompts and say what he is going to do, as in the example.



B *Cliff is always busy. Look at his schedule and say what his arrangements are for the next few days.* Make sentences, as in the example.

MARCH

Wednesday 12th:	fly to Montreal
	He's flying to Montreal on Wednesday.
Thursday 13th:	give an interview to *The Financial Times*
Friday 14th:	have lunch with sales representatives
Saturday 15th:	have a meeting with Japanese ambassador
Sunday 16th:	play tennis with Carol

In pairs, ask and answer the following questions using *I (don't) think/expect I will* or *I hope/'m sure/'m afraid I will/won't*, as in the example.

SA: Do you think you will pass your exams?
SB: I hope I will/I'm afraid I won't.

1 pass / exams
2 move house
3 take up / new hobby
4 make / new friends
5 start having music lessons
6 have / party on / birthday
7 learn / drive

UNIT 3
Future Forms

Future Continuous

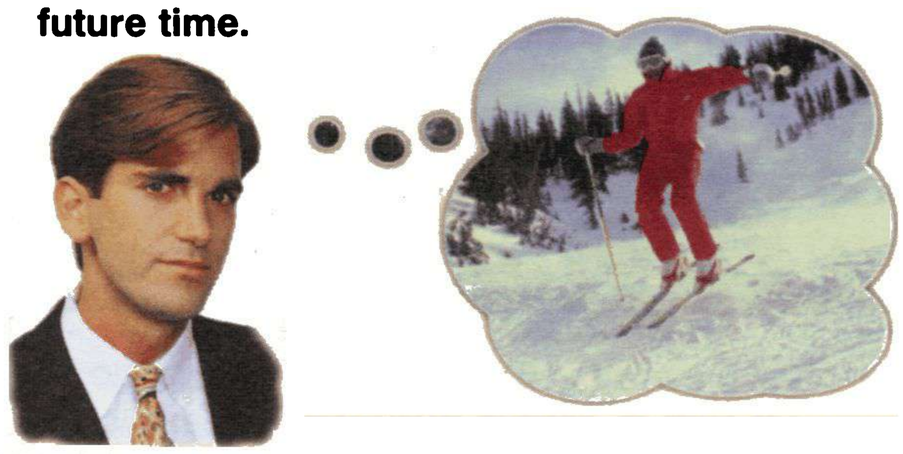
FORM

I/He/They **will ('ll) be working**.
Will I/he/they **be working**? **Yes, I/he/they will**.
No, I/he/they won't.
I/He/They **will not (won't) be working**.

Use

The future continuous is used:

- **for an action which will be in progress at a stated future time.**

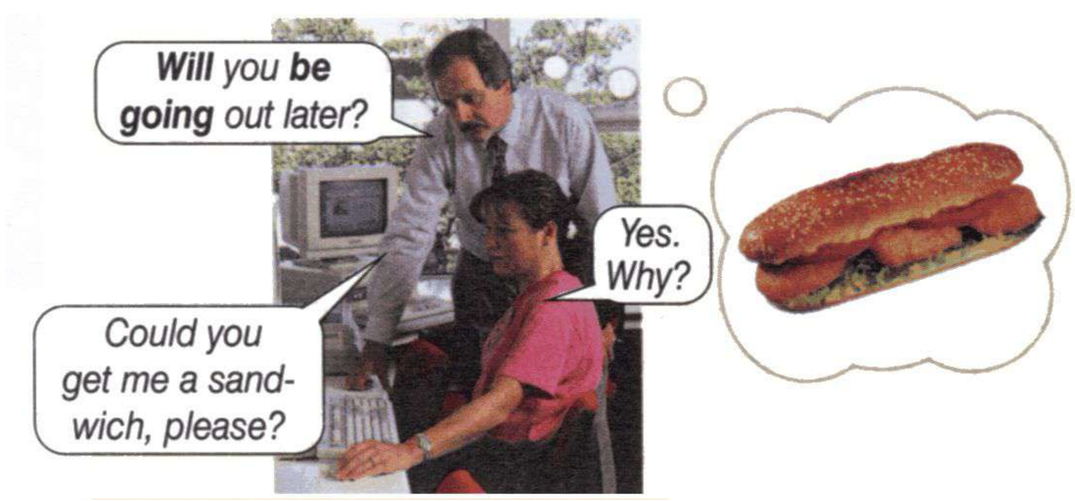


*This time next week, I'**ll be skiing** in Austria.*

- **for an action which will definitely happen in the future as the result of a routine or arrangement.**

(They have a meeting every week. He will definitely see the rest of the team because it's already planned.)

- **when we ask politely about someone's plans for the near future (What we want to know is if our wishes fit in with their plans.).**



11 ***You want to ask your friend to do something for you.* Use the prompts below to make questions, as in the example.**

1 You want your friend to buy you something at the supermarket. (go to)
Will you be going to the supermarket?
2 You want your friend to post a letter for you. (go to)
3 You want to use your friend's bicycle today. (use)
4 You want your friend to give a letter to Jeff soon. (see)

12 **Put the verbs in brackets into the *future simple* or the *future continuous*.**

Kevin: Shall we go to the beach tomorrow?
Ruth: Well, I'm working in the morning, but I **1)** ...*'ll phone*... (phone) you when I finish.
Kevin: Shall we ask Ben and Linda to come with us?
Ruth: Yes. I **2)** ..... (see) Linda at work in the morning, so I **3)** ..... (ask) her then.
Kevin: If they want to come I **4)** ..... (pick) you up from work and we can all go together.
Ruth: Great! Just think, we **5)** ..... (swim) in the sea this time tomorrow! I can't wait!

13 **Put the verbs in brackets into the correct *future* tense.**

1 A: Are you looking forward to your holiday?
B: Oh, yes! This time next week I ...*will/'ll be lying*... (lie) on the beach.
2 A: We're having a party on Saturday.
B: Oh, good. I ..... (make) a cake to bring along.
3 A: Have you finished that report yet?
B: Yes. I ..... (give) it to you in a minute.
4 A: Why are you buying all those vegetables?
B: Because I ..... (make) vegetable soup.
5 A: This writing is too small for me to read.
B: Give it to me and I ..... (read) it to you.
6 A: I ..... (stay) at Claire's house tonight.
B: Alright. I won't expect you home, then.
7 A: Would you like to join me for lunch today?
B: Yes, please. I ..... (meet) you at half past one.
8 A: ..... (you/help) me with the shopping tomorrow?
B: Of course.
9 A: Are you excited about your trip?
B: Yes. This time tomorrow I ..... (sit) on the plane.
10 A: I can't hear the television very well.
B: I ..... (turn up) the volume.

Future Perfect

FORM

He/She/They **will ('ll) have left**.
Will he/she/they **have left**? **Yes, he/she/they will**.
No, he/she/they won't.
He/She/They **will not (won't) have left**.

Future Perfect Continuous

FORM

I/You/We **will ('ll) have been working**.
Will I/you/we **have been working**? **Yes, I/we will**.
No, I/we won't.
I/You/We **will not (won't) have been working**.

Use

The future perfect is used for an action which will be finished before a stated future time.

*They **will have finished** their meeting **by four o'clock** this afternoon.*

The future perfect is used in sentences with the following time expressions: by, by the time, before, until, by then, etc.

The future perfect continuous is used to emphasise the duration of an action up to a certain time in the future.

***By the time** Rick retires, he **will have been working** for the same company **for thirty years**.*

The future perfect continuous is used with: by ... for

Note: After the time expressions by the time, until, before, we use the present simple because they introduce time clauses. The future perfect and the future perfect continuous may come either before or after the time clause.

Study the following examples:

a) *I **will have tidied up** by the time you **get** back.*
time clause

b) *By the time she **finishes** work, we **will have been waiting** for more than an hour.*
time clause

A ***The people below are all friends. What do they hope they will have done by the time they are thirty years old?* Using the prompts below, make sentences, as in the example.**

e.g. *Alec hopes he will have travelled all over the world by the time he's thirty.*

B ***The same people will be thirty-five years old in a month's time. What will they have been doing by the end of next month?* Using the prompts below, make sentences, as in the example.**

1 Alec / travel / ten years
...By the end of next month, Alec will have been travelling for ten years. .....
2 Mark / run / own business / eight years
.....
3 Moira / star in films / six years
.....
4 Kate / design clothes / four years
.....
5 Jack / build houses / ten years
.....
6 Ted / paint / fifteen years
.....

UNIT 3
Future Forms

15 Put the verbs in brackets into the *future perfect* or the *future perfect continuous*.

1 By 3 o'clock, she ...*will have been studying*... (study) for six hours.
2 By the end of next month, Sam .... (finish) the project.
3 He ..... (not/start) painting the kitchen before Tuesday.
4 By the time she arrives in Paris, she .... (travel) for four hours.
5 I hope I ..... (buy) my own house by the time I'm thirty-five.
6 By Saturday, Lisa ..... (diet) for two weeks.
7 Hopefully, they ..... (learn) everything by the time they sit the exam.
8 By 4 o'clock, I ..... (sit) in the hairdresser's for three hours.
9 By Christmas, I ..... (work) for this company for eighteen months.
10 By next weekend, Brian ..... (move) house.
11 Hopefully, the builders ..... (finish) building the house by next month.
12 By Tuesday, Alan ..... (sail) for twelve days.
13 By tomorrow morning, she ..... (sleep) for twelve hours.

16 Choose the correct answer.

1 'What are you thinking about?'
'This time next week, I ...*B*... on the beach.'
A will have sunbathed
B will be sunbathing
C will have been sunbathing

2 'Have you finished decorating your house yet?'
'No, but I ..... by Friday.'
A will be finishing
B will have been finishing
C will have finished

3 'Have you just moved here?'
'No. I ..... here for two years next month.'
A will be living
B will have been living
C have lived

4 '..... to the supermarket today?'
'Yes. Do you want me to get you something?'
A Will you have gone
B Will you have been going
C Will you be going

5 'Can you give Steve a message for me?'
'Certainly I ..... him at work later on today.'
A will be seeing
B will have seen
C will have been seeing

6 'You've been working hard all day.'
'Yes. At 3 o'clock, I ..... for six hours.'
A will be studying
B will have been studying
C will have studied

7 'Sarah has gone to the cinema to see that film again.'
'I know. After this time, she ..... it five times!'
A will have seen
B will have been seeing
C will be seeing

8 'John has an exam tomorrow, doesn't he?'
'Yes. In fact, at this time tomorrow, he ..... the exam.'
A will have been sitting
B will be sitting
C has sat

9 'Are you typing another report?'
'Yes. By the time I finish this one, I ..... twenty-three reports today!'
A will have been typing
B will have typed
C will be typing

10 'Those two people have been dancing all evening.'
'Yes. By 11 o'clock, they ..... for four hours.'
A will have been dancing
B will have danced
C will be dancing

17 Put the verbs in brackets into the *future continuous* or the *future perfect*.

1 A: I can't come shopping on Saturday morning because I ...*will/'ll be working*... (work).
B: That's a pity.
2 A: Don't phone me later than midnight because I ..... (sleep) then.
B: Shall I give you a call at about 10:30, then?
3 A: Come to my house at six o'clock.
B: ..... (you/finish) your homework by then?
4 A: Have you made the preparations for the party?
B: Not yet, but I ..... (finish) them by this evening.
5 A: ..... (you/go) to James' party on Saturday night?
B: Yes.
A: Would you mind giving me a lift?
6 A: There's a meeting tomorrow at 4 o'clock.
B: I can't go if it is that late. I ..... (leave) by then.

Review of Future Forms

- **future simple:**
  a) in predictions about the future usually with *think, believe, be afraid, probably,* etc.
  *e.g. I believe life **will change** in the 21st century.*
  b) for on-the-spot decisions or offers.
  *e.g. It's late. I'**ll take** a taxi home. I'**ll lend** you my car if you want.*
  c) for actions/events/situations which will definitely happen in the future and which we cannot control. *e.g. Winter **will set in** early this year.*
  d) for promises, threats, warnings, requests, hopes, etc.
  *e.g. Stop talking or I'**ll send** you out of the class. (warning)*
- **be going to:**
  a) for plans, intentions or ambitions. *e.g. I'**m going to buy** a sports car.*
  b) in predictions when there is evidence that something will happen in the near future. *e.g. Someone's **going to fall** over that box if you don't move it.*
- **present continuous:** **for fixed arrangements in the near future.**
  *e.g. He's **flying** to Turkey next month. He has already booked his flight.*
- **present simple:** **for timetables/programmes.** *e.g.The ferry **leaves** at eight o'clock tomorrow morning.*
- **future continuous:**
  a) for actions which will be in progress at a stated future time.
  *e.g. This time next week he'**ll be flying** to Morocco.*
  b) for actions which will definitely happen in the future, as a result of a routine or arrangement. *e.g. I'**ll be seeing** Jim at work later on today.*
  c) when we ask politely about someone's plans for the near future, in order to see if our wishes fit in with their plans. *e.g. '**Will** you **be going** to the dentist this afternoon?' 'Yes, why?' 'Can you make an appointment for me to see him?'*
- **future perfect:** **for actions which will be finished before a stated future time.**
  *e.g. We **will have returned** home by Sunday afternoon.*
- **future perfect continuous:** **to emphasise the duration of an action up to a certain time in the future.**
  *e.g. By the end of this week, she **will have been working** here for six years.*

Put the verbs in brackets into the correct tense.

1 A: What ...*are you doing*... (you/do) tonight?
  B: I ..... (leave) at 7 o'clock to go to the airport.
  A: Oh yes, I remember. You ..... (go) on holiday.
2 A: Excuse me, what time ..... (the bus/arrive)?
  B: It ..... (arrive) at 11 o'clock.
3 A: It's cold in here.
  B: You're right. I ..... (close) the windows.
4 A: Mum, my winter coat needs cleaning.
  B: Okay, I ..... (take) it to the dry cleaner's tomorrow.
5 A: Is Jerry coming to the theatre with us next week?
  B: I don't know, but I ..... (see) him at football practice tomorrow. I .... (ask) him then.
6 A: How is your project coming along? Is it done?
  B: Not yet, but I ..... (finish) it by the time the holidays are over.
7 A: Have you been waiting in this queue long?
  B: Yes. By 4 o'clock, I ..... (wait) for two hours.
8 A: What ..... (plan) to do this summer?
  B: I ..... (spend) a few weeks with my cousins. I have already arranged it with them.

Underline the correct tense.

1 Next Monday, Amanda **1) *will have been starting/ is starting*** work. She **2) *is going to work/will work*** for a large company in the city centre. By the end of next week, she **3) *will be finishing/will have finished*** her training.

2 My parents have been married for almost thirty years. In fact, this time next month, they **1)** ***will be celebrating/will have been celebrating*** their 30th wedding anniversary. They **2)** ***will have been living/will be living*** in the same house for twenty-five years by next Thursday, and, by the time my father is sixty, he **3)** ***will work/will have been working*** for the same company for forty years.

Put the verbs in brackets into the correct *future* tense.

Dear Victoria,

The holidays are coming and I've made lots of plans. This time next week, I **(1)** ...*'ll be buying*... (buy) Christmas presents for my family and friends. I **(2)** ..... (get) everything in one day, so that I can enjoy myself for the rest of the holidays.

I'm staying at home with my family on Christmas Day, but two days later I **(3)** ..... (leave) for Austria. Becky and I **(4)** .... (spend) a week there skiing. I'm sure we **(5)** ..... (have) a wonderful time.

When I come back from Austria, I **(6)** .... (probably/have) a party, because it's my birthday on January 5th. I **(7)** ..... (be) nineteen! I hope you **(8)** ..... (come).

Well, I must go now. I'm going to help my mother with the housework. See you soon!

Love,
Penny.

Study the following situations, then make sentences using the correct *future* tense, as in the example.

1 Your sister says that she is feeling cold. The window is open. You offer to close it.
...*I'll close the window.* .....

2 You have been invited to a party next weekend, but you can't go. You phone your friend to tell him.
.....

3 You get up in the morning and look out of the window. You see big black clouds in the sky. You tell your brother about the weather.
.....

4 Your friends want you to go away with them next weekend. You have already planned to spend the weekend with your parents. Tell your friends.
.....

Put the verbs in brackets into the correct *future* tense.

1 My grandmother is very old. She ...*will be*... (be) ninety next month.
2 I'm afraid I ..... (fail) my exams this year.
3 This time next week, they ..... (lie) on a sandy beach.
4 The team ..... (leave) the office by 9 o'clock tomorrow.
5 By 10 o'clock, Sue ..... (drive) for twelve hours.
6 Jenny ..... (see) Paul at work, so she can give him the letter.
7 The film ..... (start) by the time they get to the cinema.
8 Tom expects he ..... (get) a pay rise soon.
9 By 6 o'clock, the secretary .... (type) for three hours.
10 I hope I ..... (buy) my own car by the time I'm thirty.
11 By next week, they .... (live) in this town for two years.
12 I ..... (help) you carry your shopping.
13 Martin ..... (do) the work by Sunday evening.
14 Mother ..... (go) to the supermarket tonight. She has already made her shopping list.
15 The play ..... (start) at 6 o'clock.

Underline the correct tense.

1 When we go to Paris, we ***will climb/will have climbed*** the Eiffel Tower.
2 James ***will have completed/will have been completing*** his studies by the end of the year.
3 By the time I get home, I ***will have been walking/will walk*** for three hours.
4 Kim ***will be performing/will have been performing*** in the school concert next week.
5 We're too late to catch the bus. It ***will go/will have gone*** by now.
6 'We've run out of milk.' 'Really? I ***will buy/will have been buying*** some more this afternoon'.
7 This time tomorrow, I ***will have been leaving/will be leaving*** for the airport.
8 Sam ***will work/will have been working*** here for two years on Monday.
9 I ***will collect/will have collected*** you from Peter's house on my way home.
10 Julia ***will have found/will be finding*** the note I left for her by now.

24 Put the verbs into the correct *future* tense.

1 Laura and George ...*are going*... (go) on holiday next week. They've already bought the tickets.
2 Wash your hands. Dinner ..... (be) ready in five minutes.
3 The baby keeps closing his eyes. He ..... (fall) asleep soon.
4 We ..... (not/go) to Penny's party tonight because Jack is working.
5 We're very late. Mum ..... (return) home by now.
6 The football match ..... (begin) in a few minutes. We'd better hurry up.
7 Jane will have to get up early when she .... (start) her new job.
8 I ..... (meet) Nick at the airport at 6 o'clock this evening.

25 Correct the mistakes.

1 This time tomorrow, John is lying on the beach.
2 Peter will help you when he will have finished his dinner.
3 Shall you do the shopping for me, please?
4 Sarah will finish decorating the Christmas tree by midnight.
5 Where do you spend your holidays this summer?
6 I was turning on the heating. It's cold in here.
7 The film has started at half past six.
8 Stop that noise or I'm going to take your toy away.
9 Moira can type these reports as soon as she will come back from her lunch break.
10 Perhaps the Jacksons have visited us tonight.
11 By the end of the year, Mrs Evans will be teaching for thirty years.
12 Jennifer will move to her new flat on Saturday. She has already arranged it.

26 Answer the following questions about yourself.

1 What are you doing at the weekend?
2 How long will you have been studying English by the end of this term?
3 How much money will you have saved by the summer?
4 What will you be doing this time next week?
5 What do you think life will be like in the future?
6 Where are you going next summer?
7 What will you have done by the end of today?
8 How many meals will you have eaten by the end of today?

Prepositions

ask **about** sth	borrow sth **from** sb
ask sb **for** sth	explain sth **to** sb
engaged **to** sb	interested **in** sth
but engaged **in** sth	invite sb **to** a place
married **to** sb	laugh **at** sb/sth
brilliant/good/bad **at** sth	listen **to** sb/sth
but weak **in**	look **at** sb/sth

27 Fill in the correct preposition.

1 I'm not interested ...*in*... sports.
2 Did you ask Katie ..... Joe's new address?
3 Stuart borrowed a suit ..... Andrew for the wedding.
4 I wish I was brilliant ..... English.
5 How can I explain this mess ..... my parents?
6 She wanted to invite Adam ..... her house for dinner, but she didn't know what to cook.
7 The boys laughed ..... their teacher when he tripped.
8 You should listen ..... your parents' advice.
9 We all looked ..... the sky as it started to rain.
10 Tom is married ..... Nicole.
11 James is good ..... Maths, but weak ..... History.
12 He asked ..... her husband's health.
13 Mary is engaged ..... conversation. It would be rude to interrupt.

Phrasal Verbs

carry on (with):	continue
carry out:	do, complete sth
hold back:	contain one's emotions
hold on:	wait
hold up:	1) delay 2) rob a place

28 Fill in the correct particle.

1 Could you hold ...*on*... a moment, please? There is someone at the door.
2 Martin couldn't hold ..... his tears. He was so upset.
3 The doctors carried ..... tests on the patient.
4 Carry ..... the exercise until I come back.
5 The robbers held ..... a bank and escaped with lots of money.
6 We were held ..... because there had been a car accident in the city centre.

Revision Box

29 Choose the correct answer.

1 'What ...A... at the moment?'
'I'm writing a letter to my aunt.'
A are you doing **B** you are doing **C** do you do

2 'Were you at work yesterday?'
'No, I ..... . I was ill.'
A am not **B** was **C** wasn't

3 'It's very hot in this room, isn't it?'
'Yes. I ..... the window.'
A will you open **B** open **C** will open

4 'Where is Christine?'
'I don't know. I ..... her today.'
A am not seeing **B** haven't seen **C** didn't see

5 'What's wrong?'
'My car has broken down. ..... me, please?'
A Will you help **B** You will help **C** Shall you help

6 'Are you new here?'
'No. I ..... here for five years.'
A had been living **B** have been living **C** am living

30 Make questions and complete the short answers, as in the example.

1 he / leave for Portugal tomorrow
...Is he leaving for Portugal tomorrow?.....
Yes, ...he is.....

2 they / spend / £2,000 on their holiday last year
.....
No, ...

3 Jessica Moore / record / a hundred songs so far
.....
Yes, ...

4 she / give / a big party on her birthday every year
.....
No, ...

5 Tom / see / the robbers when they were leaving the bank
.....
Yes, ...

6 the train / already / leave
.....
No, ...

7 they / get married / twenty years ago
.....
No, ...

31 Choose the correct answer.

When Jake **(1)** ...C... the door, he knew someone **(2)** ..... in the house. Things were different. Earlier that morning, he **(3)** ..... a man standing outside, and now he wondered if this man **(4)** ..... for him to leave the house. Jake went into the kitchen. The window was open. He was sure he **(5)** ..... it earlier. Next, he went into the garden. Jake knew something very strange **(6)** ..... on. He went back into the house. He had just got to the top of the stairs **(7)** ..... he heard a noise coming from the bedroom. Slowly, he opened the door and there, lying in the middle of the bed, was his sister! She **(8)** .....! Jake was very relieved.

1	A has opened	B opens	C opened
2	A had been	B is	C has been
3	A was seeing	B had seen	C has seen
4	A is	B waited	C had been waiting
5	A had closed	B was closing	C had been closing
6	A was going	B went	C have been going
7	A after	B when	C while
8	A was sleeping	B slept	C had slept

32 Put the verbs in brackets into the *past simple*, the *present simple*, the *present continuous* or the *present perfect*.

A: Hi Charles! I **1)** ...haven't seen... (not/see) you for ages. How are you?
B: I'm very well. Actually, I **2)** ..... (just/come back) from my holidays.
A: Really? That's nice. Where **3)** ..... (you/go)?
B: I **4)** ..... (go) to Australia to visit my sister. She **5)** ..... (live) there.
A: Yes, you **6)** ..... (tell) me that, I think. **7)** .....(you/have) a good time?
B: Yes, it **8)** ..... (be) wonderful. The flight was very long, though.
A: Yes, you **9)** ..... (look) quite tired.
B: Well, I **10)** ..... (just/come) from the airport.
A: Bye, Charles. Have a good rest.
B: Thanks.

Revision Box

33 **Underline the correct word(s).**

1 George has known Janet ***for/since*** two months.
2 ***How long ago/How long*** have you had your car?
3 She has ***yet/just*** left for America.
4 We are playing in a concert ***next week/last week***.
5 He ***sometimes/ever*** plays football with his friends.
6 I ***since/always*** go shopping on Fridays.
7 Sam has ***yet/never*** won a prize.
8 We went to a party ***last night/tonight***.
9 He has ***already/ever*** written seven books.
10 I ***already/often*** get up early in the mornings.
11 Have you eaten ***just/yet***?
12 Jack is being very friendly ***these days/soon***.

34 **Put the verbs in brackets into the correct tense.**

1 A: Where is Bill?
B: He ...*is doing*... (do) his homework in his bedroom.
2 A: Is this your purse?
B: Yes! I ..... (look) for it all morning. Where was it?
3 A: I ..... (see) this film before.
B: Well, I haven't. Do you mind watching it again?
4 A: Tom ..... (seem) very sad. What's wrong with him?
B: Oh, he got some bad news this morning.
5 A: Jim's performance at the concert was wonderful.
B: Well, he ..... (practise) a lot recently.
6 A: How did you break your arm?
B: I broke it when I ..... (ski) in France.
7 A: Did you enjoy your holiday?
B: Well, it didn't go the way I ..... (plan) it, but it was fun.
8 A: Joe is going on holiday next week.
B: Yes, I know. This time next week he .... (fly) to Rome.
9 A: ..... (you/complete) your report by Friday?
B: Yes, I'll give it to you on Thursday evening.
10 A: Do you live in Leeds?
B: No. I work in Leeds, but I ..... (live) in York.

ORAL Activity

Dr Samson is a scientist. He is going on a mission to Saturn with some astronauts. Read the information and talk about the mission, as in the examples.

What have they arranged?

- leave / Earth / on Saturday

e.g. *They're leaving Earth on Saturday.*

- arrive / on Saturn / next Tuesday
- return / to Earth / in two months

What will they be doing while they're there?

- do / experiments

e.g. *They'll be doing experiments while they're there.*

- collect / samples to take back to Earth
- search / the planet for signs of life

What will they have done by the time they come back?

- take / more than 3,000 photographs

e.g. *They'll have taken more than 3,000 photographs.*

- walk / on the surface of the planet
- be / in space for about 2 months

WRITING Activity

You are writing an article for a newspaper about Dr Samson's trip to Saturn. Use your notes from the Oral Activity to complete the article below.

Leading scientist, Dr Samson, is currently planning a trip to Saturn. Dr Samson talked to our reporter, Annie Brown, yesterday.

Dr Samson and a team of astronauts are leaving Earth on Saturday. They .....
.....
.....
.....
.....
.....
.....

UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

The Infinitive

*She **wants to finish** her work.*
*She **must work** overtime.*
*She **hopes to get** a promotion soon.*

The infinitives are:

- **the to - infinitive** *e.g. I hope **to see** you soon.*
- **the bare infinitive (infinitive without to)**
  *e.g. He can't **help** me.*

The *to - infinitive* is used:

- **to express purpose.**
  *e.g. She went to the bank **to get** some money.*
- **after certain verbs (*advise, agree, appear, decide, expect, hope, manage, offer, promise, refuse, seem, want, afford, pretend,* etc.).**
  *e.g. He **advised** me **to apply** for the job.*
- **after verbs such as *know, decide, ask, learn, remember, want to know,* etc., when they are followed by question words (*who, what, where, how,* etc.). 'Why' is followed by a subject + verb, not by an infinitive.**
  *e.g. I can't **decide where to go**.*
  *I want to know **why you've decided** to leave.*
- **after adjectives such as *nice, sorry, glad, happy, willing, afraid, ashamed,* etc.**
  *e.g. He **is glad to be** back.*
- **after *too* and *enough*.**
  *e.g. She's **too** shy **to talk** to the manager.*
  *We've got **enough** money **to buy** a new car.*
- **after *it + be + adjective (+ of + noun/pronoun).***
  *e.g. **It was nice of him to help**.*
- **after *would like/would love/would prefer* (to express specific preference).**
  *e.g. I **would like to learn** a foreign language.*
- **after *only* to express an unsatisfactory result.**
  *e.g. He rushed to the back door **only to discover** that it was locked.*

The *bare infinitive* is used:

- **after *modal verbs* (*may, should, can,* etc.).**
  *e.g. You **must study** hard.*
- **after the verbs *let, make, see, hear* and *feel*.**
  *e.g. They **made** him **pay** for the damage.*

but: **be made/be heard/be seen + to - infinitive (passive)**
*e.g. He **was made to pay** for the damage.*

- **after *had better* and *would rather*.**
  *e.g. You **had better sign** the contract.*
  *I **would rather go** home now.*

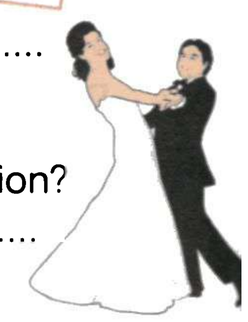
Note: **1** ***Help* is followed by either the to - infinitive or the bare infinitive.**
*e.g. She **helped** me **(to) fix** the tap.*

2 If two infinitives are joined by *and*, the *to* of the second infinitive can be omitted.
*e.g. He decided **to go** to university **and study** biology.*

3 We form the negative infinitive with *not*.
*e.g. He decided **not to accept** the job.*
*She may **not come**.*

1 **Complete B's answers using a *question word + to - infinitive*.**

A: Which catering company are you going to hire?
B: I'm not sure **1)** ...*which catering company to hire.*.....



A: Where are you going to have your reception?
B: I don't know **2)** .....

A: How many people are you going to invite?
B: I can't decide **3)** .....

A: How are you going to do your hair?
B: I'm wondering **4)** .....

A: What kind of flowers are you going to order?
B: I have no idea **5)** .....
A: Don't you think it's time you made a decision?

Tenses of the Infinitive

The infinitive has four tenses in the active and two in the passive.

Tenses of the Infinitive		
	Active	**Passive**
Present	(to) give	(to) be given
Pres. Cont.	(to) be giving	———
Perfect	(to) have given	(to) have been given
Perf. Cont.	(to) have been giving	———

Active

- **present infinitive: refers to the present or future.**
  *e.g. She wants **to talk** to him now. (present)*
  *Sandra wants **to move** to a new house next year. (future)*
- **present continuous infinitive: (to) be + -ing**
  It describes an action happening now.
  *e.g. He is believed **to be hiding** somewhere in the mountains.*
- **perfect infinitive: (to) have + past participle**
  It refers to the past and shows that the action of the infinitive happened before the action of the verb.
  *e.g. She claims **to have met** Richard Gere. (First she met Richard Gere, then she claimed that she **had met** him.)*
- **perfect continuous infinitive:**
  (to) have + been + -ing
  It refers to the past and emphasises the duration of the action of the infinitive, which happened before the action of the verb.
  *e.g. She is tired. She claims **to have been working** hard lately. (We emphasise what she has been doing lately.)*

The perfect infinitive is used with verbs such as *seem, appear, believe, know, claim, expect* and the modal verbs.

Passive

- **present infinitive: (to) be + past participle**
  *e.g. He hopes **to be given** a pay rise soon.*
- **perfect infinitive:**
  (to) have been + past participle
  *e.g. He is said **to have been injured** in an accident.*

The verb tenses corresponding to the tenses of the infinitive are as follows:

Verb tenses		Infinitive
he goes / will go	→	**to go**
he is going / will be going	→	**to be going**
he went / has gone / had gone / will have gone	→	**to have gone**
he was going / has been going / had been going / will have been going	→	**to have been going**

2 **In pairs, ask and answer questions using the prompts below, as in the example.**

SA: Is she shouting?
SB: Yes, she seems to be shouting.

3 **A** ***Monica Collins is a famous actress. She is going on holiday to another country.*** **Using the prompts given, say what she expects to be done on her arrival, as in the example.**

e.g. She expects to be met at the airport.

- meet at the airport
- give some flowers
- drive to the hotel
- photograph for newspapers and magazines
- invite to appear on TV

B ***Monica is back home now. Things didn't happen the way she expected them to.*** **Look at the prompts above again and make sentences, as in the example.**

e.g. She expected to have been met at the airport.

4 **Fill in the correct *infinitive* tense.**

1 I think he left. He must ...*have left.* .....
2 I think they will come. They must .....
3 I think she is studying. She must .....
4 I think it will be delivered. It must .....

5 I think he was fired. He must .....
6 I think they were arguing. They must .....
7 I think he is lying. He must .....
8 I think they had been waiting for her. They must ....
.....
9 I think she has typed it. She must .....
10 I think she had written it. She must .....
11 I think they will be staying. They must .....

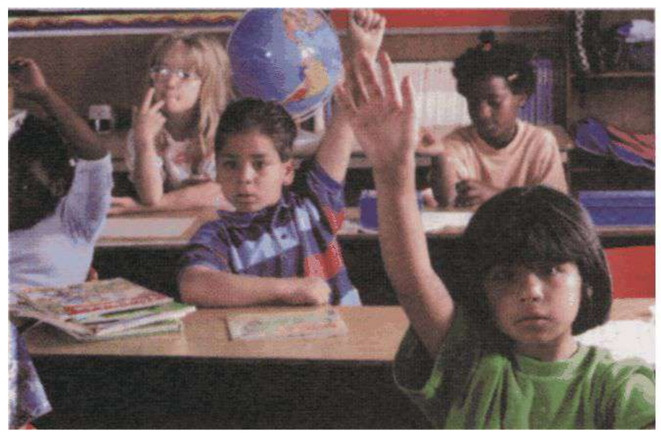
Complete the sentences with the correct *infinitive* tense.

1 She has grown taller.
She seems ...*to have grown taller.* .....
2 He is getting used to his new job.
He appears .....
3 Kate makes friends easily.
She tends .....
4 He has finished the report.
He claims .....
5 It is raining over there.
It seems .....
6 He is on a diet.
He appears .....
7 They have sailed round the world.
They claim .....
8 She is feeling better.
She seems .....

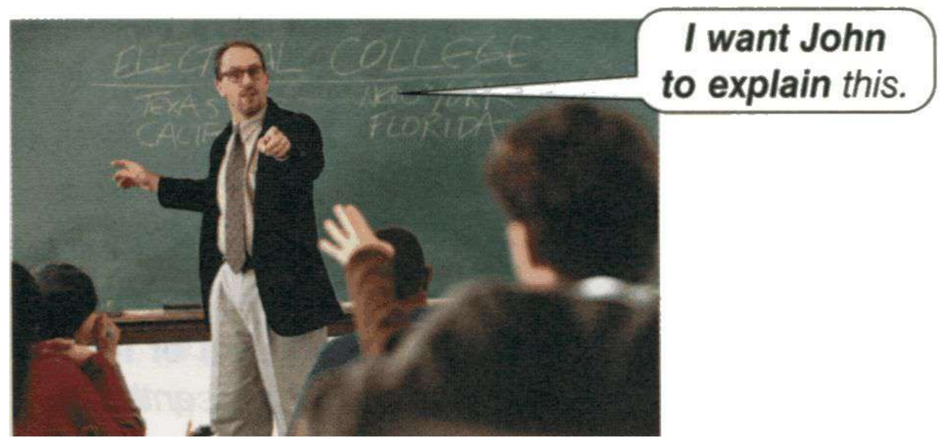
Fill in the correct *infinitive* tense.

1 A: What would you like ...*to do*... (do) tonight?
B: Let's ..... (go) to an Italian restaurant.
2 A: What's Liz doing?
B: She seems ..... (look) for something in her bag.
3 A: Alan has been offered a new job!
B: No, he hasn't. He just pretended .... (offer) a new job.
4 A: Colin claims ..... (meet) lots of famous people.
B: I know, but I don't believe him.
5 A: Look at those two men outside. What are they doing?
B: They appear ..... (empty) the rubbish bins.
6 A: Would you like to go to the cinema tonight?
B: Not really. I would prefer ..... (go) to the theatre.
7 A: Tara seems ..... (work) hard all morning.
B: Yes, she hasn't even stopped for a cup of coffee.
8 A: Why is Tom at work so early this morning?
B: He wants ..... (finish) early so that he can go to the concert tonight.

The Subject of the Infinitive



***They all want to answer** the question.*



- **The subject of the infinitive is omitted when it is the same as the subject of the main verb.**
  e.g. ***She wants to leave** now. (The subject of the main verb and the infinitive is 'she'.)*
- **The subject of the infinitive is not omitted when it is different from the subject of the main verb. The subject of the infinitive comes before the infinitive and can be an object pronoun (me, you, them, etc.), a name (Kate) or a noun (the woman).**
  e.g. ***She wants them to leave** now. (The subject of the main verb is 'she', whereas the subject of the infinitive is 'them'.)*

Rephrase the following sentences, as in the example.

1 He must wash the car.
I want ...*him to wash the car.* .....
2 You mustn't be late for work.
I don't want .....
3 Claire must tidy her bedroom.
I want .....
4 She mustn't go to the disco.
I don't want .....
5 They must go to school tomorrow.
I want .....
6 Gary mustn't make so much noise.
I don't want .....
7 You mustn't make a mess.
I don't want .....
8 He must mend his bike.
I want .....

Too/Enough

*He is **too young to walk** by himself.*

*There is **enough snow to build** a snowman.*

- **Too comes before adjectives and adverbs. It shows that something is more than enough, necessary or wanted, and has a negative meaning.**

too + adjective/adverb + to - infinitive

*e.g. Tim is **too old to join** the basketball team.*
(=Tim is so old that he can't join the basketball team.)

*They run **too fast for me to catch up** with them.*
(=They run so fast that I can't catch up with them.)

too ... for somebody/something

*e.g. This plan is **too complicated for me**.*

too ... for somebody/something + to - infinitive

*e.g. This ring is **too expensive for me to buy**.*

- **Enough comes after adjectives and adverbs, but before nouns. It shows that there is as much of something as is wanted or needed and it has a positive meaning.**

adjective/adverb + enough } + to - infinitive
enough + noun

*e.g. He's **clever enough to solve** the problem.*
(= He is so clever that he can solve the problem.)

*We've got **enough money to go** on holiday this year.*
(= We've got so much money that we can go on holiday this year.)

(not) + adjective + enough + to - infinitive

*e.g. We are **old enough to vote**.* (positive meaning)
*We are **not old enough to vote**.* (negative meaning)

8 **In pairs, ask and answer questions using the prompts below, as in the example.**

SA: Is this film too scary for you to watch?
SB: Yes, it's too scary. I can't watch it.

1 film / scary / watch
2 report / boring / read
3 exercise / difficult / do
4 shoes / tight / wear
5 car / expensive / buy
6 dish / spicy / eat
7 suitcase / heavy / carry
8 coffee / hot / drink

9 **Complete the sentences with *too* or *enough* and the adjective in brackets.**

1 A: Would you like to come to the disco?
B: Oh no. I'm ...*too tired*... to go to a disco. (tired)
2 A: Can you reach that top shelf?
B: No, I'm not ..... to reach it. (tall)
3 A: Did they go on a picnic yesterday?
B: No. It was ..... to go on a picnic. (cold)
4 A: Did Jane enjoy the horror film?
B: No. She was ..... to enjoy it. (scared)
5 A: Does Tom go to school?
B: No. He isn't ..... to go to school yet. (old)
6 A: Will you go to London by bus?
B: No. The bus is ..... . I'll take the train. (slow)
7 A: Did she like the dress you bought?
B: Yes, but it was ..... . (big)
8 A: Take a photograph of me!
B: I can't. It isn't ..... in here. (bright)

10 **Rewrite the sentences using *too*.**

1 This music is so slow that I can't dance to it.
...*This music is too slow for me to dance to.*.....
2 The bird is so weak that it can't fly.
.....
3 She's so busy that she can't come out with us.
.....
4 The car was so expensive that he couldn't buy it.
.....
5 These shoes are so small that they don't fit me.
.....
6 The book is so boring that she can't read it.
.....
7 I was so tired that I couldn't keep my eyes open.
.....
8 The coffee was so strong that he couldn't drink it.
.....

UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

The -ing form

Windsurfing *is a popular summer sport.*
A lot of young people ***spend*** *hours* ***windsurfing****.*

The *-ing form* is used:

- **as a noun.** *e.g.* ***Swimming*** *keeps you fit.*

- **after prepositions.**
  e.g. He left ***without saying*** *goodbye.*

- **after *love, like, enjoy, dislike, hate* and *prefer* to express general preference.**
  e.g. She ***likes going*** *for long walks.*

- **after certain verbs (*consider, avoid, deny, look forward to, confess to, fancy, involve, mention, risk, spend, mind, regret, admit, suggest, imagine,* etc.).**
  e.g. Jessica ***spent*** *all day* ***shopping****.*

- **after *go* for activities.**
  e.g. They often ***go climbing*** *at the weekends.*

- **after: *it's no use, it's (not) worth, it's no good, be busy, what's the use of ...?, there's no point in, can't help, can't stand, be/get used to, have difficulty (in).***
  e.g. ***It's no use waiting*** *for the bus. It won't come.*

- **after the verbs *see, hear, feel, watch, listen to* and *notice* to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action.**
  e.g. I ***heard*** *Jack talking on the phone.*
  (= I heard Jack while he was talking on the phone. I heard part of the action in progress. I didn't listen to the whole conversation.)

But: ***see, hear, feel, watch, listen to, notice*** **+ bare infinitive describe a complete action, something that somebody saw, heard, etc. from beginning to end.**
e.g. I ***heard*** *Jack* ***talk*** *on the phone. (= I heard the whole conversation from beginning to end.)*

Verbs taking the to -infinitive or the -ing form without a change in meaning

- **begin, start, continue**
  We never have two -ing forms together.
  e.g. They started ***talking/to talk****.*
  But: *It's beginning* ***to get*** *dark.*
  (NOT: ~~It's beginning getting dark.~~)

- **advise, allow, permit, recommend, encourage**
  take the to-infinitive when they are followed by an object or when they are in the passive form. They take the -ing form when they are not followed by an object.
  e.g. They ***don't allow us to park*** *here. (object)*
  We ***aren't allowed to park*** *here. (passive)*
  They ***don't allow parking*** *here. (no object)*

- **need/require/want + -ing form**
  This construction often shows that it is necessary to repair or improve something. 'Need' can also be followed by a passive infinitive.
  e.g. The flat ***needs decorating****.*
  The flat ***needs to be decorated****.*

11 **In pairs, ask and answer questions using the prompts below, as in the example.**

SA: *Why does Sarah giggle so much?*
SB: *Well, she doesn't enjoy giggling, she just can't help doing it.*

1. Sarah / giggle so much?
2. you / always chew your pen?
3. he / blush all the time?
4. she / bite her nails?
5. you / shout at the children?

Underline the correct preposition and fill in the gaps with the *-ing form* of the verb in brackets.

1 He is ill. He is complaining ***with/about*** ...*having*... (have) a headache.
2 Marcus went out instead ***for/of*** ..... (do) his homework.
3 Tracy was very excited ***with/about*** ..... (go) to the party.
4 I hope you have a good excuse ***of/for*** ..... (be) so late.
5 Sam is interested ***in/for*** ..... (take up) French lessons.
6 You can't stop him ***to/from*** ..... (take) the job if he wants to.
7 Susie ran because she was worried ***about/of*** ..... (miss) the bus.
8 Thank you ***to/for*** ..... (help) me with my homework.
9 She felt tired because she wasn't used ***to/with*** ..... (work) so hard.
10 His boss blamed him ***for/of*** ..... (lose) the deal.
11 I am in charge ***in/of*** ..... (make) the Christmas deliveries.
12 We are thinking ***of/from*** ..... (buy) a new car next month.
13 Sandra apologised ***for/about*** ..... (ruin) the performance.
14 Ian was talking ***with/about*** ..... (open) a shop in York.

Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

1 It's no use ...*talking*... (talk) to Bob; he won't change his mind.
2 She will ..... (return) the books next weekend.
3 It was good of you ..... (help) me fix my bicycle.
4 The man suggested ..... (call) the police in, to investigate.
5 I can't get used to ..... (live) in such a hot country.
6 He admitted ..... (rob) the bank.
7 You had better ..... (hurry), or you'll be late for work.
8 They refused ..... (give) me my money back.
9 She is too short ..... (become) a fashion model.
10 My parents let me ..... (stay) up late at weekends.
11 Our teacher makes us ..... (do) homework every evening.
12 The kitchen windows need ..... (clean).
13 They have begun ..... (make) preparations for the party.
14 He advised her ..... (speak) to her boss.
15 I dislike ..... (go) to the theatre alone.
16 Mr Roberts was seen ..... (leave) his house at 12:15 last night.
17 My sister can't stand ..... (watch) horror films. She gets terribly scared.
18 Can you imagine ..... (spend) your holidays on the moon?
19 There's no point in ..... (call) again. There's no one at home.
20 I don't allow people ..... (smoke) in my house.
21 It was silly of you ..... (forget) to lock the door.
22 He risks ..... (lose) his wallet when he leaves it on his desk.

Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

1 A: Is Anne in the room?
B: Yes. I can see her ...*dancing*... (dance) with her husband over there.
2 A: Did you see the robber?
B: Yes. I saw him ..... (get) into the car and drive away.
3 A: Is John here today?
B: Yes. I heard him ..... (talk) on the phone as I walked past his office.
4 A: Colin is good at speaking in public, isn't he?
B: Yes. I heard him ..... (make) a speech last month. It was excellent.
5 A: I walked past the sports centre today.
B: So did I, and I stopped for a moment to watch some boys ..... (play) football.
6 A: Your hair looks great today.
B: Thanks. I watched the hairdresser ..... (dry) it so I could learn how to do it myself.
7 A: That's a music school, isn't it?
B: That's right. I often hear the students ..... (sing) as I walk past.
8 A: Did you stay until the end of the contest?
B: Yes. I listened to the chairman ..... (announce) the results before I went home.
9 A: How do you know Tim is at home?
B: I saw him ..... (cut) the grass as I was driving home.
10 A: How do you know that man stole the watch ?
B: I saw him ..... (put) it in his pocket and leave the shop without paying.

Verbs taking the to -infinitive or the -ing form with a change in meaning

- **forget + to - inf = not remember**
  *e.g. I'm sorry, I **forgot to call** you.*

  forget + -ing form = not recall
  *e.g. I'll never **forget winning** my first gold medal.*

- **remember + to - inf = not forget**
  *e.g. **Remember to call** Jack tonight.*

  remember + -ing form = recall
  *e.g. I don't **remember seeing** you here before.*

- **go on + to - inf = then**
  *e.g. He welcomed us and **went on to offer** us some drinks.*

  go on + -ing form = continue
  *e.g. They **went on talking** for hours.*

- **mean + to - inf = intend to**
  *e.g. She **means to open** her own shop.*

  mean + -ing form = involve
  *e.g. Being a pilot **means travelling** a lot.*

- **regret + to - inf = be sorry to**
  *e.g. I **regret to inform** you that you have failed the exam.*

  regret + -ing form = feel sorry about
  *e.g. I **regret making** that mistake; I lost my job.*

- **try + to - inf = attempt, do one's best**
  *e.g. He **tried to win** the race.*

  try + -ing form = do sth as an experiment
  *e.g. **Try exercising,** you may lose weight.*

- **stop + to - inf = stop briefly to do sth else**
  *e.g. He **stopped to drink** some tea and then continued working.*

  stop + -ing form = finish, give up
  *e.g. He **stopped eating** junk food because it is unhealthy.*

- **be sorry + to - inf = apologise for a present action**
  *e.g. I'**m sorry to interrupt**, but can I ask you a question?*

  be sorry for + -ing form = apologise for an earlier action
  *e.g. I'**m sorry for shouting** at you.*

- **like + to - inf = think that sth is good or right to do**
  *e.g. I **like to exercise** every day.*

  like + -ing form = enjoy (general preference)
  *e.g. She **likes swimming**.*

  would like + to - inf = want (specific preference)
  *e.g. I **would like to see** this film.*

- **be afraid + to - inf (the subject is unwilling to do sth)**
  *e.g. He **is afraid to take** the test in case he fails again.*

  be afraid of + -ing form = (the subject is afraid that what is described by the -ing form may happen)
  e.g. She doesn't want to ride the horse.
  *She **is afraid of falling** and **hurting** herself.*

15 **Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.**

1 I'll never forget ...*sailing*... (sail) down the Danube on that warm spring night last year.
2 Please don't forget ..... (pay) the bill.
3 John said he remembers ..... (buy) the newspaper, but now he can't find it.
4 Did you remember ..... (post) my letters today?
5 Gloria regrets ..... (shout) at her sister.
6 I regret ..... (inform) you that we cannot give you your money back.
7 The students went on ..... (write) for another hour.
8 After cleaning the windows, he went on .... (wash) the car.
9 We are sorry ..... (announce) that the 7:15 train to Liverpool has been cancelled.
10 I'm sorry for ..... (miss) your birthday party; I'll make it up to you.
11 She stopped ..... (go) to the gym after she had got back into shape.
12 They stopped ..... (have) a rest before they continued their journey.
13 They tried ..... (open) the door, but it was stuck.
14 You should try ..... (make) your own clothes. It's much cheaper.
15 I'm sorry. I didn't mean ..... (break) your vase.
16 Being a teacher means ..... (correct) a lot of homework.
17 I like ..... (tidy) my room at weekends because I don't have time during the week.
18 They like ..... (play) in the sea on hot days.

16 Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

My neighbour, Mr Mason, loves **1)** ...*spending*... (spend) time in his garden. He would rather **2)** ..... (work) outside than stay indoors, even when it is snowing! Early in the morning, you can **3)** ..... (see) Mr Mason **4)** ..... (eat) breakfast in his garden, and late at night he is there again, with a cup of cocoa in his hand. I'd like **5)** ..... (help) sometimes when there is lots of work to do, but Mr Mason prefers **6)** .... (do) everything himself. He doesn't mind **7)** ..... (get) cold and wet in the winter, and his wife says it's no use **8)** ..... (try) to make him wear a waterproof jacket because he hates **9)** ..... (wear) them! Mr Mason says he will go on **10)** ..... (garden) until he is too old **11)** ..... (do) it!

17 Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

1 I don't know what **1)** ...*to do*... (do) at the weekend. I fancy **2)** ..... (go) to the cinema, but none of my friends enjoy **3)** ..... (watch) films very much.
2 Paul had his driving test today. He tried **1)** .... (not/make) any mistakes, but he failed. He expects **2)** ..... (pass) the test the next time he takes it.
3 Tom often goes **1)** ..... (walk) at the weekends. He doesn't like **2)** .... (take) anyone with him because he prefers **3)** ..... (be) alone while he walks.
4 We had better **1)** ..... (hurry) home tonight because our parents have promised **2)** .... (take) us out for dinner. I don't know why they want **3)** ..... (eat) out, but we must **4)** ..... (arrive) home on time.
5 James is rich and can afford **1)** ..... (buy) expensive things. He is always willing **2)** ..... (lend) money to people who need it, because he enjoys **3)** ..... (help) others.
6 My parents let me **1)** ..... (stay) at my friend's house last weekend. They agreed **2)** ..... (take) me in the car and they made me **3)** ..... (promise) to behave myself. It was a great weekend!

18 Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

Dear Jessica,

How are you? I'm busy **1)** ...*studying*... (study) for my exam which is next week, but I've decided **2)** .... (take) a break and **3)** ..... (write) you a letter. **4)** ..... (read) so many notes and **5)** ..... (learn) so many facts is making me very tired. I can't wait **6)** ..... (finish) my course! Then, I can start **7)** ..... (look) for a good job.

Sophie started her new job last month. **8)** .... (work) at the hospital suits her – she loves **9)** ..... (look) after people. She hopes **10)** ..... (stay) in this job for a couple of years and then she intends **11)** .... (try) for a promotion.

By the way, how are you getting on now that you are a manager? I forgot **12)** ..... (congratulate) you when I saw you.

Anyway, I've got to go now. Write soon and tell me all your news, won't you?

Best Wishes,
Maggie

19 Complete the sentences, as in the example.

1 John said, 'I didn't take the money.'
John denied ...*taking*... the money.
2 'I broke the window,' said Gary.
Gary confessed to ..... the window.
3 'Yes, I'll look after your dog for you,' said Anne.
Anne agreed ..... after my dog.
4 Alice said, 'I hate travelling by bus.'
Alice complained about ..... by bus.
5 The boss said to the employees, 'You have until 5 o'clock to finish the reports.'
The boss expects his employees .... the reports by 5 o'clock.
6 My father said to me, 'Don't come home late,' but I didn't listen.
My father warned me about ..... home late, but I didn't listen.
7 'You can all go home early,' said the professor.
The professor allowed us ..... home early.
8 The coach said to the players, 'Don't let the ball out of your sight.'
The coach ordered the players ..... the ball out of their sight.

UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

S: Good afternoon, madam. Can I **1)** ...*help*... (help) you?
W: Yes, please. I want **2)** ..... (buy) a new washing machine.
S: I see. How much money would you like **3)** .... (spend)?
W: I don't want anything too expensive.
S: Alright then, I can **4)** ..... (show) you this model over here. It's reliable, and it doesn't cost too much money.
W: Is it very difficult **5)** ..... (use)?
S: Not at all, but you must **6)** ..... (read) the instruction manual before you try to turn it on.
W: Oh, I always have difficulty in **7)** ..... (understand) manuals. Could you **8)** ..... (explain) how the machine works?
S: Certainly. You'll soon learn how **9)** ..... (operate) it. It's very simple.
W: That's good, because, as a working mother, I don't have much time to spare for things like this.
S: Don't worry, madam. First, you must **10)** .... (put) the clothes in the machine ....

Choose the correct answer.

1 ' Welcome home.'
'Thanks. It's very nice ..*A*... back.'
A to be **B** be **C** to being

2 '..... is good for your health.'
'I know, but I don't enjoy it.'
A To have exercised **B** Exercising
C To exercising

3 'You have to ..... home early tonight.'
'I will.'
A be coming **B** come **C** coming

4 'Do you watch TV very often?'
'No. I consider it ..... a waste of time.'
A to be **B** being **C** is

5 'Did you enjoy the play?'
'Yes. Were you involved in ..... the scenery?'
A make **B** to make **C** making

6 'Does your son study very much?'
'No, he spends his time ..... television.'
A to watch **B** watching **C** watch

7 'Did anyone help you with your homework?'
'No. I managed ..... it by myself.'
A do **B** to do **C** doing

8 'Let's go out tonight.'
'I'd rather ..... at home. I'm tired.'
A staying **B** to stay **C** stay

9 'Why did you go to the supermarket?'
'..... some flour.'
A To buy **B** Buy **C** Buying

10 'Do you know who ..... to in the office?'
'Yes, Mrs Jacobs.'
A speaking **B** speak **C** to speak

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 Spending a lot of money on clothes is foolish.
to It is **foolish to spend** a lot of money on clothes.
2 This car is too expensive for me to buy.
enough This car **is not cheap enough** for me to buy.
3 The tea is so hot that I can't drink it.
too The tea is **too hot for me** to drink.
4 The teacher made us learn the poem by heart.
made We **were made to learn** the poem by heart by the teacher.
5 Eating is not allowed in the office.
eat Nobody **is allowed to eat** in the office.
6 Your room needs cleaning.
cleaned Your room needs **to be cleaned**.

Complete each sentence with two to five words, including the word in bold.

1 The jumper is so small that I can't wear it.
too The jumper is ...*too small for me*... to wear.
2 Staring at people is rude.
to It is ..... at people.
3 Your hair needs cutting.
cut Your hair needs ..... .
4 This house is too small for our family to live in.
enough This house ..... for our family to live in.
5 Father made me clean my room yesterday.
made I ..... my room yesterday by Father.
6 Pictures are not allowed to be taken inside the museum.
take Visitors ..... pictures inside the museum.
7 Speaking with your mouth full is bad manners.
to It is ..... with your mouth full.
8 The ground is so slippery that I can't walk on it.
too The ground ..... to walk on.

Participles

The participles are:
a) present participles (playing, running, etc.),
b) past participles (played, written, etc.) and
c) perfect participles (having written, etc.).

- **Present and past participles can be used as adjectives.**

The present participle (-ing) describes what somebody or something is (it answers the question 'What kind?'). The past participle (-ed) describes how somebody feels (it answers the question 'How do you feel?').
*e.g. It's a very **tiring** job. (What kind of job? Tiring.)*
*He's very **tired**. (How does he feel? Tired.)*

Participles can also be used:

- **to express time.**
  *e.g. **After doing/having done her homework**, she watched TV.*
  ***Having done her homework**, she watched TV.*
  *(=**After she had done her homework**, she watched TV.)*
  *He broke his arm **(while) playing hockey**.*
  *(=He broke his arm **while he was playing hockey**.)*
- **to express reason.**
  *e.g. **Being late**, Adam took a taxi.*
  *(=**Because he was late**, Adam took a taxi.)*
  ***Having spent all her money**, Pam asked for a loan.*
  *(=**Because she had spent all her money**, Pam asked for a loan.)*
- **instead of a relative pronoun and full verb.**
  *e.g. The man **standing** at the door is my boss.*
  *(=The man **who is standing** at the door is my boss.)*
  *The information **presented** in the article was invaluable.*
  *(=The information **which was presented** in the article was invaluable.)*
- **instead of the past simple in narratives when we describe actions happening immediately one after the other.**
  *e.g. **Seeing** the shadow, he **screamed**.*
  *(=He **saw** the shadow and he **screamed**.)*
- **to avoid repeating the past continuous in the same sentence.**
  *e.g. She was climbing up a ladder **carrying** a bucket.*
  *(=She **was climbing** up a ladder and she **was carrying** a bucket.)*

23 **Underline the correct word.**

1 A: Have you read that new book yet?
  B: Only some of it. It's very ***bored/boring***.
2 A: Did you enjoy your holiday?
  B: Oh, yes. It was very ***relaxed/relaxing***.
3 A: I'm going to a lecture tonight. Do you want to come?
  B: No thanks. I'm not ***interested/interesting*** in the subject.
4 A: Did you hurt yourself when you fell?
  B: No, but it was very ***embarrassed/embarrassing***.
5 A: Shall I turn off the lights?
  B: No. I'm ***frightened/frightening*** of the dark.
6 A: Was Mother upset when you broke her vase?
  B: Not really, but she was very ***annoyed/annoying***.
7 A: How do you feel today?
  B: I still feel very ***tired/tiring***.
8 A: I haven't seen Mr Green for several days.
  B: Neither have I. It's a bit ***worried/worrying***.

24 **Rewrite the sentences using *participles*.**

1 He was lying on the bed and he was reading a book.
  ...*He was lying on the bed reading a book.*.....
2 Lisa took a deep breath and dived into the water.
  .....
3 Jack burnt his finger while he was lighting a fire.
  .....
4 After Ann had ironed the clothes, she put them away.
  .....
5 Because he was cold, James turned on the heater.
  .....
6 The photographs, which were taken at the reception, were blurred.
  .....
7 Alison washed the paintbrushes before she painted the living room.
  .....
8 She was sitting on the sofa and she was knitting a jumper.
  .....
9 The girl who is sitting next to Alison is Vicky.
  .....
10 Because he had forgotten to do the shopping, he ate out that night.
  .....
11 Emma turned the key in the lock and opened the door.
  .....

Prepositions

angry **at/with** sb **for** sth	polite **to** sb
annoyed **with** sb **for** sth	rude **to** sb
complain **to** sb **about** sb/sth	shout **at** sb
different **to/from** sb/sth	wait **for** sb/sth
differ **from** sb/sth	write **to** sb

Underline the correct preposition.

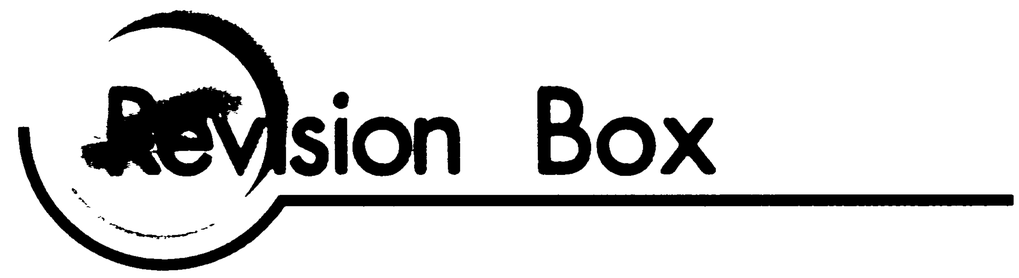
1 Mary is always polite ***to/at*** her parents.
2 Sam was told off for being rude ***at/to*** his teacher.
3 The policemen shouted ***at/to*** the thieves who tried to run away.
4 Jessica waited ***to/for*** the bus for an hour in the rain.
5 Rosie is writing ***to/at*** her pen-friend.
6 I am angry ***about/with*** Sue for taking my favourite shirt.
7 He was annoyed with his brother ***in/for*** making so much noise.
8 I'm going to complain to my boss ***with/about*** the lighting in the office.
9 John's opinions differ ***to/from*** Anne's, so they argue a lot.
10 The film is different ***from/at*** the book.

Phrasal Verbs

get away:	escape
get on:	1) make progress (also get along) 2) enter a bus, train, etc. (opp. get off)
get on with sb:	have a friendly relationship with sb; get along with sb
get through:	1) reach sb by telephone 2) manage to finish sth

Fill in the gaps with the correct phrasal verb.

1 I ...*get on*... very well ...*with*... my new neighbours. (get along with)
2 I tried to ..... all morning but the phone was engaged. (reach sb by telephone)
3 I'll go home early tonight if I ..... all my work. (manage to finish)
4 Tom ..... the bus outside the cinema. (entered)
5 The police chased the thieves but they managed to ..... . (escape)



Revision Box

Choose the correct answer.

1 'Do you like going to the cinema?'
'Yes. I usually ...*B*... at least once a month.'
A am going **B** go **C** have gone

2 'You look serious.'
'Yes. I ..... to solve a difficult problem.'
A have tried **B** try **C** am trying

3 'Would you like to go out tonight?'
'Not really. I'm exhausted. I ..... hard all day.'
A have worked **B** am working
C have been working

4 'When are you going to buy a new car?'
'Well, I ..... two that I like, but I can't decide which one to buy.'
A have been seeing **B** have seen
C see

5 'Does Stuart often go sailing in the winter?'
'He ..... .'
A does seldom **B** seldom does
C doesn't seldom

6 'Does Peter know how to drive?'
'Of course. He ..... for years, now.'
A has driven **B** is driving
C has been driving

7 'Has Sarah moved out of her parents' house yet?'
'Oh, yes. She ..... in a flat in town now.'
A has lived **B** has been living **C** lives

8 'Do you have breakfast in the morning?'
'No, I ..... .'
A do never **B** never do **C** don't never

9 'When are you seeing Paul next?'
'We ..... to meet next Tuesday.'
A have been arranging **B** arrange
C have arranged

10 'Is there a supermarket in your town?'
'Yes. There ..... one here for quite a while.'
A is being **B** has been **C** is

11 'Have you done your homework yet?'
'Yes. I always ..... it before dinner.'
A am doing **B** have done **C** do

12 'Where is Bob?'
'He ..... Jimmy to the park.'
A has been taking **B** has taken **C** takes

Revision Box

28 **Put the verbs in brackets into the correct tense.**

Last night, a bomb **1)** ...*exploded*... (explode) outside the main branch of the Trusty Bank in Barton. The police **2)** ..... (receive) an anonymous phone call minutes before the explosion. The bomb squad **3)** ..... (drive) to the bank when the bomb **4)** ..... (go off). There **5)** ..... (be) no one inside the bank, but a security guard **6)** ..... (sit) at the car park entrance. He suffered minor injuries from pieces of broken glass. Late last night, police officers **7)** ..... (still/search) the scene for evidence and they **8)** .... (question) the people living in the area. The security guard **9)** ..... (recover) from his injuries in hospital. No one **10)** .... (yet/claim) responsibility for the blast.

29 **Choose the correct answer.**

1 She ...A... the door when she heard the phone ring.
A had just locked **B** is locking **C** locks

2 They ..... for hours when they stopped to have lunch.
A were working **B** had been working **C** worked

3 I ..... for two hours by 12 o'clock.
A will have been reading **B** will have read **C** am reading

4 He ..... the letter as soon as it arrived.
A had opened **B** opened **C** had been opening

5 Sarah ..... dinner when she burnt her finger.
A was cooking **B** cooks **C** is cooking

6 Philip ..... his dinner by the time we get home.
A had been having **B** will have had **C** will have

7 The people ..... for an hour before the rescuers came.
A had been waiting **B** waited **C** are waiting

8 Emily ..... her lunch already, even though it's only 10 o'clock.
A has eaten **B** was eating **C** ate

9 Tom ..... his homework ever since he got home from school.
A has been doing **B** is doing **C** does

10 My parents ..... to bed by the time I got home.
A are going **B** had been going **C** had gone

ORAL Activity

Edith Grant is an advertising executive. She was recently interviewed about her life. Look at the reporter's notes and make sentences, as in the example.

e.g. Edith is busy planning a new campaign for a food company these days.

- be busy / plan / a new campaign for a food company these days
- spend / hours / try out / new ideas
- enjoy / work / with young people as they are very imaginative
- find it difficult / combine business and family life
- can't stand / travel / abroad on business
- would like / see / more older people in commercials
- hope / win / award for her work at the next advertising awards ceremony
- want / go on / work for a number of years

WRITING Activity

Jason Watson is the reporter who interviewed Edith Grant. He's written an article about her. Look at the Oral Activity again and complete his article.

LOCAL SUCCESS STORY

Advertising executive Edith Grant started with a very small business. Now, she has to organise her time very carefully. She is busy planning a new campaign for a food company these days. .....
.....
.....
.....
.....
.....
.....

Revision 1 (Units 1 - 4)

Choose the correct answer.

1 The problem of pollution ...C... worse these days.
A will get **B** got **C** is getting

2 This time yesterday we ..... in the sea.
A swam **B** are swimming **C** were swimming

3 ..... the housework, Maggie sat down to rest.
A Doing **B** Having done **C** Done

4 Doris ..... in that office since April.
A has been working **B** works **C** is working

5 He was hot because he ..... in the sun.
A sat **B** had been sitting **C** is sitting

6 I ..... to you as soon as I get home.
A wrote **B** have written **C** will write

7 Paul ..... abroad once a month on business.
A travels **B** is travelling **C** travel

8 They ..... a lot of animals at the zoo last weekend.
A see **B** saw **C** are seeing

9 ..... some spare time, Tom went for a walk.
A Having **B** Have **C** To have

10 It's no use ..... the door. It's locked.
A push **B** to push **C** pushing

11 The lawyer advised us ..... the money immediately.
A pay **B** paying **C** to pay

12 Karen suggested ..... a new car.
A buy **B** buying **C** to buy

13 It's very cold in here. I ..... the heating on.
A put **B** had put **C** will put

14 We expect everyone ..... to the meeting.
A come **B** to come **C** coming

15 She was lying on her bed ..... about the party.
A thinking **B** to think **C** think

16 They are considering ..... another shop next year.
A open **B** opening **C** to open

17 This time next month I ..... in a new house.
A will live **B** am living **C** will be living

18 The match ..... at two o'clock tomorrow afternoon.
A start **B** has started **C** starts

19 She claims ..... Brad Pitt last year.
A to meet **B** to have met **C** have met

20 Samantha is starting a new job tomorrow. She ..... forward to it.
A is looking **B** looks **C** look

21 He ..... to work when the accident happened.
A is driving **B** was driving **C** drove

22 They were happy to hear they ..... a prize.
A win **B** had won **C** were winning

23 They ..... together for five years.
A work **B** are working **C** have worked

24 I think James ..... us tomorrow.
A has visited **B** visit **C** will visit

25 ..... is my favourite form of exercise.
A Jogging **B** Jog **C** To jog

26 The boys avoided ..... through the dark forest.
A walking **B** to walk **C** walk

27 Mary seems ..... a fight with Jack again.
A have had **B** to have **C** to have had

28 They don't allow ..... in the examination room.
A talking **B** talk **C** to talk

29 Peter ..... forty years old in January.
A be **B** will be **C** has been

30 I ..... you a new coat next winter.
A have bought **B** will buy **C** bought

31 The whole class studied hard, so they all ..... their exams.
A are passing **B** pass **C** passed

32 I ..... James tonight. We have arranged it.
A see **B** 'm seeing **C** saw

33 The boss has decided ..... a bigger office.
A to rent **B** renting **C** rent

34 You had better ..... your umbrella with you today.
A taking **B** to take **C** take

35 They ..... for half an hour when the doctor came.
A have waited **B** had been waiting **C** wait

36 I think my sister ..... a dancer one day.
A become **B** is becoming **C** will become

37 Look at the sunshine! It ..... a beautiful day.
A is going to be **B** is being **C** be

Put the verbs in brackets into the correct tense.

A Last month, Julie **1)** ...*went*... (go) on holiday to France with her husband, Rob. They **2)** ..... (stay) in a small country hotel. They **3)** ..... (have) such a wonderful time that they **4)** .... (already/decide) to go back again next year. Julie **5)** ..... (look forward) to it.

B Yesterday, while I **1)** ..... (shop), I **2)** ..... (leave) my purse in the supermarket. I really thought I **3)** ..... (put) it in my bag because I **4)** ..... (be) always careful. Luckily, a man found my purse while he was doing his shopping and **5)** ..... (give) it back to me. I must try to be more careful in future.

Underline the correct item.

1 Everyone enjoys ***to go/go/going*** on holiday.
2 You must ***eating/to eat/eat*** lots of fresh vegetables.
3 I would rather ***learn/learning/to learn*** French than Spanish.
4 He is tired of ***to work/working/work*** in that office.
5 I have decided ***to have/having/have*** a party next weekend.
6 We managed ***repair/repairing/to repair*** the roof.
7 He advised me ***wear/wearing/to wear*** warm clothes.
8 They denied ***breaking/to break/break*** the window.
9 My parents let me ***to use/use/using*** their car.
10 They refused ***to give/give/giving*** him any more money.

Underline the correct preposition.

1 Tom wants to concentrate ***in/on*** his medical studies.
2 Lots of children are afraid ***to/of*** the dark.
3 That wardrobe belongs ***to/at*** my husband's family.
4 The jar was full ***of/with*** shells I'd collected at the beach.
5 They got ***in/to*** the office in time for the meeting.
6 James is waiting ***from/for*** his mother.
7 That man comes ***from/to*** Canada.
8 Karen writes ***with/to*** her family regularly.
9 You must be polite ***at/to*** the elderly.
10 My teacher is married ***to/with*** a doctor.
11 I'm not interested ***for/in*** sports.
12 I like to listen ***at/to*** the radio in the mornings.

Fill in the gaps with the correct particle from the list.

into, up, on, through, out, down

1 School breaks ...*up*... for the summer next week.
2 War broke ..... in the country, but it didn't last long.
3 I've got so much work to get ..... that I can't leave early today.
4 Doctors are carrying ..... tests to find out what is wrong.
5 Our car broke ..... yesterday morning.
6 Someone broke ..... my neighbour's house last night.
7 He gets ..... the school bus outside his house.
8 While they were talking, I carried ..... with my work.
9 David was brought ..... in the countryside, as his parents were farmers.
10 I tried to call the company, but I couldn't get ..... .
11 Caroline gets ..... very well with all my friends.
12 My favourite author has just brought ..... a new novel.

Complete each sentence with two to five words, including the word in bold.

1 I've never read such an interesting book.
ever It's the most ...*interesting book I've ever*... read.
2 That bag is too heavy for her to lift.
enough That bag isn't ..... for her to lift.
3 I haven't finished painting the house yet.
still I ..... the house.
4 Our teacher made us do the test again.
made We ..... the test again by our teacher.
5 It's a long time since they last went out.
have They ..... for a long time.
6 When did Pauline leave home?
since How long ..... Pauline left home?
7 They didn't begin eating until everyone had arrived.
before They waited until everyone ..... eating.
8 They haven't finished reading the book yet.
still They ..... the book.
9 She's never eaten pizza before.
first It's the ..... eaten pizza.
10 I haven't seen Melanie for three years.
time The last ..... was three years ago.
11 That shelf is so high that I can't reach it.
too That shelf ..... to reach.
12 When did they join the company?
ago How long ..... the company?
13 It was the first time she had been to Europe.
never She ..... to Europe before.
14 Going out in the snow without a coat is foolish.
to It is ..... in the snow without a coat.
15 Your room needs tidying.
tidied Your room needs ..... .

UNIT 5
Modal Verbs

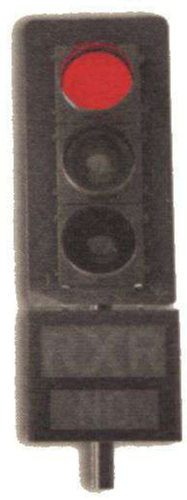
The verbs must, can, could, may, might, will, would, shall, should and ought (to) are *modal verbs*. They express meanings such as obligation, necessity, certainty, ability, possibility, lack of necessity, offers, suggestions, requests, logical assumptions, permission, prohibition, advice and criticism.

Modal verbs:

- **do not take an *-s*, *-ing* or *-ed* suffix.** *e.g. She **must study**. (NOT: ~~She musto study.~~)*
- **are followed by a *bare infinitive* except for *ought* which is followed by a *to - infinitive*.**
  *e.g. He **may be** ill. (NOT: ~~He may to be ill.~~) She **ought to listen** to you.*
- **go before the subject in questions and are followed by *not* in negations.**
  *e.g. **Can I** talk to you? **He couldn't** speak.*
- **do not usually have tenses. They can refer to the present or the future.**
  *e.g. You **can** call now. (present) You **can** call tomorrow. (future)*

Must

- ***obligation - necessity - duty***
  must = It is your duty to do sth/you are obliged to do sth



*You **must** stop when the traffic light is red. (= You are obliged to stop when the traffic light is red.)*

- ***prohibition***
  mustn't/can't = It's forbidden to do sth/ you are not allowed to do sth/ it is against the rules / law

*You **mustn't/can't** park here. (= You are not allowed to park here. It's against the law.)*

- ***strong advice***
  must = I strongly advise you to do sth/

(= You really should behave yourself at school, or you'll get into trouble.)

- ***logical assumptions***
  a) *positive logical assumptions*
  must = I am sure/certain

  b) For negative logical assumptions we usually use *can't*.

*a) They **must** be the boy's parents.*
(I'm sure they are the boy's parents.)
*b) They **can't** be the boy's grandparents.*
(I'm sure they are not the boy's grandparents.)

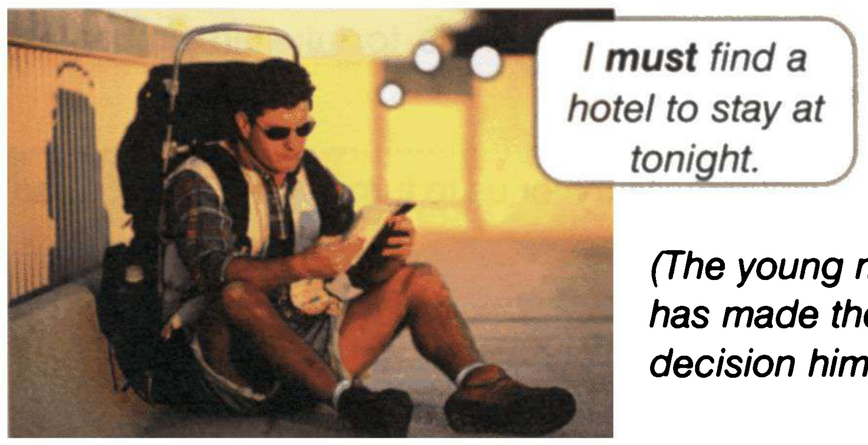
- ***Must* can only be used to talk about the present or near future. We use *have to* when we need to use other tenses.**

  *e.g. He **had to** work late yesterday, so he didn't go to the party.*

  present simple = *must/have to*
  past simple = *had to*
  present perfect = *have/has had to*
  future simple = *must/will have to*

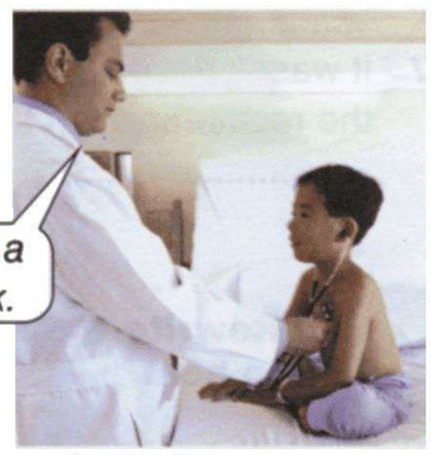
Must - Have to/ Have got to

- **must = it is necessary to do sth**
  We use must when the speaker decides that something is necessary.



(The young man has made the decision himself.)

- **have to = it is necessary to do sth**
  We use have to when somebody else other than the speaker has made the decision.



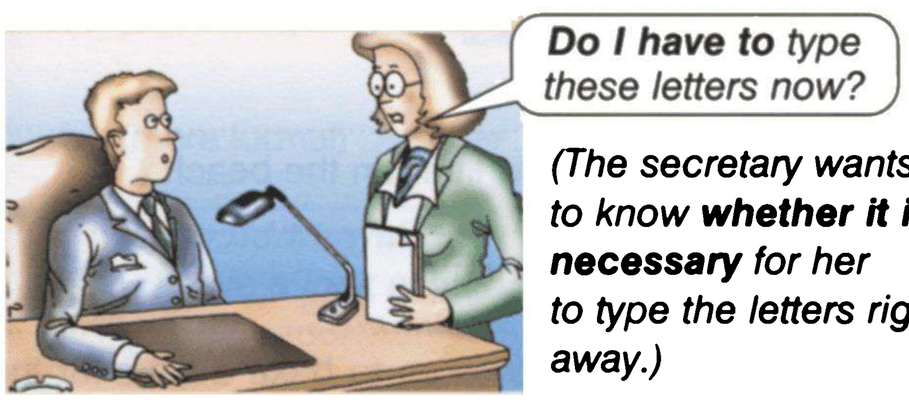
(Somebody else has made the decision.)

Questions and negations with have to are formed with *do*, *does* or *did*.

- ***Must* and *have to* have different meanings in questions.**

Compare the following examples:

*(The boy wants to know whether his mother **insists on** his doing his homework right away.)*



*(The secretary wants to know **whether it is necessary** for her to type the letters right away.)*

- **Have got to has the same meaning as *have to*, and it is usually used in everyday speech.**
  *e.g. 'Sorry! **I've got to** go now. My bus leaves in a few minutes.'*

Mustn't - Needn't/ Don't have to

- **mustn't = it is forbidden to do sth/you are not allowed to do sth**
  We use *mustn't* to express prohibition.

*They **mustn't** play on the railway track. (Playing on the railway track is forbidden.)*

- **needn't = it isn't necessary to do sth**
  We use *needn't* to express lack of necessity.
  We can also use don't/ doesn't need to or don't/doesn't have to for the same purpose.

*The farmer **needn't/ doesn't need to/ doesn't have to** buy any eggs. (= It isn't necessary for the farmer to buy any eggs.)*

Fill in the gaps with *mustn't* or *needn't/ don't have to*.

1 A: Shall I help you with your shopping?
  B: No, you ...*needn't/don't have to*. I can manage by myself.
2 A: You ..... play football inside the house.
  B: I'm sorry. I'll go outside.
3 A: Do you want anything from the supermarket?
  B: No, you ..... get me anything today, thank you.I'm going out myself later.
4 A: You ..... be late for work tomorrow morning.
  B: I know. I'll try to arrive early.
5 A: You ..... take these books out of the library.
  B: I know. It's forbidden.
6 A: Shall I make an appointment for you at the dentist's?
  B: No, you ..... . I'll do it myself next week.

2 **Rephrase the following sentences using *must*, *mustn't*, *needn't*, *has to* or *doesn't have to*.**

1 **You aren't allowed to** park your car in the college car park.
...You **mustn't** park your car in the college car park....
2 **I strongly advise you** to speak to your parents about your decision. .....
3 **It isn't necessary** for Emma to attend tomorrow's staff meeting. .....
4 **Jack is obliged to** wear a suit and a tie at work because the manager says so. .....
5 **I'm sure** Antonio is from Milan. .....
6 **It's necessary** for Roger to find a job soon.
.....
7 **It's forbidden** to use mobile phones inside the hospital.
.....
8 Susan **is obliged to** work overtime because her boss says so. .....

Didn't need to - Needn't have done

lack of necessity

- **didn't need to + infinitive = it was not necessary to do sth**

It shows that an action did not happen in the past because we knew it was not necessary.

*They **didn't need to cut** any more wood. (=It wasn't necessary for them to cut any more wood, so they didn't).*

- **needn't have + past participle = it was not necessary to do sth, but it was done**

It shows that an action happened in the past, even though it was not necessary.

(= It wasn't necessary for him to buy her a gift, but he did.)

3 **Rephrase the following sentences using *didn't need to* or *needn't have done*.**

1 It wasn't necessary for him to wash the car. It wasn't dirty.
...He didn't need to wash the car.....
2 It wasn't necessary for her to buy so many oranges, but she did.
.....
3 It wasn't necessary for us to take an umbrella. It wasn't raining.
.....
4 It wasn't necessary for us to turn on the light. It wasn't dark.
.....
5 It wasn't necessary for him to call me today, but he did.
.....
6 It wasn't necessary for you to make sandwiches for me, but you did.
.....
7 It wasn't necessary for them to make reservations at the restaurant, but they did.
.....

4 **Rewrite the sentences using the word in bold.**

1 It isn't necessary for Mark to buy new clothes for the reception.
need ...Mark doesn't need to/needn't buy new clothes for the reception.....
2 You aren't allowed to pick these flowers.
must .....
3 Sarah is obliged to type her compositions at university.
has .....
4 It wasn't necessary for Paula to make the beds.
need .....
5 It is your duty to obey the law.
must .....
6 It wasn't necessary for Bob to wait for me, but he did.
need .....
7 It is forbidden to throw litter on the beach.
must .....
8 I'm sure Ronald is at home.
must .....
9 It wasn't necessary for Alice to bake a cake for the party.
need .....
10 It wasn't necessary for George to stay at work late last night, but he did.
have .....

Can/Could

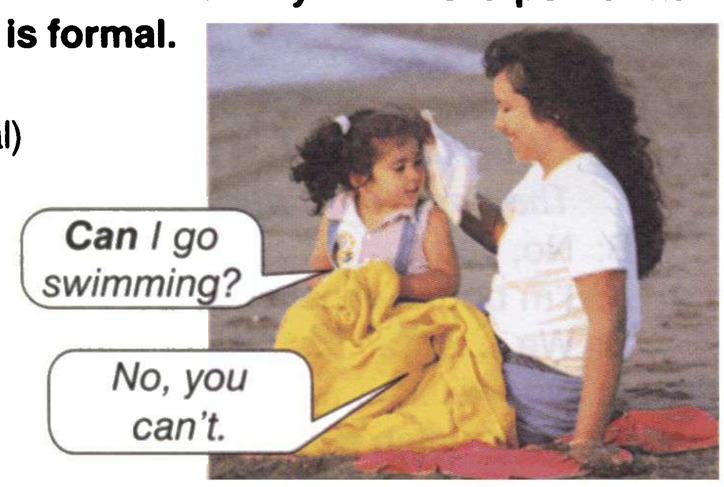
- ***ability in the present***
  can = I am able to

*He **can** fly an aeroplane.*

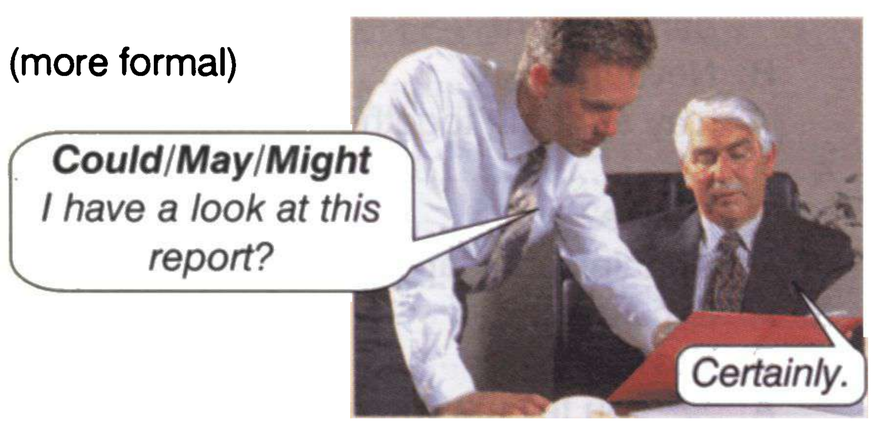
- ***ability in the past***
  could = used to be able to (past repeated action)

- ***asking permission***
  Can/Could/May/Might I ...? = Do you/Would you mind if ...?
  We use these structures to ask permission to do something. *Could* and *may* are more polite than *can*. *Might* is formal.

a) (informal)

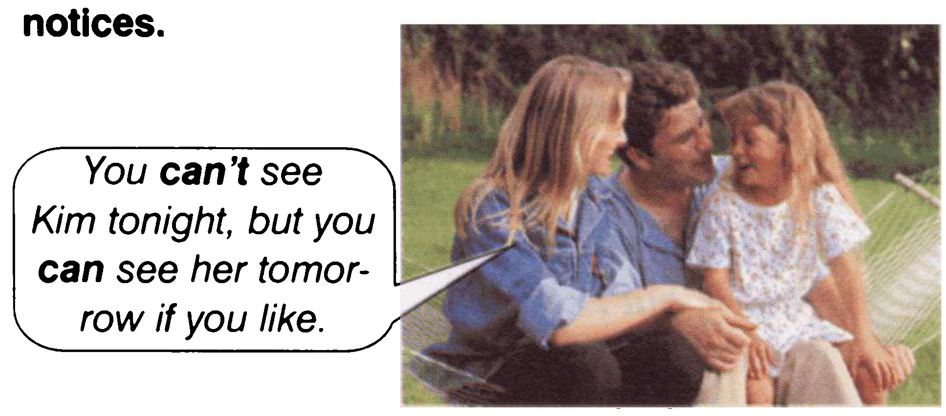


b) (more formal)

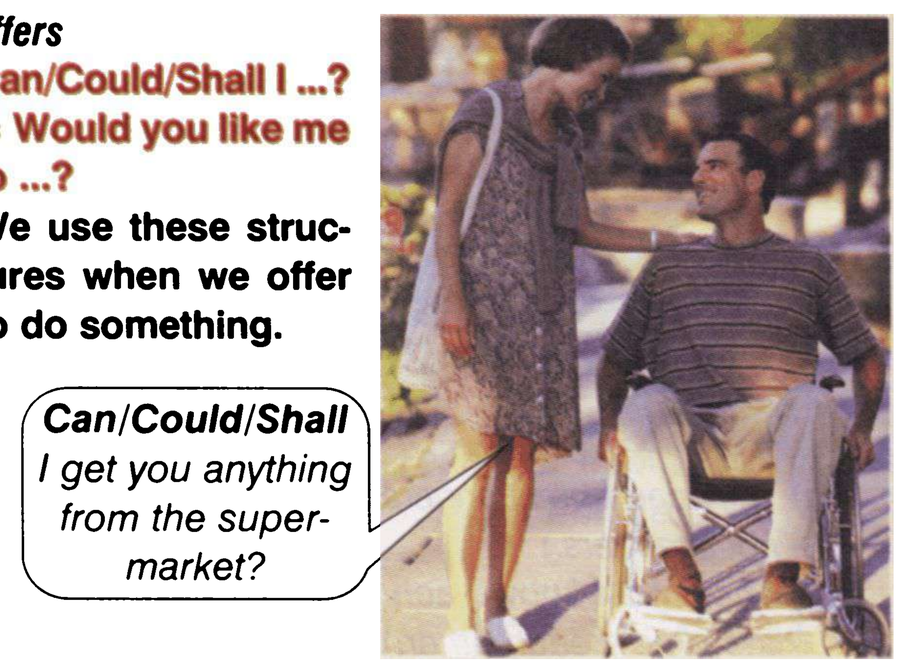


We normally reply with *'Certainly.'/'Of course.'/ 'Why not.'/'No, I'm afraid you can't.'*

- ***giving/refusing permission***
  a) can/may = you are allowed to do sth
  ***May* is more formal than *can*.**
  b) can't/mustn't/may not = you are not allowed to do sth
  May not is formal and is usually used in written notices.



- ***offers***
  Can/Could/Shall I ...? = Would you like me to ...?
  We use these structures when we offer to do something.



- ***suggestions***
  We can/could .../Shall we ...? = Let's .../ How about ...?/What about ...?/Why don't we ...?

UNIT 5
Modal Verbs

◆ ***requests***

Can/Could/Will/Would you ...?

We use these structures when we ask somebody to do something for us. *Would* and *could* are more polite than *can* and *will*.

We normally reply with '*Certainly*'/'*Of course*'/ '*I'm sorry, but I can't.*'

◆ ***negative logical assumptions***

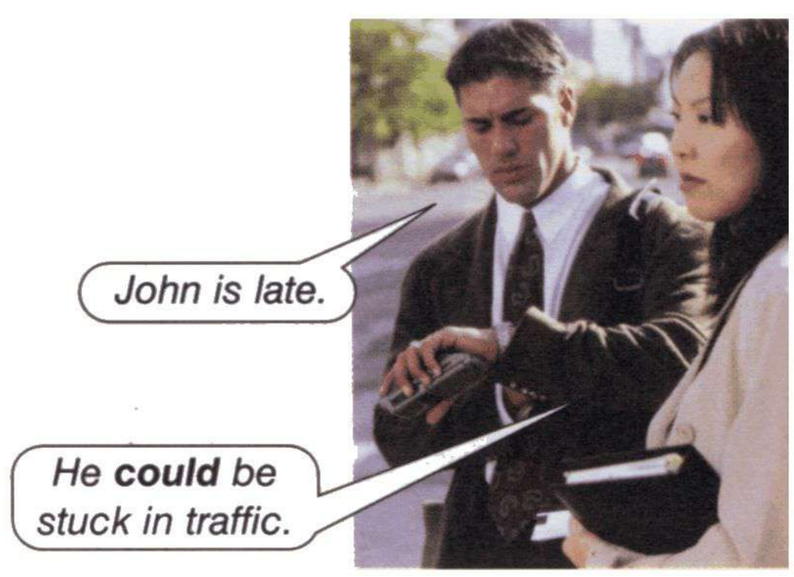
can't = I'm sure/certain that sth isn't true/real, etc.

For positive logical assumptions we do not use *can't*; we use *must*.

*a) They **can't** be strangers. (= I'm sure they are not strangers.)*
*b) They **must** know each other. (= I'm certain they know each other.)*

◆ ***possibility***

a) could/may/might + present infinitive = it is possible/it is likely/perhaps



b) could/might + perfect infinitive = it was possible, but it didn't happen

Yesterday, there was a terrible accident.

*The driver **could have been** killed.*
(Luckily, he wasn't.)

◆ ***Can*** **is used in the present.** ***Could*** **is the past tense of *can*. We use** ***be able to*** **to form all the other tenses.**
*e.g. I **will be able to** get a job when I finish school.*

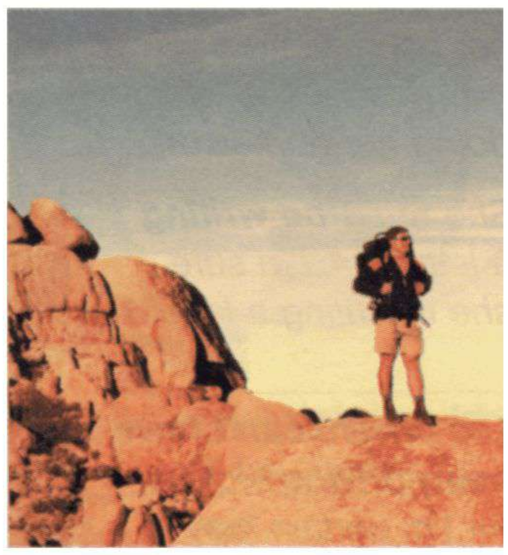
present simple: *can, am/is/are able to*
past simple: *could, was/were able to*
present perfect: *have/has been able to*
past perfect: *had been able to*
future simple: *will be able to*
future perfect: *will have been able to*

5 **Fill in the gaps with an appropriate *modal verb*. Then, say what they express in each sentence.**

1 A: ...May/Can/Could... I borrow your pen, please?
The speaker is asking for permission.
B: No, you ..... . I'm using it.
2 A: I'm bored. What shall we do?
B: We ..... go for a walk.
A: No, we ..... because it's raining.
B: Let's watch a video, then.
3 A: My parents told me I ..... go to the party tonight.
B: Never mind, I ..... go either. We ..... stay at home together, though.
4 A: Sir, ... I speak to you for a moment, please?
B: Certainly, but later today; I'm busy now.
5 A: Excuse me?
B: Yes?
A: ..... you tell me where the post office is, please?
B: Certainly. It's on the main road, next to the school.
6 A: Is anyone sitting on that chair?
B: No, you ..... take it if you want to.

Could - Was able to

- ***ability in the past***
  We use was/were able to (=*managed to do*) to show that someone had the ability to do something in a particular situation in the past (past single action).



*He **was able to climb** to the top of the mountain.*
(= He managed to climb to the top of the mountain.)

- **We use could to show that someone had the ability to do something repeatedly in the past (past repeated action).**
  *e.g. He **could** run very fast when he was young.*
  (He had the ability to do this repeatedly in the past.)

- **We use *could* rather than *was/were able to* with the verbs see, hear, feel, smell, taste, understand, remember and guess.**
  *e.g. They **could see** the storm coming.*
  (NOT: ~~They were able to see~~ ...)

- **We use the negative form *couldn't* for both cases.**
  *e.g. My little sister **couldn't** wash herself when she was two. (past repeated action)*
  *Mark tried, but he **couldn't** find out what was wrong with the computer. (past single action)*

6 Choose the correct answer.

1 'Todd was a very talented child.'
'I know. He ...B... play the piano well when he was seven.'
A couldn't **B** could **C** can

2 'I've just taken a loaf out of the oven.'
'Oh, that's why I ..... smell fresh bread when I came home.'
A was able to **B** can't **C** could

3 'How was the test?'
'Easy. All the children ..... pass it.'
A were able to **B** could **C** can't

4 'What are you doing this summer?'
'I hope I'll ..... go on holiday with my friends.'
A could **B** be able to **C** can

7 Rewrite the sentences using the words in bold.

1 Do you mind if I leave the door open for a while?
can ...*Can I leave the door open for a while?*...

2 You're obliged to take notes during the lecture.
have .....

3 I'm sorry, but you aren't allowed to enter this room.
must .....

4 Jack managed to unlock the door.
able .....

5 It wasn't necessary for Ann to cook dinner, but she did.
need .....

6 Let's play a game of chess.
could .....

7 I'm certain Sarah is bored with her work.
must .....

8 I strongly advise you to take up sport.
must .....

9 I'm certain Liz isn't interested in your ideas.
can .....

10 You may take the car tonight if you want.
can .....

8 Study the situations and respond to each one using an appropriate *modal verb*.

1 You want to go on holiday with your friends this year. Ask your parents for **permission**.
...*Can I go on holiday with my friends this year?*...

2 You are at a job interview. You type fast, you use computers and you speak two foreign languages. Tell the interviewer about your **abilities**.
.....

3 Your brother is trying to decide what to buy your mother for her birthday. You **suggest** a box of chocolates.
.....

4 Your jacket is dirty and you want to wear it next week. It is **necessary** to take it to the dry cleaner's.
.....

5 You want to have a day off work next week. Ask for your boss' **permission**.
.....

6 You are in the car with your uncle. It's hot and you want him to open the window. Make a **request**.
.....

7 Your mother is going to the shops. She asks you if you want anything. You tell her it **isn't necessary** to get anything for you.
.....

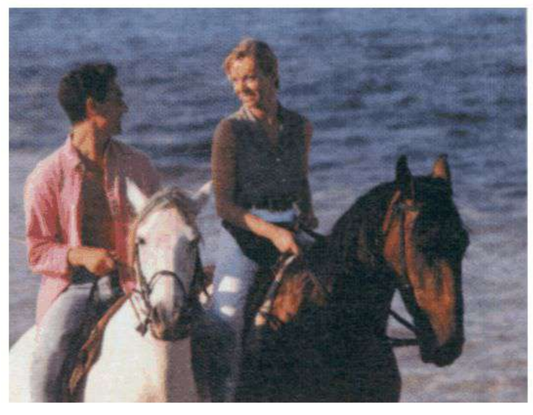
UNIT 5
Modal Verbs

Must - Can't

We use must to make positive logical assumptions. We use can't to make negative logical assumptions.

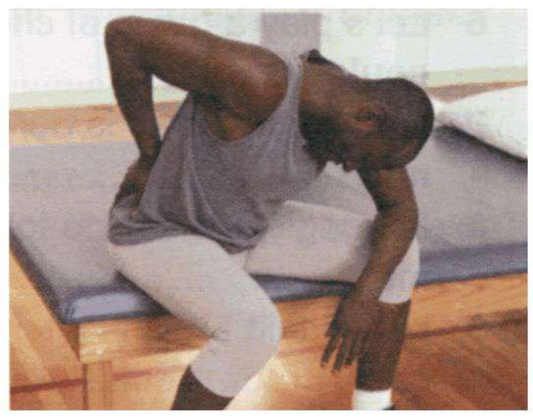
*They **can't be** at work. (= I'm sure they are not at work.)*

*They **must be** on holiday. (= I'm sure they are on holiday.)*



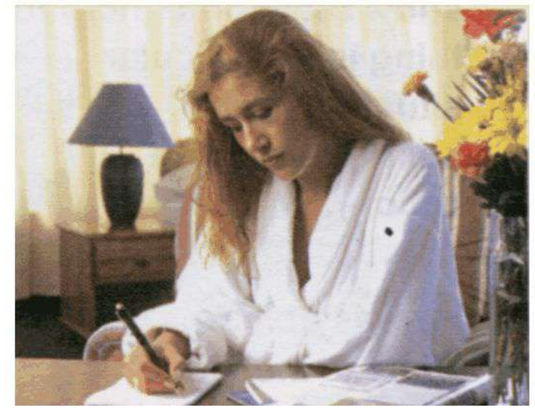
*He **can't have done** the exercise properly. (= I'm certain he hasn't done the exercise properly.)*

*He **must have strained** his back. (= I'm certain he has strained his back.)*



*She **can't be doing** her homework. (= I'm sure she isn't doing her homework.)*

*She **must be writing** a letter. (= I'm sure she is writing a letter.)*



*The drivers **can't have been driving** slowly. (= I'm certain they weren't driving slowly.)*

*The drivers **must have been driving** too fast. (= I'm certain they were driving too fast.)*

Study these examples:

present inf.	I'm sure he **is** Spanish. I'm sure you **aren't** a doctor.	He **must be** Spanish. You **can't be** a doctor.
present cont. inf.	I'm certain they're **hiding**. I'm sure they **won't be leaving** tomorrow.	They **must be hiding**. They **can't be leaving** tomorrow.
perfect inf.	I'm certain she **has left**. I'm sure she **didn't lie**. I'm certain he **hadn't phoned**.	She **must have left**. She **can't have lied**. He **can't have phoned**.
perfect cont. inf.	I'm sure they **were waiting**. I'm certain she **has been crying**. I'm certain he **hadn't been trying** hard.	They **must have been waiting**. She **must have been crying**. He **can't have been trying** hard.

9 **Complete the sentences using *must* or *can't*.**

1 I'm certain they go to bed early on Sunday nights. They ...*must go to bed early on Sunday nights*.....
2 I'm sure John didn't stay late at the office. John ...*can't have stayed late at the office*.....
3 I'm certain he hasn't arrived yet. He .....
4 I'm certain they are working together. They .....
5 I'm sure Amy hasn't finished her homework. Amy .....
6 I'm certain she was having a bath when I rang. She .....
7 I'm sure he hasn't won the prize. He .....
8 I'm sure she is looking for a new house. She .....
9 I'm certain Paul didn't invite Linda to the party. Paul .....
10 I'm certain you have been planning the project. You .....
11 I'm sure she was writing a letter. She .....
12 I'm certain they hadn't paid the bill. They .....
13 I'm sure he had been fixing the pipe. He .....

May/Might

- ***possibility (present/future)***
  may/might/could + present infinitive
  = it is possible/it is likely/perhaps

(= It's possible that she's still at work.)

- ***possibility (past)***
  may/might/could + perfect infinitive
  = it was possible, perhaps

  a) We use these structures to refer to a past action which was possibly true.
  e.g. 'The lights are still on.'
  *'Helen **may/might/could have forgotten** to turn them off.' (Perhaps Helen forgot/has forgotten to turn them off.)*

  b) We also use them to refer to things which were possible but did not happen. *May* is not normally used in this case.
  e.g. Why did you run across the road?
  *You **might/could have been killed**.*
  (Luckily, you weren't killed.)

Study the following negative sentences:

a) *She **may/might not know** about these changes.*
(Perhaps she doesn't know about the changes. - expresses possibility.)
*She **can't/couldn't know** about these changes.*
(It is certain that she doesn't know. - expresses certainty.)

b) *He **may/might not have left** yet.*
(Perhaps he hasn't left yet. - expresses possibility.)
*He **can't/couldn't have left** yet.*
(I'm certain that he hasn't left yet. - expresses certainty.)

- ***asking permission***
  May/Might I...? = Would you mind if I ...?
  We use these structures to ask permission when we do not know the other person very well.

Study the following examples:
*e.g. '**Can** I take this book?'*
'Yes, of course.' (informal)
*'**Could** I talk to you for a minute?'*
'Certainly.' (more polite than can)

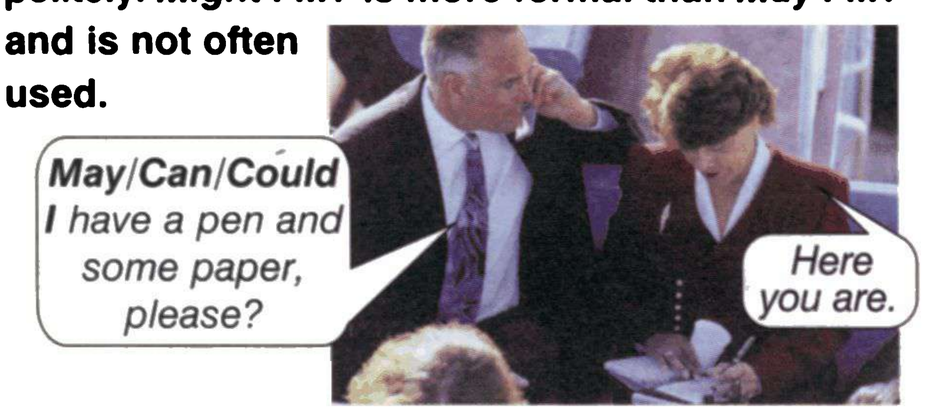
- ***giving/refusing permission***

  a) may/can = you are allowed to do sth
  We use *may* and *can*, but not *might* or *could*, to give permission. *May* is very formal and is not used in everyday speech.
  *e.g. You **can** sit here if you like. (everyday speech)*
  *Passengers **may** take only one item of hand luggage on board. (written notice)*

  Note: We use *Could I...?* to ask permission, and *can* or *may*, but not *could*, to reply.
  *e.g. '**Could I** leave a little earlier?'*
  *'Yes, you **can**.'/'Yes, you **may**.'*

  b) can't/may not = you are not allowed to do sth
  We use *can't* and *may not*, but not *couldn't*, to refuse permission.
  *e.g. Students **may not** wear outdoor shoes on the basketball court. (= Students aren't allowed to ...)*
  *I'm sorry, but you **can't** park here.*
  (NOT: ~~I'm sorry, but you couldn't park here~~.)

- ***requests***
  May/Might/Can/Could I ...?
  We use these structures to ask for something politely. *Might I ...?* is more formal than *May I ...?* and is not often used.



UNIT 5
Modal Verbs

10 Rephrase the following sentences in as many ways as possible.

1 Perhaps Laura has left the phone off the hook. ...*Laura may/might/could have left the phone off the hook*.....
2 Surgeons are obliged to scrub their hands before operating on patients. .....
3 Do you mind if I open the window? .....
4 It wasn't necessary for Peter to wash the dog, so he didn't. .....
5 Emily managed to reach the top shelf, even though she didn't have a ladder. .....
6 It's forbidden to copy files without the manager's permission. .....
7 Why don't we spend this evening at home? .....
8 I'm certain Patrick misunderstood my instructions. .....
9 I'm sure Helen didn't know about her surprise party. .....

Study these examples:

present inf.	Perhaps she **is** a nurse. It's possible he **will come** early.	She **may be** a nurse. He **might come** early.
present cont. inf.	Perhaps they **are having** a break. It's likely we **will be moving** house soon.	They **could be having** a break. We **may be moving** house soon.
perfect inf.	Perhaps he **left** yesterday. It's possible she **has locked** the door. It's likely he **had gone** out.	He **might have left** yesterday. She **could have locked** the door. He **may have gone** out.
perfect cont. inf.	It's possible they **were sleeping.** Perhaps it **has been raining** there.	They **might have been sleeping**. It **could have been raining** there.

11 Rephrase the following sentences in as many ways as possible.

1 Perhaps they are at work.
They ...*may/might/could be at work*.....
2 Perhaps he is waiting outside.
He .....
3 It's possible she will work late tonight.
She .....
4 It's likely he was driving too fast.
He .....
5 It's possible they made a mistake.
They .....
6 Perhaps he has missed the bus.
He .....
7 It's possible she has been playing in the snow.
She .....
8 It's likely we will be leaving tomorrow.
We .....
9 It's likely he will stay there.
He .....
10 Perhaps she had been trying to call you.
She .....
11 It's likely they had seen the film already.
They .....
12 It's possible he is studying in the library.
He .....

12 Underline the correct word(s) in bold.

A: Good morning. How **1)** ***can/must*** I help you, sir?
B: I'd like to book a room for tonight, please.
A: Certainly sir.
B: How much does a single room cost for one night?
A: £35, sir. Payable in advance.
B: What! **2)** ***Do I have to/Could I*** pay right now?
A: Yes, I'm afraid you **3)** ***need/must*** pay in advance, sir.
B: Really. Well! **4)** ***Do I have to/Shall I*** pay in cash?
A: No, you **5)** ***mustn't/needn't*** pay in cash. You **6)** ***could/can't*** pay by credit card if you prefer.
B: This is a bit unusual. I **7)** ***may/must*** look in my wallet to see if I have enough cash with me.
A: You **8)** ***couldn't/don't have to*** hurry, sir. Take your time.

.....

A: Good morning. Here's the key. **9)** ***Could/Must*** I leave my luggage here until twelve o'clock, please?
B: Of course. **10)** ***May/Need*** I ask if you enjoyed your stay?
A: Oh yes. I **11)** ***can/must*** write down the phone number, so that I can stay here again.
B: You **12)** ***mustn't/don't need to*** do that, sir. I **13)** ***have to/can*** give you our card.
A: Oh, thank you very much. Goodbye.
B: Goodbye.

Shall

- ***offers***

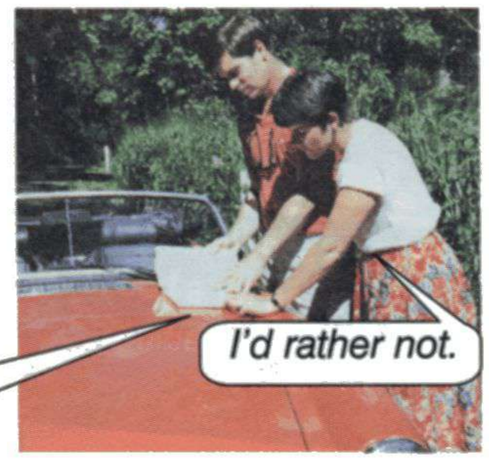
Shall/Can/Could I ...? = Would you like me to ...?

We use these structures when we offer to do something.

- ***suggestions***

Shall/Can/Could we ...? = Why don't we...?/ How about ...?/What about ...?/Let's ... .

We use these structures to make a suggestion.



- ***asking for suggestions or instructions***

We use *shall* when we ask for suggestions or instructions.

Will/Would

- ***requests***

Will/Would/Can/Could you ...?

We use these structures when we ask somebody else to do something for us.
***Would* and *could* are more polite than can and will.**

Compare the following examples:

e.g. ***Can/Will*** *you post this letter? (informal, less polite than could or would)*
Could/Would *you post this letter? (more polite than can or will)*

We often reply with: *'Yes, I'd (would) be happy/glad to.'* **or** *'Certainly.'*

e.g. *'**Can** you call Jack for me?'*
'Certainly.'

Should/Ought to

- ***advice***

should/ought to = I advise you to/you had better do sth

(=I advise you to/ You had better be more careful.)

***Must* expresses strong advice.**

Compare:

*You **should** talk to your lawyer. (= It would be a good idea to ...)*
*You **must** talk to your lawyer. (= I strongly advise you to ...)*

- ***criticism***

ought to/should + perfect infinitive = it would have been better if you had...

We use these structures to show that somebody did the wrong thing in the past.

(... but you didn't, so your team lost.)

13 **Fill in *shall* or *will*.**

1 ...*Shall* ... I help you with the washing-up?
2 ..... we have pizza for dinner tonight?
3 ..... you carry this for me, please?
4 What ..... we buy for Bob's birthday?

5 ..... you answer the phone, please?
6 Where ..... we sit in the classroom?
7 ..... you take the rubbish out for me, please?
8 ..... we have a barbecue next weekend?

14 Rephrase the following sentences in as many ways as possible.

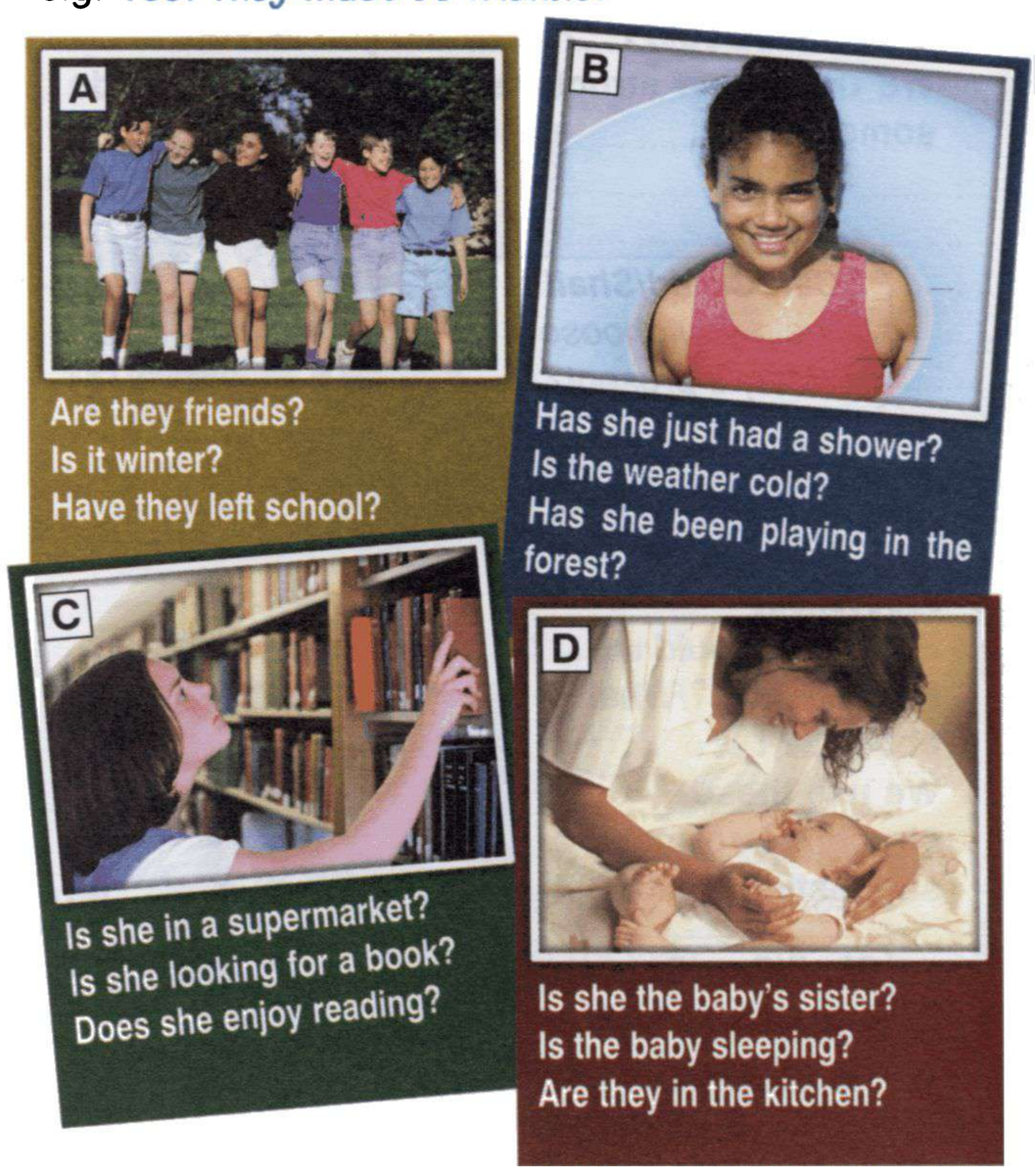
1 You had better book your flight early.
...*You ought to/should/must book your flight early*....
2 Would you like me to draw the curtains for you?
.....
3 Why don't we go to a Japanese restaurant for a change?
.....
4 I strongly advise you to see a doctor as soon as possible.
.....
5 Can you call Greg for me, please?
.....
6 You ought to have checked the battery before you left.
.....
7 Everybody is obliged to pay taxes.
.....
8 You don't need to go to the supermarket today.
.....
9 It wasn't necessary for Betty to call a taxi because I gave her a lift.
.....
10 They managed to get to the theatre in time, despite the heavy traffic.
.....
11 You aren't allowed to keep pets in the building.
.....
12 Do you mind if I take the rest of the day off?
.....

15 Underline the correct word.

1 You ***may/mustn't*** run in the corridors. It's dangerous.
2 ***Can/Should*** I ask you a question?
3 ***Will/Shall*** we go out for lunch today?
4 You ***must/shouldn't*** stay at home if you are ill.
5 Tommy ***can't/couldn't*** tell the time when he was a baby.
6 My book ***can't/mustn't*** be in the house. I've looked everywhere.
7 You ***might/needn't*** clean the windows. I've already done them.
8 ***Will/Shall*** I help you?
9 You ***needn't/mustn't*** do the shopping. I'll do it later.
10 Sam left late for the airport this morning. He ***should/could*** have missed his flight.

16 Look at the pictures and answer the questions using *must/can't*, as in the example.

e.g. *Yes. They must be friends.*



17 Choose the most appropriate response.

1 Will you open the door for me, please?
A Yes, I may. **B** Certainly.
2 Could I speak to you for a moment, please?
A Yes, of course. **B** No, you couldn't.
3 Shall I carry that bag for you?
A No, you won't. **B** No, it's okay. I can manage.
4 Could I go to the cinema tonight, please?
A Not at all. **B** Yes, if you like.
5 We could go to the theatre tonight.
A That's a nice idea. **B** No, we might not.
6 Can I borrow your pen, please?
A Not at all. **B** Of course.
7 Can you pick the children up from school for me?
A No, I may not. **B** No problem.
8 Would you please drive me to the airport tomorrow? My car is being serviced.
A I'd be happy to. **B** Yes, I would.
9 Can I help you, sir?
A No, you can't. **B** No, thank you. I'm just looking.
10 Could you hold this for me, please?
A Yes, I could. **B** Of course.
11 Shall I take you to work tomorrow?
A Yes, please. **B** No, you won't.

Functions of Modal Verbs

obligation/duty/necessity

a) *You **must** sign the contract.*
(You are obliged to/You have to/You need to/It is necessary.)
b) *I **must** sign the contract. (I have decided.)*
c) *I **have to** sign the contract. (Someone else has decided.)*

lack of necessity

a) *He **doesn't need to/doesn't have to/needn't** get a taxi. I'll give him a lift. (It isn't necessary.)*
b) *He **didn't need to** get a taxi because I gave him a lift. (It wasn't necessary for him to get a taxi.)*
c) *He **needn't have got** a taxi. (It wasn't necessary for him to get a taxi, but he did.)*

advice

a) *You **ought to/should** revise for your test.*
(I advise you to/you had better)
b) *You **must** revise for your test. (I strongly advise you to.)*

suggestions

a) *We **can/could** go out for a meal later.*
b) ***Shall** we go out for a meal later?*
(Let's .../Why don't we ...?/How about ...?/What about ...?)

ability

a) *Kim is five years old. She **can** read and write. (present)*
b) *When she was three, she **could** count to ten.*
(past repeated action)
c) *Tony **was able to** win the race. (managed to do; past single action)*

lack of ability

a) *Ann **can't** play the piano. (present)*
b) *She **couldn't** swim fast when she was young.*
(past repeated action)
c) *She **couldn't** reach the top shelf, even though she tried. (past single action)*

asking permission

a) ***Can** I open the window, please? (informal)*
b) ***Could** I open the window, please?(more polite)*
c) ***May/Might** I open the window, please? (formal)*
(Do you mind if ...?/Would you mind if ...?)

giving permission

a) *You **can** leave your luggage here.*
(you are allowed to do sth; informal)
b) *You **may** leave your luggage in this area.*
(you are allowed to do sth; formal - probably written)

refusing permission

a) *You **can't/mustn't** park here.*
(you are not allowed to do sth; informal)
b) *You **may not** park in this area.*
(you are not allowed to do sth; formal - usually written notice)

requests

a) ***Can/Will** you help me with this exercise? (informal)*
b) ***Could/Would** you help me with this exercise?*
(more polite)
c) ***May** I have one of those leaflets? (formal)*
d) ***Might** I have one of those leaflets? (very formal)*

prohibition

*You **mustn't/can't** lie in court. (it's forbidden/you aren't allowed to/it's against the rules)*

asking for suggestions or instructions

*When/How **shall** I contact you?*

possibility

a) *She **could/may/might** finish her work by six o'clock.*
(it is possible/it is likely/perhaps)
b) *She **could/might have been** late. (... Luckily, she wasn't late.)*

offers

***Shall/Can/Could** I help you cross the road?*
(Would you like me to help you cross the road?)

logical assumptions

a) *She **must** be on holiday. (positive; I'm sure she is.)*
b) *She **can't** be working. (negative; I'm sure she isn't.)*
c) *He **must have been** on holiday. (positive)*
d) *He **can't have been** at home. (negative)*

criticism

*He **ought to/should have told** her the truth.*
(It would have been better if he had told her the truth.)

UNIT 5
Modal Verbs

18 Match the items in column A to their synonyms in column B.

A	B
1 You should/ought to...	a You aren't allowed to ...
2 You must ...	b It wasn't necessary for us to ... (but we did)
3 Shall we ...?	c Why don't we ...?
4 You needn't ...	d He managed to ...
5 We needn't have ...	e It wasn't necessary for us to ...
6 We didn't need to ...	f You had better ...
7 You mustn't ...	g I'm sure she's ...
8 He was able to ...	h Do you mind if I ...?
9 She must be ...	i You are obliged to ...
10 He can't be ...	j It isn't necessary for you to ...
11 Could I ...?	k I'm sure he isn't ...
12 He may be ...	l Perhaps he's ...

19 Rephrase the following sentences in as many ways as possible.

1 **I advise you** to buy this book.
...*You should/ought to buy this book*....

2 **It isn't necessary for him to** take the exam again.
.....

3 **I'm sure Terry isn't** at the office.
.....

4 **It is possible that Janet will** call me this evening.
.....

5 **You aren't allowed to** eat and drink in the classrooms.
.....

6 **We are obliged to** clock in and out every day.
.....

7 **I'm sure the boys weren't** upset with the result.
.....

8 **Would you like me to** do anything to help?
.....

9 **Perhaps we will** go for a picnic on Sunday afternoon.
.....

10 **Sam managed to** reach the top of the mountain after climbing for several hours.
.....

11 **How about** throwing a party on your birthday?
.....

12 **It wasn't necessary for John to** attend the seminar.
.....

13 **They are obliged to** go to a meeting every week.
.....

14 **How about** visiting some friends on Saturday?
.....

20 Underline the correct word(s).

1 A: ***Could/May/Shall*** you tell me the time, please?
B: Yes. It's a quarter past ten.

2 A: ***Would/Shall/Will*** we go shopping tonight?
B: Yes. We need to buy some food.

3 A: ***May/Should/Would*** I help you, madam?
B: Yes, please. ***Can/Shall/Would*** I have these shoes in black, please?

4 A: ***Would/Should/Shall*** I get you another cup of tea?
B: No, thank you. I've had enough.

5 A: ***Can/Shall/May*** you post this letter for me, please?
B: Certainly. I'll do it on my way home from work.

6 A: ***Shall/Would/Could*** I speak to Jenny, please?
B: I'm sorry, she's not here at the moment.
A: Oh. ***Must/Shall/Would*** I call later, then?

7 A: ***May/Will/Would*** I have a glass of water, please?
B: Yes, I'll get you one.
A: ***Could/May/Shall*** you put ice in it, please?

8 A: Did you call Jane?
B: No, I ***didn't need to/needn't*** because I saw her at work.

9 A: ***Shall/May/Could*** you help me, please?
B: Yes, of course.

10 A: You ***mustn't/needn't/couldn't*** lock the door.
B: Oh, will you do it when you leave?

21 Underline the correct word(s).

Dear Victoria,

I'm writing to tell you about the play I'm going to be in. It's called 'Only for You', and I've got the leading role. I have a lot of lines and I **1) must/might** learn them all before opening night.

We're performing the play for the first time on Friday night. We've been told that a TV company **2) must/may** come to film it, so I **3) could/must** be on television. I **4) needn't/might** even become famous!

We **5) might/have to** rehearse the play every night until Friday, because everything **6) must/shall** be perfect for the performance. We **7) couldn't/mustn't** make any mistakes. **8) Can/Must** you come to see the play, or will you be at work? I hope you'll be able to come. If not, I'll write and tell you how it went.

I **9) could/must** go and learn my lines now. See you soon.

Yours,
Charles

22 Choose the correct answer.

1 'You ...C... be late for work.'
'I know. I'm leaving now.'
A needn't **B** must **C** mustn't

2 'Jim ..... lose some weight. His doctor said so.'
'Then he must go on a diet.'
A mustn't **B** can **C** has to

3 'I ..... go to the bank today. I have enough money.'
'Well, I'll go alone, then.'
A needn't **B** have to **C** must

4 'Did you deliver that parcel for me?'
'No, I ..... find the house, so I've come back to get a map.'
A can **B** could **C** couldn't

5 'I ..... clean the house today. It's dirty.'
'I'll help you.'
A needn't **B** must **C** mustn't

6 'I ..... feed the dog at lunchtime. My brother did it in the morning.'
'You can do it this evening, then.'
A didn't need to **B** needn't have **C** need

7 'Do you need any help?'
'Yes. I ..... open the window. It's stuck.'
A could **B** am able to **C** can't

8 'I ..... swim until I was ten.'
'Well, I didn't learn until I was eleven.'
A can **B** can't **C** couldn't

9 'Can I talk to you, please?'
'Sorry, I ..... go now. I'm late for a meeting.'
A mustn't **B** has to **C** must

10 'Is Tom good at languages?'
'Yes, he ..... already speak French, German and Italian.'
A can't **B** can **C** could

11 'The test was too difficult for me.'
'Oh dear, I ..... do it quite easily.'
A was able to **B** can't **C** can

12 'Where's Tom?'
'He's not at work, so he ..... be at the library.'
A must **B** can't **C** can

13 '..... we go shopping today?'
'No. I'd prefer to go tomorrow.'
A Ought **B** Shall **C** Will

14 'Sorry Mum. I've broken a plate.'
'You ..... be more careful.'
A may **B** should **C** might

15 'Where's your father?'
'He ..... be in the garage.'
A might **B** can **C** mustn't

23 Fill in *can, can't, must, mustn't, needn't* or *have to*.

1 A: Is Matthew very rich?
B: He ...must... be. He drives a Ferrari.

2 A: Would you like to come shopping with me?
B: Yes, but I ..... . I ..... do my homework this afternoon.

3 A: Is Tom interested in music?
B: Oh yes. He ..... play the guitar and the saxophone.

4 A: Is Katie at home?
B: No, she ..... be. Her car is not here.

5 A: Can I go to the cinema tonight?
B: Yes, but you ..... be late home.

6 A: Hurry up. You'll be late for school!
B: I don't ..... go to school today. It's Saturday.

7 A: I bought you this present.
B: Oh, you ..... have. It's not my birthday!

8 A: Excuse me, I'm looking for Barkwest Bank.
B: I'm afraid I ..... help you. I don't live here.

24 Complete the sentences, as in the example. Sometimes more than one answer is possible.

Modal	Use
1 ...Shall... we go to the zoo?	making a suggestion
2 You ..... try harder.	giving advice
3 You ..... take photographs here.	expressing prohibition
4 ..... I carry this bag for you?	making an offer
5 .....you turn off the lights, please?	making a request
6 You ..... have been more careful.	expressing criticism
7 .....I make a phone call, please?	asking for permission
8 Tom ..... walk; he's only six months old.	expressing lack of ability
9 Mary ..... send us a card.	expressing possibility
10 You ..... wear a seatbelt while driving.	expressing obligation
11 They ..... be tired.	expressing a positive logical assumption
12 I'm sorry, but you ..... go out.	refusing permission
13 He ..... be French.	expressing a negative logical assumption
14 You ..... sit here.	giving permission

UNIT 5
Modal Verbs

25 Choose the correct answer.

1 A letter arrives at your house. You are sure it is from Paul.
A It might be from Paul.
B It must be from Paul.
C It may have been from Paul.

2 You have toothache. Your mother gives you some advice.
A You may go to the dentist.
B You should go to the dentist.
C You might go to the dentist.

3 You are looking for your scarf. You think it is upstairs.
A It can't be upstairs.
B It should be upstairs.
C It could be upstairs.

4 Your father told you to do your homework. You tell your friends.
A I will do my homework.
B I have to do my homework.
C I might do my homework.

5 You want your neighbour to babysit for you tonight.
A Would you babysit for me tonight?
B Shall you babysit for me tonight?
C Must you babysit for me tonight?

6 You did the washing-up for your mother, but she didn't expect you to.
A You mustn't have done the washing-up.
B You might not have done the washing-up.
C You needn't have done the washing-up.

7 There was a good film on TV. You are sure John didn't watch it.
A John should have watched it.
B John might have watched it.
C John can't have watched it.

8 You want to have a pet in your flat, but your landlord tells you it isn't allowed.
A You mustn't keep pets in the flat.
B You needn't keep pets in the flat.
C You will not keep pets in the flat.

9 An old lady is trying to open the door. You offer to do it for her.
A Couldn't I open the door for you?
B Must I open the door for you?
C Shall I open the door for you?

10 You offer to do the shopping, but your mother says it isn't necessary.
A You must do the shopping.
B You needn't do the shopping.
C You could do the shopping.

26 Choose the correct answer.

1 You ..B.. do your homework before you watch TV.
A can't **B** should **C** shall

2 ..... I come in? It's rather cold out here.
A Should **B** May **C** Must

3 You ..... water the plants this weekend; they look dry.
A are able to **B** needn't **C** ought to

4 ..... you collect the children from school, please?
A Must **B** Will **C** May

5 ..... you play the piano?
A Can **B** Must **C** Should

6 I ..... buy some milk. There isn't any left.
A mustn't **B** may **C** must

7 When ..... I call you?
A shall **B** must **C** needn't

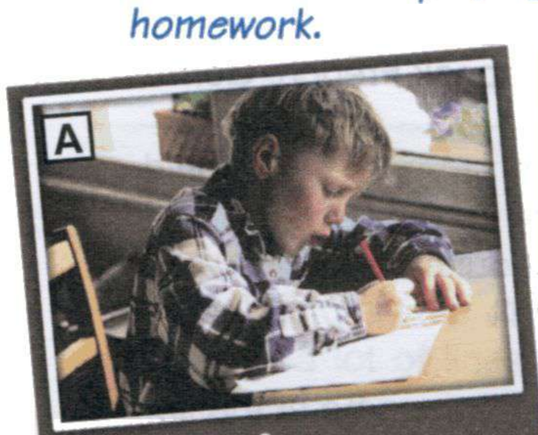
8 I ..... swim before I was able to walk.
A might **B** could **C** can

9 You ..... walk to work. I'll give you a lift.
A must **B** needn't **C** may

10 Tim ..... be out. There are no lights on.
A shall **B** should **C** must

27 Look at the pictures and answer the questions using *modal verbs*, as in the example.

e.g. *No, he can't be playing. He must be doing his homework.*



Is he playing?
Is he at home?
Is he a pupil?

Has she graduated?
How does she feel?
Is the man her father?

Is she in her early forties?
Has she grown the flowers herself?
Does she enjoy gardening?
Is she a housewife?

What can she do?
What does she have to do every day?
Is she afraid of animals?

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 Perhaps Tom is tired.
may Tom **may be** tired.
2 I'm sure she isn't studying hard.
can't She **can't be studying** hard.
3 It is possible that they went out yesterday.
could They **could have gone** out yesterday.
4 It isn't necessary for Joe to come here.
have Joe **doesn't have to come** here.
5 You aren't allowed to use this car.
mustn't You **mustn't use** this car.
6 It wasn't necessary for him to book a table, but he did.
have He **needn't have booked** a table.
7 Let's meet again tomorrow night.
can We **can meet** again tomorrow night.
8 I advise you to call a doctor.
should You **should call** a doctor.

Complete each sentence with two to five words, including the word in bold.

1 It is possible that he has spent all the money.
could He ...*could have spent*... all the money.
2 I advise you to take a course in literature.
should You ..... in literature.
3 It is possible that the police are questioning him.
may The police ..... him.
4 I'm sure he is lying about his age.
must He ..... about his age.
5 Let's have a break in five minutes.
can We ..... in five minutes.
6 It wasn't necessary for her to give me a lift, but she did.
have She ..... me a lift.
7 You aren't allowed to throw litter in the park.
mustn't You ..... litter in the park.
8 It isn't necessary for Mother to cook tonight.
have Mother ..... tonight.
9 It is possible that she has gone home.
could She ..... home.
10 Perhaps Dan is in hospital.
may Dan ..... hospital.
11 It wasn't necessary for her to call, but she did.
have She ....., but she did.
12 I advise you to have a rest.
should You ..... a rest.

Prepositions

apologise **to** sb **for** sth
apply **for** sth
annoyed **about** sth
clever **at** sth
proof **of** sth
congratulate sb **on** sth
generous **of** sb to do sth
tease sb **about** sth

Fill in the correct preposition.

1 She was annoyed ...*about*... the postal strike, as she was waiting for a letter.
2 She is very clever ..... maths, so she helps me with my homework.
3 Unless his lawyer can find proof ..... his innocence, John will go to prison.
4 The police congratulated Mr Simmons ..... catching the burglar.
5 It was very generous ..... Steve to give all his old records to charity.
6 You shouldn't tease people ..... their problems.
7 I must apologise to Sarah ..... missing her party.
8 She applied to the bank ..... a loan so that she could buy a new car.

Phrasal Verbs

give sb away: betray sb
give sth away: 1) reveal sth
2) give sth free of charge
give back: return
give off: emit (a smell, gas, etc.)
give out: come to an end
give up: 1) abandon a habit
2) stop doing sth
give oneself up: surrender

Fill in the correct particle.

1 The flowers gave ...*off*... a nice smell.
2 The shop is giving ..... free bars of chocolate.
3 I told her it was a secret, but she still gave the plan ..... .
4 The kidnapper gave himself ..... to the police.
5 Dan gave ..... smoking six months ago.
6 You must give the cassette ..... to Julia on Saturday.
7 The water supplies gave ....., so they drank from the stream.
8 The fire is giving ..... a strange smell. We must get it checked.

Revision Box

31 Put the verbs in brackets into the correct tense.

Dear Aunt Hilary,

The preparations for Rick's party are well under way now and everyone's getting excited.

We **1)** ...*'ve bought*... (buy) the decorations, but we **2)** ..... (not/put them up) yet because Dad **3)** ..... (paint) the house and still has to finish the living room. He **4)** ..... (also/hire) a clown costume so that he can entertain all the children at the party.

Mum's been very busy. She **5)** .... (plan) the menu for the party and she **6)** ..... (order) the cake from the local baker's. We **7)** .... (all/buy) presents for Rick. I **8)** ..... (clean) the house all week, but I **9)** ..... (not/finish) yet!

We **10)** ..... (invite) lots of friends and relatives to the party this year. We **11)** .... (write) invitations for ages, but we still have a lot to send!

See you next weekend!

Love,
Josie

32 Underline the correct word(s).

1 **When/Before** I was walking to work, it started to rain.
2 **As soon as/As** they were driving to work, their car broke down.
3 He usually reads the newspaper **while/until** he's drinking his coffee.
4 She had noticed the mistakes **before/until** the boss saw the report.
5 I had washed the dishes **as soon as/before** I left the house.
6 Sally went to bed **immediately /after** she had had a shower.
7 They studied for the exam **while/until** midnight.
8 I was going down the stairs **when/as** I tripped.

33 Put the verbs in brackets into the correct *infinitive* tense.

1 A: Is James going to work?
B: No, it's Sunday. He must ...*be going*... (go) to the gym.
2 A: I'm really tired.
B: But you've just woken up. You can't ..... (be) tired.
3 A: Have you seen my blue suit anywhere?
B: No, but Mum might ..... (take) it to the dry cleaner's.
4 A: Could I ..... (speak) to you, please?
B: Yes. Come into my office.
5 A: Where is Annie?
B: I'm not sure. She might ..... (do) her homework upstairs.
6 A: Would you ..... (type) this letter for me, please?
B: Yes, of course. I'll do it now.
7 A: I need to lose weight, but I don't know how to.
B: You shouldn't ..... (eat) junk food.
8 A: I saw Jenny yesterday, but I didn't speak to her.
B: It couldn't ..... (be) Jenny, because she's on holiday at the moment.
9 A: You must ..... (finish) your work before you leave.
B: I will.
10 A: I looked for your glasses, but they aren't in the house.
B: I must ..... (leave) them at work.

34 Cross out the unnecessary word.

1 She is has typed thirty letters so far.
2 Henry hopes to be win the competition.
3 They started to repairing the door an hour ago.
4 Bob hasn't still decorated the flat yet.
5 Frank Sinatra has acted in a number of films.
6 She getting out of the taxi, Kim ran into George.
7 He was mowing the lawn when it had started to rain.
8 He is being used to living in the country.
9 She had booked the tickets before they have left for the theatre.
10 How long ago have you lived here?

Revision Box

35 **Put the verbs in brackets into the correct tense.**

1 A: I haven't seen Bob for almost two weeks.
B: Well, he ...*'s been working*... (work) hard recently.
2 A: Did Andy come and help you with the painting?
B: He came, but I ..... (already/finish) by the time he arrived.
3 A: Shall we meet outside the theatre?
B: Yes, I ..... (stand) next to the ticket office.
4 A: Where is Uncle Jim?
B: I think he ..... (sit) in the garden.
5 A: Could you hang the washing out, please?
B: Actually, I ..... (just/do) it.
6 A: Did you get to the station on time?
B: Yes, but I ..... (wait) for over half an hour when my taxi came.
7 A: Are you going to the meeting next week?
B: No, it ..... (end) by the time I finish with my last client.
8 A: Have you already seen this film?
B: Yes, I ..... (see) it last week.
9 A: What are you working on at the moment?
B: Nothing, but I ..... (perform) in a new show next month.
10 A: Had Sandra been living in Germany for long?
B: Yes. She ..... (live) in Germany for ten years before she decided to come back to England.

36 **There are seven unnecessary words in the text below. Cross them out.**

1 David Livingstone wanted to become a missionary,
2 so in 1840 he went to the Africa. Moving around
3 Africa, he did found out that he enjoyed exploring.
4 In 1852, he insisted on sending his family
5 back to Britain so that they would be safe.
6 He continued to explore because he had wanted to
7 discover a trade route that it would end
8 slavery. In 1858, he set out to explore
9 the Zambezi River and then, in 1866, he began
10 another one expedition to find the source of the River
11 Nile. Livingstone has made many interesting
12 discoveries and made people to think differently
13 about Africa. People will always remember him.

ORAL Activity

The citizens of Ralford are unhappy because they feel that the council has made some bad decisions. Read the prompts and make statements using *shouldn't* and *could*.

e.g. They shouldn't have built a factory. They could have opened another hospital instead.

shouldn't have ...	could have ...
• build a factory	• open another hospital
• pull down the Town Hall	• restore the Town Hall
• knock down the town's oldest building	• turn it into a museum (MUSEUM)
• ban cars from town centre because of lack of parking space (NO VEHICLES BEYOND THIS POINT)	• make a car park (P, 300 m)

WRITING Activity

A representative of the town council has been to talk to the citizens of Ralford. He is now writing a report to show his boss. Use your notes from the Oral Activity to complete his report, using *shouldn't* and *could*.

The citizens of Ralford feel that there are several problems with the town. Firstly, the citizens believe that the council shouldn't have built a factory. They think that they could have opened another hospital instead. .....
.....
.....
The residents hope to have a response from the council soon.

UNIT 6
The Passive

*Stonehenge **was built** in prehistoric times.*
*It **was** probably **constructed** as a place of worship.*
*Many of its stones **have been stolen** over the years.*
*It **is visited** by a lot of tourists every year.*

We form the passive with the verb to be and the past participle of the main verb.

to be + past participle (pp)

- **The passive forms are:**

present simple: **am/is/are + pp**
*My car **is serviced** twice a year.*

present continuous: **am/is/are being + pp**
*My car **is being serviced** now.*

past simple: **was/were + pp**
*My car **was serviced** last month.*

past continuous: **was/were being + pp**
*My car **was being serviced** when I went to the garage.*

present perfect simple: **have/has been + pp**
*My car **has** already **been serviced**.*

past perfect simple: **had been + pp**
*My car **had been serviced** by two o'clock.*

future simple: **will be + pp**
*My car **will be serviced** tomorrow.*

future perfect simple: **will have been + pp**
*My car **will have been serviced** by Monday.*

present infinitive: **(to) be + pp**
*My car needs **to be serviced** soon.*

perfect infinitive: **(to) have been + pp**
*My car should **have been serviced** last month.*

-ing form: **being + pp**
*I insist on my car **being serviced** today.*

modals: **modal + be + pp**
*My car **must be serviced** before the trip.*

- **The present perfect continuous, the future continuous, the past perfect continuous and the future perfect continuous are not normally used in the passive.**
- **We can use the verb *to get* instead of the verb *to be* in everyday speech when we talk about things that happen by accident or unexpectedly.**
  *e.g. Mary **got run over** by a car while she was crossing the street. (=Mary was run over...)*

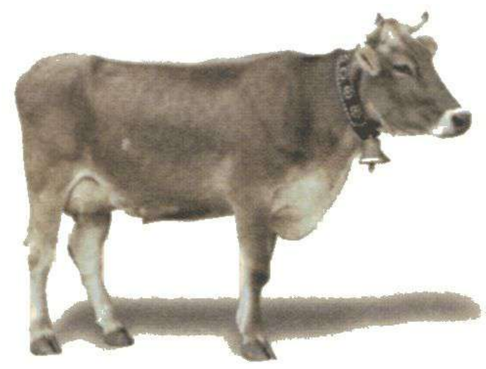
Use

The passive is used:

a) when the person who carries out the action is unknown, unimportant or obvious from the context.

*Mrs Archer's ruby ring **was stolen** from her house last night. (We do not know who stole the ring.)*

*Rolls Royce cars **are made** in England. (It is not important to know who makes the cars.)*



*The cows **are milked** once a day. (It is obvious that the farmer milks the cows.)*

b) when the action itself is more important than the person who carries it out, as in news headlines, newspaper articles, formal notices, instructions, advertisements, etc.

*Two teenagers **were** seriously **injured** in a car accident last night.*

c) when we want to make statements more polite.
*e.g. My new blouse **is ruined**. (more polite than saying, 'You've ruined my new blouse.')*

Note: The passive is used more often in written English than in spoken English.

1 ***What happens to a car when it is taken for a service?* Look at the prompts and make sentences using the *present simple passive*, as in the example.**

1 the oil / change
The oil is changed.
2 the brakes / test
3 the filters / replace
4 air / put / in the tyres
5 the battery / check
6 the lights / test
7 broken parts / repair
8 it / take / for a test drive
9 the radiator / fill / with water

2 ***Mr Sullivan, who is a director, is preparing a scene for his new film.* Read the orders and respond using the *present continuous passive*, as in the example.**

1 Move that scenery, please.
It's being moved now, Mr Sullivan.
2 Put those props in place, please.
3 Call the actors, please.
4 Check their costumes, please.
5 Turn on the lights, please.

3 ***Detective Maguire is talking to a police officer about a burglary which happened early yesterday morning.* In pairs, ask and answer questions using the prompts below, as in the example.**

1 Have you dusted the house for fingerprints yet?
the house / dust / for fingerprints yesterday
Yes, the house was dusted for fingerprints yesterday.
2 Have you found any evidence yet?
a piece of material / find / this morning
3 Have you interviewed the house owners yet?
they / interview / last night
4 Have you questioned the neighbours yet?
they / question / this morning
5 Have you arrested any suspects yet?
two men / arrest / yesterday evening
6 Have you interrogated the suspects yet?
they / interrogate / last night
7 Have you recovered the stolen goods yet?
they / recover / this morning
8 Have you written your report yet?
it / complete / an hour ago

4 ***Helen and Chris moved house two years ago. Yesterday, they drove past their old house and saw that it looked very different.* Describe the changes using the *present perfect simple passive*, as in the example.**

1 the outside walls / paint
The outside walls have been painted.
2 new windows / put in
3 a garden pond / make
4 the trees / cut down
5 a lot of flowers / plant
6 the old gate / replace

5 ***A young actress is hoping to star in a new film. Her friend is asking her what is going to happen.* Respond to her questions using the *passive infinitive*, as in the example.**

1 Will they audition you for the new film?
Well, I hope to be auditioned.
2 Will they give you a leading role?
3 Will they pay you a lot of money?
4 Will they send you to Hollywood?
5 Will they introduce you to all the stars?
6 Will they ask you to give a TV interview?
7 Will they give you an award?

6 **Put the verbs in brackets into the correct *passive tense*.**

1 A: Who looks after your garden for you?
B: It ...*is looked after*... (look after) by my brother.
2 A: That's a beautiful dress. Where did you buy it?
B: Actually, it ..... (make) for me by my aunt.
3 A: Have you typed that letter yet, Miss Brown?
B: It ..... (type) right now, sir.
4 A: Did you make the coffee when you got to work this morning?
B: No, it ..... (already/make) by the time I got there.
5 A: Are you going to pick up the children today?
B: No, they ..... (pick up) by Roger. I've already arranged it.
6 A: Where is your watch?
B: I broke it. It ..... (repair) at the moment.
7 A: Has the new furniture for my bedroom arrived?
B: No, it ..... (not/deliver) yet.
8 A: They are building a new sports centre in town.
B: I know. It ..... (open) by the mayor next month.

UNIT 6
The Passive

Changing from active into passive

To change a sentence from the active into the passive:

a) **The object of the active sentence becomes the subject in the passive sentence.**
b) **The active verb remains in the same tense, but changes into a passive form.**
c) **The subject of the active sentence becomes the agent, and is either introduced with the preposition by or omitted.**

- **Only transitive verbs (verbs followed by an object) can be changed into the passive.**
  e.g. **active:** *Peter* ***feeds the cows****. (transitive verb)* **passive:** ***The cows are fed*** *by Peter.*
  but: *They leave for work early every day. (The verb* leave *in this sentence is intransitive; that is, it is not followed by an object. The sentence cannot be changed into the passive.)*

	subject	verb	object
active	Sharon	wrote	a report.

	subject	verb	agent
passive	A report	was written	by Sharon.

Study the table:

	active	passive
present simple	She **writes** the reports.	The reports **are written**.
present continuous	She **is writing** the reports.	The reports **are being written**.
past simple	She **wrote** the reports.	The reports **were written**.
past continuous	She **was writing** the reports.	The reports **were being written**.
present perfect simple	She **has written** the reports.	The reports **have been written**.
past perfect simple	She **had written** the reports.	The reports **had been written**.
future simple	She **will write** the reports.	The reports **will be written**.
future perfect simple	She **will have written** the reports.	The reports **will have been written**.
infinitive	She **has to write** the reports.	The reports **have to be written**.
modals (modal + be + pp)	She **may write** the reports.	The reports **may be written**.

- **We use by + agent to say who or what carries out the action. We use with + instrument/material/ ingredient to say what the agent used.**
  e.g. A kite was made ***by John****. It was made* ***with paper, paint and string.***

- **The agent is often omitted in the passive sentence when the subject of the active sentence is one of the following words: people, one, someone/somebody, they, he, etc.**
  e.g. **active:** ***People*** *eat a lot of junk food nowadays.* **passive:** *A lot of junk food is eaten nowadays.*

- **Object pronouns (me, you, him, etc.) become subject pronouns (I, you, he, etc.) in the passive.**
  e.g. **active:** *They rescued* ***me****.* **passive:** ***I*** *was rescued.*

- **With verbs which take two objects such as bring, tell, send, show, teach, promise, buy, throw, write, award, hand, sell, owe, grant, allow, feed, pass, post, read, take, offer, give, pay and lend, we can make two different passive sentences. However, it is more usual for passive sentences to begin with the person.**

  active: *Jessica showed* ***Rod some photos****.*
  passive: *a)* ***Rod was shown*** *some photos by Jessica. (more usual)*
  b) ***Some photos were shown*** *to Rod by Jessica.*

- **When the verb of the active sentence is followed by a preposition, the preposition is kept in the passive sentence as well.** *e.g.* **active:** *Jane **looks after** the baby.* **passive:** *The baby **is looked after** by Jane.*
- **When we want to find out who or what did something, then the passive question form is as follows: Who/What ... by?** *e.g.* ***Who** was the camera invented **by**? **What** was the explosion caused **by**?*

Rewrite the sentences in the *passive*, where possible.

1 John opened the door.
...*The door was opened by John.*.....
2 They didn't come home late last night.
...*It cannot be changed.*.....
3 Their nanny takes them to the park every day.
.....
4 I left very early yesterday afternoon.
.....
5 Meg asked the policeman for directions.
.....
6 Charles is moving house next month.
.....
7 The letter arrived two days ago.
.....
8 Sam took these photographs.
.....

Fill in *by* or *with*.

1 The lock was broken ...*with*... a hammer.
2 This book was written ..... my favourite author.
3 The cake was decorated ..... icing.
4 The tiger was shot ..... a gun.
5 Claire was shouted at ..... her teacher.
6 He was hit on the head ..... an umbrella.

Rewrite the sentences in the *passive*.

1 Someone is repairing the garden fence.
...*The garden fence is being repaired.*...
2 Do they teach Latin at this school?
.....
3 I don't like people pointing at me.
.....
4 She hit him on the head with a tennis racquet.
.....
5 Michael has made the preparations.
.....
6 Is Tim cleaning the house?
.....
7 Who built the Pyramids?
.....
8 The boss is going to give us a pay rise.
.....
9 I expect they will deliver my new car soon.
.....
10 The police are questioning the suspects.
.....
11 Did your next door neighbours see the thieves?
.....
12 Paul remembers his teacher asking him to star in the school play.
.....
13 A lot of children use computers nowadays.
.....
14 Who smashed the kitchen window?
.....
15 They won't have completed the work by the end of the month.
.....
16 The children will post the letters.
.....
17 People make pancakes from flour, eggs and milk.
.....
18 Had Helen closed the windows before she left the house?
.....
19 Jill hasn't done the housework yet.
.....
20 They may not deliver the parcel today.
.....

Put the verbs in brackets into the correct *passive* tense.

A: Do you still work at Browns and Co?
B: Yes, I do. I **1)** ...*have been employed*... (employ) by Mr Brown for five years now, you know.
A: Oh. Do you still enjoy it?
B: Oh yes! I **2)** ..... (give) a promotion last year and I'm very happy.
A: A promotion? So, what is your job now?
B: I **3)** ..... (make) Head of European Sales.
A: So, what do you do?
B: Well, sometimes I **4)** ..... (send) to other countries on business.
A: I see. Do they pay you well?
B: Well, I **5)** ..... (pay) quite well and I expect I **6)** ..... (give) a pay rise soon.
A: Good for you!

UNIT 6
The Passive

Personal / Impersonal Construction

The verbs *think, believe, say, report, know, expect, consider, understand,* etc. are used in the following passive patterns in personal and impersonal constructions.

active: *People **say** that he **has lost** his job.*
passive: *a) **It is said** (that) he has lost his job. (impersonal construction)*
*b) **He is said to have lost** his job. (personal construction)*

active: *People **know** that she **works** hard.*
passive: *c) **It is known** (that) she **works** hard.*
*d) **She is known to work** hard.*

active: *People **think** he **left** the country last night.*
passive: *e) **It is thought** (that) he **left** the country last night.*
*f) **He is thought to have left** the country last night.*

Complete the sentences, as in the example.

1 It is expected that he will win the race tomorrow.
He ...*is expected to win the race tomorrow*....
2 It is thought that the school has good teachers.
The school .....
3 It is said that she speaks seven languages.
She .....
4 It is believed that the missing jewellery has been found.
The missing jewellery .....
5 It is thought that she is a talented pianist.
She .....
6 It is said that the athletes train for eight hours every day.
The athletes .....
7 It is expected that the American team will break the world record.
The American team .....
8 It is known that she is hiding somewhere in the city.
She .....
9 It is reported that the world leaders have reached an agreement.
The world leaders .....
10 It is reported that the thieves have escaped from prison.
The thieves .....
11 It is expected that they will give her the prize.
She .....

Rewrite the sentences in the *passive*.

1 Ellie will take the children to school.
...*The children will be taken to school by Ellie*....
2 He cut the grass with the new lawnmower yesterday.
.....
3 Did they show the fire on the news?
.....
4 Emma is showing them the photographs.
.....
5 When did the wind blow down the tree?
.....
6 Who has to sign these papers?
.....
7 Amanda hates people staring at her.
.....
8 She expects her boss to offer her a promotion.
.....
9 He has to tidy his bedroom.
.....
10 Will you have completed the task by Friday evening?
.....
11 Terry offered her a lift to work.
.....
12 Who teaches traditional dance at this school?
.....
13 People often stuff turkeys with chestnut stuffing.
.....
14 They awarded him a prize for his competition entry.
.....
15 Will they play the tennis match on an indoor court?
.....
16 Tom doesn't like people asking him personal questions.
.....
17 Everyone must learn the poem by heart.
.....
18 Jean hadn't cleaned the house by the time her husband arrived.
.....
19 Who is going to welcome the guests?
.....
20 We cook all the meals.
.....
21 Grandmother takes care of the children.
.....
22 Kate is choosing a new carpet at the moment.
.....
23 Had Stuart washed the car before he went to the cinema?
.....
24 Peter gave Jane a letter.
.....
25 Who made all these cakes?
.....

13 Make a *passive* sentence from the words in brackets.

1 A: That's a beautiful picture.
B: Yes. (It / paint / my mother)
...*It was painted by my mother.*...

2 A: Have they caught the thieves yet?
B: Yes. (two men / arrest / yesterday)
.....

3 A: Did you build the garage yourselves?
B: No. (the garage / build / before we moved in)
.....

4 A: Why is Paul afraid of dogs?
B: (he / bite / a dog / when he was a little boy)
.....

5 A: Sarah is very ill.
B: (she / take / to hospital last night)
.....

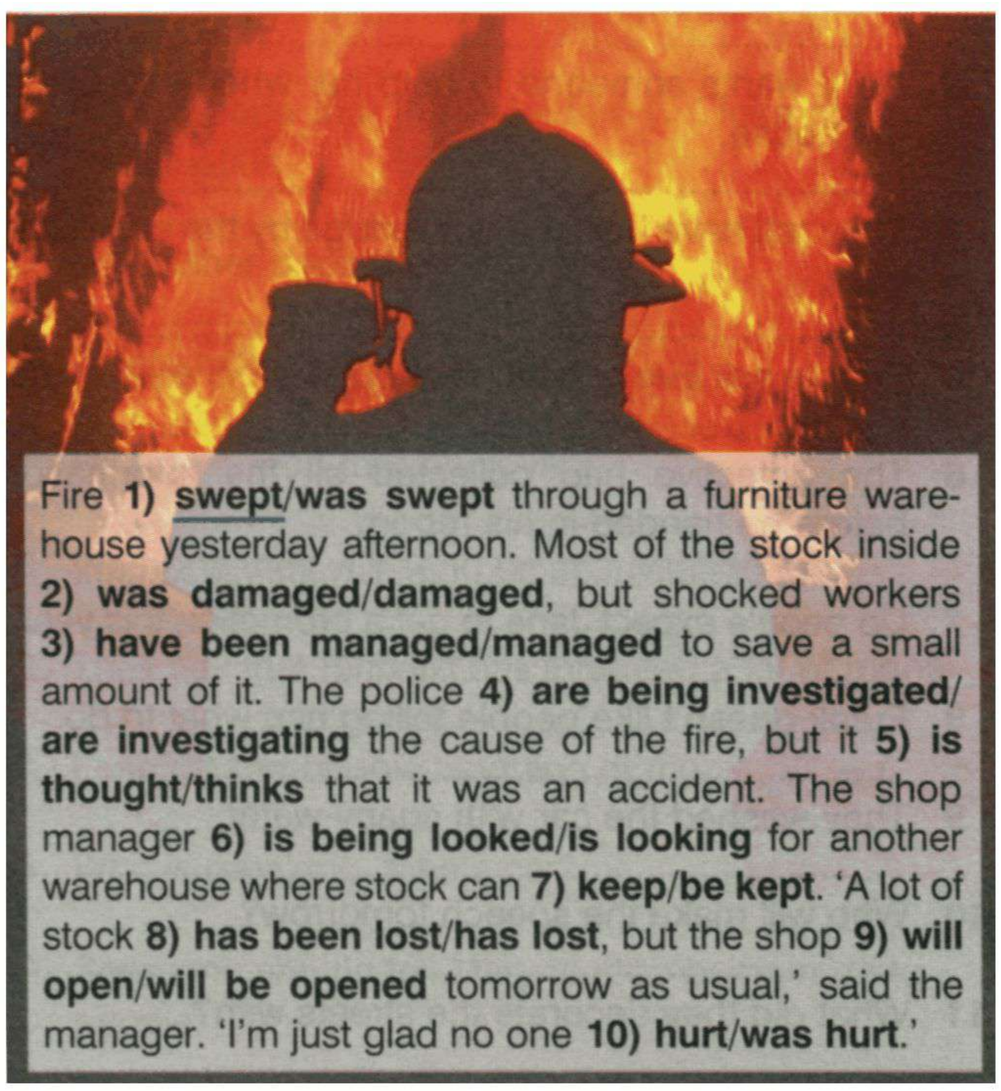
6 A: This room is a disgrace.
B: (it / not clean / for weeks)
.....

7 A: Did you know about your surprise party?
B: No. (it / arrange / in secret)
.....

8 A: Are you going to drive to work today?
B: I can't. (the car / not fix / yet)
.....

9 A: Has Tom got a job?
B: No. (he / make redundant / last month)
.....

14 Underline the correct answer.



Fire **1) swept/was swept** through a furniture warehouse yesterday afternoon. Most of the stock inside **2) was damaged/damaged**, but shocked workers **3) have been managed/managed** to save a small amount of it. The police **4) are being investigated/ are investigating** the cause of the fire, but it **5) is thought/thinks** that it was an accident. The shop manager **6) is being looked/is looking** for another warehouse where stock can **7) keep/be kept**. 'A lot of stock **8) has been lost/has lost**, but the shop **9) will open/will be opened** tomorrow as usual,' said the manager. 'I'm just glad no one **10) hurt/was hurt**.'

15 Put the verbs in brackets into the correct *active* or *passive* tense.

Tea **1)** ...*is made*... (make) from the leaves of the tea plant. At first, it **2)** ..... (use) as a medicine, but it **3)** ..... (become) an everyday drink in the 3rd century AD. First, the leaves **4)** ..... (pick) from the plant and they are spread onto a cloth. They **5)** ..... (leave) there for up to twenty hours. Next, the leaves are rolled up until they **6)** ..... (break) into small pieces. Finally, the leaves **7)** ..... (dry). The tea **8)** ..... (pack) into containers and sent to different countries. It **9)** ..... (sell) to customers as loose leaves, as tea bags and as instant tea. To make tea, we **10)** ..... (boil) water and **11)** ..... (pour) it over the dry tea in a teapot. This **12)** ..... (leave) for three to five minutes. We can then add milk, lemon or sugar. In Britain, it was the custom to serve tea in the afternoons with sandwiches and cakes. This custom **13)** ..... (start) by the Duchess of Bedford around 1840. Today, people **14)** ..... (drink) tea all over the world.

16 Put the verbs in brackets into the correct *active* or *passive* tense.

A: Did you visit many places when you were on holiday?
B: Well, on the first day we **1)** ...*were taken*... (take) on a tour of the historic monuments by our guide.
A: Oh. Did you go everywhere with him?
B: No, we also **2)** ..... (go) to some places by ourselves.
A: How did you manage to travel to the other places?
B: We **3)** ..... (advise) to hire a car, but we **4)** ..... (choose) to travel on public transport because it is much cheaper.
A: How did you know which buses and trains to catch, though?
B: We **5)** ..... (ask) at the tourist information centre and we **6)** ..... (give) an excellent book which **7)** ..... (tell) us everything we needed to know.
A: So, you enjoyed it then?
B: Oh, yes! We had a really great time!

UNIT 6
The Passive

17 **Rewrite the following passage in the *passive*.**

Someone broke into the National Gallery late last night. The thieves had broken the alarm system before they climbed through a window. They stole some priceless works of art. They used a getaway car to escape. The police have questioned some suspects. They have not caught the thieves yet.

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18 **Rewrite the following passage in the *passive*.**

A few days ago, somebody stole Keith Dunn's motorbike. Keith had left his motorbike outside his house. Keith reported the theft to the police. The police told him they would try to find his motorbike. This morning, the police called Keith and asked him to go to the police station. They had found his motorbike. The thieves had painted it and then sold it to someone else. The new owner had parked the motorbike outside the police station. The police arrested the thieves.

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19 **Rewrite the following passage in the *passive*.**

Yesterday afternoon, a volcanic eruption destroyed an entire village. Mount Sirius, which experts thought was dormant, erupted at 3 pm. Tourists had seen smoke rising from the mouth of the volcano two days before. The police moved the villagers away from the area for their own safety. Tons of lava and rock came out of the volcano and wrecked houses, roads and trees. Although the blast physically injured only a few people, doctors are treating many for shock. The authorities are keeping the area surrounding Mount Sirius clear in case of further activity.

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.....

20 **Rewrite the sentences in the *passive*.**

1 I made this omelette with onions and cheese.
...This omelette was made with onions and cheese....

2 Everyone considers her to be the best student in the class.
.....

3 Mary wants someone to help her when she paints the house.
.....

4 They will have built the new bridge by the end of the year.
.....

5 People ask Eve questions about her job all the time.
.....

6 The detective had collected all the information before he handed in his report.
.....

7 Do people expect Jane to get a promotion this year?
.....

8 Frank doesn't like people telling him what to do.
.....

9 They washed the car with soapy water.
.....

10 Who will make the speech tomorrow?
.....

11 What did they decorate the streets with?
.....

21 Put the verbs in brackets into the correct *passive* tense.

Do you think Mars**1)** ...*will be colonised*... (colonise) by humans one day? The planet Mars **2)** ..... (know) as 'the red planet'. The soil there is red and its surface **3)** ..... (cover) in volcanoes. Until recently, it **4)** ..... (believe) that nothing could live on Mars, but during a recent space mission, tests **5)** ..... (carry out), and now it **6)** ..... (think) that life on Mars might be possible one day. During the space mission, special equipment **7)** ..... (use) to examine the planet. No form of life **8)** ..... (find) yet, and so far, the planet **9)** ..... (consider) unsuitable for inhabitation. However, we **10)** .... (tell) by scientists that, by 2020, humans **11)** ..... (send) to Mars, and that one day, special cities**12)** ..... (build) so that we can live there. It **13)** ..... (hope) that by 2150, Mars will be a wonderful place to live. If a colony **14)** ..... (build) on Mars, would you like to live there?

22 Rewrite the sentences in the *passive*.

1 My sister told me the joke.
...I was told the joke by my sister./The joke was told to me by my sister....

2 Has Chris sent those letters yet?
.....

3 Mr Jones hates people giving him orders.
.....

4 People hope that the President will take control of the situation.
.....

5 My mother decorated this room.
.....

6 What stung her?
.....

7 Has Jane read that book yet?
.....

8 We hope they will send us an invitation too.
.....

9 They say that Richard has inherited a lot of money.
.....

10 I can't stand people laughing at me.
.....

11 Who is repairing John's car?
.....

12 Someone should tell Mary to stop being rude to people.
.....

23 Choose the correct answer.

1 'Was Tom pleased with the newspaper article about him?'
'No. He was angry because his name ...*B*... wrong.'
A spelt **B** had been spelt **C** is spelt

2 'Did you buy that picture?'
'No, it ..... to me for my birthday.'
A was given **B** gave **C** is given

3 'Are you going to buy a wedding dress?'
'No. My dress ..... by my mother.'
A is being made **B** is made **C** made

4 'Have you arranged the party yet?'
'Yes. All the invitations ..... .'
A are sent **B** have been sent **C** sent

5 'So, have you had your book published?'
'Yes. It ..... in all bookshops from June 1st.'
A will be **B** is **C** is being

6 'Do your cats eat a lot?'
'No. They ..... once a day, that's all.'
A is fed **B** are fed **C** fed

7 'Paul is taking me to a ball this weekend.'
'I would love ..... to a ball!'
A take **B** to take **C** to be taken

8 'Did you hear about the burglary last week?'
'Yes. The thieves ..... now, haven't they?'
A have been caught **B** caught **C** are caught

9 'Can you swim?'
'Oh yes. I ..... how to swim when I was five.'
A taught **B** am taught **C** was taught

10 'Doctors have to do a lot of work.'
'Yes, but they ..... well.'
A be paid **B** are paid **C** pay

11 'Where does that lady keep her jewellery?'
'It ..... in a safe somewhere in her house.'
A is kept **B** are kept **C** was kept

12 'What is happening over there?'
'Oh, a new cinema ..... .'
A is being built **B** is built **C** was built

13 'How is Kevin?'
'Well, his car ..... last night, so he's upset today.'
A is stolen **B** has been stolen **C** was stolen

14 'What should you do if you are lost?'
'You should stay where you are and wait ..... .'
A was found **B** to find **C** to be found

15 'Have you got Claire's phone number?'
'Yes. It ..... on this piece of paper.'
A is written **B** written **C** be written

UNIT 6
The Passive

Put the verbs in brackets into the correct *passive* tense.

1 I'm going to a party tonight. I...*was invited*... (invite) by my friend.
2 Tom didn't go to the meeting yesterday. It .... (cancel).
3 After ..... (rescue) from the river, the boys went to hospital.
4 They ..... (take) to hospital by ambulance.
5 I have a beautiful jumper which ..... (knit) by my grandmother.
6 The new bridge ..... (build) already.
7 The tables ..... (set) before the restaurant opens tonight.
8 Breakfast ..... (serve) every day from 7 am to 10 am.
9 This secret must not ..... (reveal) to anyone.
10 He ..... (consider) to be a very talented musician.
11 Tickets ..... (sell) until the day of the concert.
12 The instructions must ..... (follow) very carefully.

Put the verbs in brackets into the correct *active* or *passive* tense.

A A burglary **1)** ...*was carried out*... (carry out) in the high street yesterday morning. Two men **2)** ..... (enter) a jeweller's shop and **3)** ..... (order) the assistant to hand over jewellery and money. The thieves **4)** ..... (escape) with jewellery worth £2,000, but **5)**..... ..... (arrest) later, as they **6)** .... (try) to leave the country.

B Floods **1)** ..... (cause) when a river **2)** ..... (burst) its banks. This can happen if there **3)** ..... (be) an unusual amount of rain, or if snow **4)** ..... (melt) and the river **5)** ..... (overflow). When a flood **6)** ..... (take place), crops **7)** ..... (destroy) and homes **8)** ..... (damage).

C Tony O'Connell **1)** ..... (work) for a large company. Last year, he **2)** ..... (promote) to the position of manager. He **3)** .... (give) a large office and a company car. He now **4)** ..... (have) a secretary who **5)** ..... (answer) his calls, and he **6)** ..... (pay) a lot more money than before. He **7)** ..... (feel) very happy about his job now.

D Dogs **1)** ..... (be) very loyal animals. They can **2)** ..... (keep) you company and **3)** .... (protect) you. However, you must **4)** ..... (look after) your dog. They have to **5)** ..... (take) for long walks and **6)** ..... (feed) regularly. You may **7)** ..... (find) that dogs are expensive pets, but they do **8)** ..... (make) great companions.

Put the verbs in brackets into the correct *active* or *passive* tense.

1 This tree is very old. It ...*was planted*... (plant) in the 19th century.
2 This piece of music ..... (not/record) yet. I've just composed it.
3 The thieves ..... (steal) the jewellery from the safe yesterday.
4 We began work early, but we ..... (not/finish) until late.
5 Jenny ..... (complain) to the manager about the faulty items at the moment.
6 This photograph ..... (take) by my grandfather when I was five.
7 Don't touch the saucepan. You might .... (burn) yourself.
8 We ..... (delay) because there was a lot of traffic this morning.
9 Not much ..... (know) about this complicated subject.
10 I'm going home now because all the work .... (do).
11 The new nightclub ..... (close) by the council last week.
12 Jessica ..... (run) two kilometres every day before work.
13 Jim's house is very modern. It ..... (build) only two years ago.
14 Don't stay up late tonight, or else you ..... (be) tired tomorrow.

Make *passive* sentences using the prompts below. You can use any tense but you should introduce the agent wherever necessary.

e.g. *Trousers are worn by both men and women.*
Trousers were first worn by women in the '20s.

1 trousers/wear
2 bills/pay
3 computer/use
4 thieves/arrest
5 car/damage
6 gift/offer
7 TV programme/show
8 curtains/clean
9 cake/decorate
10 I/tell off

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 Last Monday, we chose the new spokesman.
was The new spokesman **was chosen** last Monday.

2 Richard the Lionheart led the Crusaders in the 12th century.
by The Crusaders **were led by** Richard the Lionheart in the 12th century.

3 They will fire you if you go on behaving like this.
get You **will get fired** if you go on behaving like this.

4 Sheila doesn't like people interrupting her when she is working.
being Sheila **doesn't like being interrupted** when she is working.

28 **Complete each sentence with two to five words, including the word in bold.**

1 People say that a change is as good as a rest.
be A change ...*is said to be*... as good as a rest.

2 Sylvia is organising the wedding reception.
by The wedding reception .... Sylvia.

3 Tom needs someone to help him with his homework.
be Tom needs .... with his homework.

4 Someone sent us an anonymous letter.
were We .... an anonymous letter.

5 My father broke my mother's glasses when he sat on them.
got My mother's glasses .... when my father sat on them.

6 Erica covered the sofa with an old sheet.
was The sofa .... an old sheet by Erica.

7 Gina likes the chauffeur driving her to work every day.
being Gina ..... to work every day by the chauffeur.

8 Someone should inform the employees about the strike.
be The employees .... about the strike.

9 They will offer Mr Templer a more responsible post.
to A more responsible post .... Mr Templer.

10 David hasn't signed the new contract yet.
been The new contract .... David yet.

11 Is Tim producing a new film next year?
produced Is a new film ..... Tim next year?

12 They expect Monica Smith to win the competition.
expected Monica Smith ..... the competition.

29 **Rewrite the sentences in the *active*.**

1 The actor was paid £10,000 to make the commercial.
...They paid the actor £10,000 to make the commercial....

2 A new cinema is being built in the city centre.
.....

3 Breakfast will be served at eight in the morning.
.....

4 All her best jewellery had been stolen by the burglars.
.....

5 A lot of food was eaten at the party.
.....

6 An old shipwreck has been discovered by divers.
.....

7 She is going to be sent to Germany on business.
.....

8 The band's latest video was made in Prague.
.....

9 Designer clothes are sold in this shop.
.....

10 The exam had been taken by all the children.
.....

11 The experiment was being done by the scientists.
.....

12 The exhibition will be opened by the mayor.
.....

13 The Statue of Liberty was given to America by the French.
.....

14 Chinese is spoken by more than one billion people.
.....

30 **There are seven unnecessary words in the text below. Cross them out.**

1 St Patrick's Hospital, which was been completed
2 last week, is to be opened this afternoon by the Minister
3 of Health. The hospital it was built on the site of the old
4 Opera House and is then the largest hospital in the
5 county. The wards they are modern and spacious, and
6 the building is filled by with the most up-to-date
7 equipment. The money for the hospital was been
8 raised by charity organisations and the Minister did
9 congratulated them on their hard work.

Prepositions

proud **of** sb/sth	worried **about** sb/sth
sorry **about** sth	warn sb **of/about** sb/sth
sorry **for** doing sth	reply **to** sb/sth
surprised **at/by** sth	search **for** sb/sth
upset **about** sth	smile **at** sb

Underline the correct preposition.

1 I'm very worried ***about/with*** failing my driving test.
2 Debbie was upset ***for/about*** not winning the prize.
3 Chris was surprised ***about/at*** the cost of the meal.
4 I'm sorry ***about/by*** the misunderstanding.
5 I'm sorry ***for/to*** breaking your favourite vase, Mum.
6 She smiled ***to/at*** the postman as he passed by.
7 Jerry's parents are very proud ***of/with*** him.
8 They warned all ships ***for/of*** the coming storm.
9 It is polite to reply ***at/to*** an invitation.
10 I searched everywhere ***about/for*** my keys.

Phrasal Verbs

go after:	1) chase sb/sth
	2) aim for sth
go in for:	enter a competition, exam, etc.
go on:	1) continue
	2) happen
go through:	examine sth in detail
go out:	1) to stop burning
	2) to become less fashionable
go off:	1) explode, make a sudden noise
	2) go bad

Fill in the correct particle.

1 They decided to go ...*on*... walking even though they were tired.
2 I'm afraid the milk has gone ..... .
3 The dog went ..... the sheep.
4 Sam decided to go ..... the poetry competition.
5 We watched the fire go ....., then went to bed.
6 The thieves went ..... every desk in the office.
7 What is going ..... here?
8 Long skirts went ..... in the 60's.

Revision Box

Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

Carl decided **1)** ...*to move*... (move) to London. He hoped **2)** ..... (find) a job there. He looked forward to **3)** ..... (live) in the city and imagined himself **4)** ..... (work) as a successful businessman. He didn't expect **5)** ..... (have) any problems. After a month though, he regretted **6)** ..... (move) to London. He spent all day **7)** ..... (travel) to interviews, he couldn't get used to **8)** ..... (hear) so much noise all the time, and the pollution made him **9)** ..... (feel) ill. Just when he thought there was no point in **10)** ..... (try) any more, a company offered **11)** ..... (employ) him and agreed **12)** ..... (pay) him the salary he wanted.

Rewrite the sentences using *participles*.

1 Paul signed for the parcel and took it inside.
...*Having signed for the parcel, Paul took it inside*....
2 Tony broke his leg while he was skiing.
.....
3 The man who is carrying a black umbrella is my boss.
.....
4 Because he was broke Peter borrowed some money from his friends.
.....
5 The clothes which are kept in the attic belong to my grandmother.
.....
6 He was walking down the street and he was whistling a tune.
.....
7 After they had made a guest list, they sent out their wedding invitations.
.....
8 Those children who are playing hockey are in my class.
.....
9 Emily lost her passport while she was shopping.
.....
10 Because she had missed the bus, she decided to take a taxi.
.....

Revision Box

35 **Put the verbs in brackets into the correct tense.**

Dear Mum and Dad,

You 1) *'ll never guess* (never/guess) what 2) ..... (happen). James 3) ..... (ask) me to marry him! We 4) ..... (go out) for dinner last night, and just as we 5) ..... (have) our coffee, he 6) ..... (bring out) a beautiful diamond ring. We 7) ..... (talk) about getting married for a long time, but it was still a surprise! Of course, I agreed!

We 8) ..... (plan) to get married in the spring. I 9) ..... (wear) a beautiful, long white dress and we will have three bridesmaids who will wear pink. James 10) .... (think) of taking me to Prague for our honeymoon.

I'm sure you 11) ..... (be) happy for me, and I can't wait to see you and discuss the wedding with you. We won't be able to come and visit you until next month, though. Sorry. Meanwhile, I'll write and tell the rest of the family my wonderful news!

Love,
Chloe

36 **Choose the correct answer.**

1 'What are you doing tonight?'
'I ..*B*.. tidy my bedroom. My mother told me to do it.'
A could **B** have to **C** can

2 'What do you want to do when you leave school?'
'Actually, I hope ..... a vet.'
A to become **B** become **C** becoming

3 'Where have you been? I haven't seen you for a while.'
'Oh, I ..... very hard recently.'
A am working **B** have been working **C** work

4 'Has Clive just moved to the area?'
'Yes, he has, but he ..... about moving here for years, you know.'
A had been thinking **B** is thinking
C will have been thinking

5 'Did you watch the late film on TV last night?'
'Yes, but I ..... it twice before.'
A already saw **B** was already seeing
C had already seen

6 'You're going on holiday soon, aren't you?'
'Yes. This time next week, I ..... coffee in Brazil.'
A will be drinking **B** will drink **C** am drinking

ORAL Activity

Trevor Cole is a newsreader for a national television station. Every day, he is given notes on all of the stories in the news bulletin. Look at the prompts and make full sentences using the passive, as in the example.

e.g. Japan was hit by a big earthquake during the night ...

1 Japan / hit / a big earthquake during the night - a few people / hurt - help / already send / Red Cross

2 Burley's Bank / rob / this morning - £500,000 / steal - two suspects / question / the police

3 Edinburgh / visit / the Queen tomorrow - a new bridge / open - a dinner party / give / to honour the Royal party

4 a diamond ring / find / Mrs Mary Silver / in a garden yesterday - it / lose / for twenty years

5 another gold medal / win / British athlete, Terry Black, yesterday - he / award / the medal for breaking the world record in the 100m race

6 tonight's charity football match / cancel - half the players / take / to hospital suffering from food poisoning - a new date for the match / set / tomorrow

WRITING Activity

Look at your notes from the Oral Activity again and complete the news bulletin below.

Japan was hit by a big earthquake during the night.....
.....
.....
.....
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.....
.....

UNIT 7
Clauses

Time Clauses

*The children **had** breakfast with their parents **before** they **left** for school. Their mother **will have cleaned** the house **by the time** they **come** back.*

- **Time clauses are introduced with the following time conjunctions:**

  ***when - as - no sooner ... than - while - before - the moment that - since - after - hardly ... when - till/ until - by the time - whenever - as long as - as soon as*, etc.**

- **Time clauses are subordinate clauses and usually go with a main clause. When the time clause precedes the main clause, a comma is used.**

  e.g. *After I have cleaned my room,* (time clause) *I will watch TV.* (main clause)

  I will watch TV (main clause) *after I have cleaned my room.* (time clause)

- **We never use future tenses after time conjunctions; we use the present simple or the present perfect instead when we are talking about the future.**

  e.g. *Sharon will give us the money **after** she **gets paid.*** *(NOT: ~~...after she will get paid.~~)*

Sequence of Tenses

- **Time clauses follow the rule of the sequence of tenses. That is, when the verb of the main clause is in a present or future form, the verb of the time clause is in a present form. When the verb of the main clause is in a past form, the verb of the time clause is in a past form too.**

Main clause		Time clause
present / future / imperative	→	present simple or present perfect

*He **watches** the news **before** he **goes** to bed.*
*I'**ll tidy up after** we **finish**/**have finished** cooking.*
***Lock** the door **when** you **leave**.*

past simple / past perfect	→	past simple or past perfect

*She **had** a nap **after** she **had tidied up**.*
*Jim **had fallen** asleep **before** Ann **got** home.*

1 **Identify the *main clause* and the *time clause* in each sentence. Add a comma where necessary.**

1 I'll call you (main clause) as soon as I get home. (time clause)
2 Before you go out to play tidy your bedroom.
3 As we were walking in the park we watched the children playing.
4 We went shopping after we had finished work.
5 The children will stay at the party until their parents come to pick them up.
6 While you are watching TV you can iron the clothes.

2 **Underline the correct tense.**

1 When we ***go***/***'ll go*** shopping, I'll buy you something nice.
2 Donna started looking for a new job after she ***will pass***/***had passed*** the exam.
3 I always ***will wake up***/***wake up*** when the alarm clock goes off.
4 When we ***go***/***went*** to the party, we took a gift with us.
5 After I have finished my homework, I ***watch***/***will watch*** a film on TV.
6 I ***will paint***/***painted*** the walls after I had covered all the furniture with old sheets.
7 The children are going to the park. They will have some ice cream while they ***will be***/***are*** there.
8 No sooner had she left the building than the fire ***broke***/***breaks*** out.
9 By the time Sam ***finishes***/***will finish*** work, it will be dark outside.
10 Joan stayed at the office until she ***has done***/***had done*** all her work.
11 I usually ***read***/***will read*** a book before I go to sleep.

Time Conjunctions

- **before = before a past time**
  e.g. Melissa started work last year.
  *She had graduated two years **before**.*
  (= two years before last year)
- **ago = before now**
  *e.g. Peter graduated four years **ago**.*
  (= four years before now)
- **by the time + clause = before, not later than the moment something happens**
  *e.g. I will have arranged everything **by the time you come** back. (= before, not later than the moment you come back)*
- **until/till + clause/time adverb = up to the time when**
  *e.g. He will wait for you **until/till you are** ready.*
  (= up to the time when you are ready)
  *I'll be away **until/till** Tuesday. (= up to Tuesday)*
- **by = not later than**
  *e.g. I have to be back **by** Tuesday evening.*
  (= not later than Tuesday evening)
  Note: not ... until/till = not ... before
  *e.g. I **will not** sign anything **until/till/before** I have talked to my lawyer.*
- **while/as + clause = in the time period**
  *e.g. The earthquake occurred **while/as** they were sleeping.*
- **during + noun = in the time period**
  *e.g. The earthquake occurred **during** the night.*
- **no sooner ... than = hardly ... when**
  We use these structures to show that one action happened almost immediately after another action.
  *e.g. Sheila had **no sooner** finished reading the letter **than** she burst into tears.*
  *I had **hardly** opened the door **when** the cat got out.*
- **as soon as = the moment (that)**
  *e.g. Call me **as soon as/the moment (that)** you arrive.*
- **when (time conjunction) + present tense**
  when (question word) + will
  *e.g. **When I see** Tom, I'll let him know.*
  (time conjunction)
  *I don't know **when** he **will be** back.*
  (question word)

In pairs, ask and answer questions using the prompts below, as in the example.

SA: *When will they go home?*
SB: *When they finish their exam, they'll go home.*

1 go home/finish exam
2 pay bill/get to desk
3 go home/do shopping
4 inform boss/check data
5 be paid/repair washing machine
6 serve dinner/finish cooking

Match the items in column A to those in column B to make correct sentences.

A	B
1 He went to university	a until I'm ready?
2 After she had passed her driving test,	b I couldn't believe it.
3 I'll call you	c she bought a new car.
4 When I heard the news,	d after he left school.
5 They locked all the doors	e before they left.
6 While he was sleeping,	f as soon as I arrive.
7 Will you wait for me	g somebody broke in.

Underline the correct word(s).

1 Sam got married last year. His brother had got married two years ***ago/before***.
2 The storm broke ***as/during*** the climbers were running for shelter.
3 I expect Samantha will have woken up ***by/until*** nine o'clock.
4 We'll stay in the house ***until/before*** it stops snowing.
5 ***By/After*** I've finished my work, I'll go out.
6 You are welcome to stay in my flat ***as long as/as soon as*** you like.

7 Call me ***the moment/until*** you arrive back home.
8 ***Since/When*** you go to the shop, don't forget to ask for a receipt.
9 He was singing a song ***during/while*** he was walking.
10 The thieves had escaped ***by the time/by*** the police arrived.
11 Turn off the lights ***before/as long as*** you go to bed.
12 He offered to help ***no sooner/whenever*** I was in trouble.
13 Please call me ***as soon as/till*** you get the results.

Put the verbs in brackets into the correct tense.

1 A: Could you do the shopping for me, please?
B: Certainly, but only after I ...*finish/have finished*... (finish) washing the car.
2 A: Have a safe journey.
B: Thanks. I ..... (call) you as soon as I ..... (arrive) home.
3 A: Did you wash the dishes before you left?
B: No, but I ..... (wash) them when I ..... (get) home tonight.
4 A: How did you break your leg?
B: I ..... (fall) as I ..... (go) down the stairs.
5 A: Did James walk the dog?
B: No. He says he ..... (do) it when he ..... (come) back.
6 A: When will they announce their engagement?
B: They won't announce it until they ..... (set) a date for their wedding.
7 A: When did you realise your wallet was missing?
B: I realised it the moment I ..... (open) my briefcase.
8 A: Have you listened to your new CD yet?
B: No, but I ..... (listen) to it after I ..... (tidy) the garage.

Fill in the gaps with *since, until, while, before, hardly ... when, as soon as, when* or *as long as*.

1 I was listening to the radio ...*when*... I heard the news.
2 Sharon waited in the car ..... Sam was filling the petrol tank.
3 I had ..... finished my dinner ..... my friend knocked at the door.
4 I have to do my homework ..... I can go out.
5 You can keep this book ..... you like.
6 Jack has been friends with Seb ..... they were at school together.
7 She fell asleep ..... she closed her eyes.
8 I can't pay the bills ..... my boss gives me my wages.

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 She left the house. Her mobile phone rang.
sooner She had no **sooner left the house than** her mobile phone rang.
2 You can't go out. You have to do your homework first.
until You can't **go out until you** have done your homework.
before You can't **go out before you** have done your homework.
3 We will finish our homework before we go to the party.
after We will go to the party **after we finish/have finished** our homework.
4 Simon talked to the teacher during the break.
while Simon talked to the teacher **while he was having** a break.
5 Rob had no sooner set out than the storm broke.
hardly Rob had **hardly set out when** the storm broke.

Complete each sentence with two to five words, including the word in bold.

1 We can't leave. We have to wait for the rain to stop first.
until We can't leave ..*until the rain has*.. stopped.
2 Jessica opened the door. The bird flew out of the cage.
hardly Jessica had .... the bird flew out of the cage.
3 They returned home. They realised that their house had been burgled.
sooner They had no .....they realised that their house had been burgled.
4 As soon as he saw the police, he started running.
moment He started running .... the police.
5 She collected some information before she called the agency.
after She called the agency .... some information.
6 Helen had no sooner set the table than the guests arrived.
hardly Helen had .... the guests arrived.
7 Paul fell asleep during the film.
while Paul fell asleep .... the film.
8 They will come home at seven o'clock. Mary will have cooked dinner by then.
time Mary will have cooked dinner by .... home.

Clauses of Result

Forests are being destroyed. ***As a result/Therefore/Consequently*** *a lot of animals are losing their homes.*

Clauses of result are used to express the result of something. They are introduced with:

so - so/such ... (that) - as a result - therefore - consequently/as a consequence, etc.

- **so** *e.g. I was tired,* ***so*** *I went to bed early.*
- **such a/an + adjective + singular countable noun**
  e.g. She is ***such a nice girl*** *(that) everybody likes her.*
- **such + adjective + plural/uncountable noun**
  e.g. They are ***such friendly people*** *(that) they make you feel welcome.*
  It was ***such hot weather*** *(that) we went swimming.*
- **such a lot of + plural/uncountable noun**
  e.g. They gave me ***such a lot of presents*** *(that) I couldn't carry them home.*
- **so + adjective/adverb**
  e.g. She is ***so clever*** *(that) everyone admires her.*
  He runs ***so fast*** *(that) no one can compete with him.*
- **so much/little + uncountable noun**
  so many/few + plural
  e.g. There was ***so much smoke*** *in the room (that) I couldn't breathe.*
  There were ***so many people*** *on the bus (that) we couldn't move.*
  He has ***so few friends*** *(that) he feels lonely at times.*
  She earns ***so little money*** *(that) she can't live on her salary very easily.*
- **as a result/therefore/consequently**
  e.g. Certain species of animals are being killed for their fur, and ***as a result/therefore/consequently*** *they are becoming extinct.*
  Certain species of animals are being killed for their fur. ***As a result/Therefore/Consequently,*** *they are becoming extinct.*

9 Fill in *so, such* or *such a*.

1 A: Why didn't you come to work last week?
  B: I had ...*such a*... bad cold that I stayed in bed all week.
2 A: Are you going to John's party tonight?
  B: No, I have ..... much work to do that I can't go.
3 A: I really like that new shop in town.
  B: So do I, but it sells ..... expensive clothes that I never buy anything.
4 A: I don't want to go out tonight.
  B: Oh, but it's ..... lovely evening that it would be a shame to stay at home.
5 A: I didn't enjoy that film last night.
  B: Neither did I. It was ..... boring that I almost fell asleep.

10 Complete each sentence with two to five words, including the word in bold.

1 It was raining heavily. We stayed in.
  so It was raining ...*so heavily that we*... stayed in.
2 We had a great time because the people at the hotel were very friendly.
  such They were ..... people at the hotel that we had a great time.
3 Jackie spent a lot of money last week, so she can't pay the rent now.
  much Jackie spent ..... last week that she can't pay the rent now.
4 Kate doesn't pay much attention to the way she dresses. She looks untidy.
  so Kate pays ..... to the way she dresses that she looks untidy.
5 There was a lot of noise last night and I couldn't sleep.
  such There was .... last night that I couldn't sleep.
6 The party wasn't a success because Jack invited very few people.
  so Jack invited ..... to the party that it wasn't a success.
7 The cake was delicious. We ate it all.
  such It was .... that we ate it all.
8 The instructions were confusing. I couldn't understand them.
  such They were ....I couldn't understand them.
9 The weather was bad. We didn't enjoy our holiday.
  such It was .... we didn't enjoy our holiday.

Clauses of Reason

The air is becoming polluted ***because of*** *factories.*
The air is becoming polluted ***due to the fact that*** *there are a lot of factories.*

Clauses of reason are used to express the reason for something. They are introduced with:

as/since - because - the reason for/why - because of/due to, etc.

- **as/since** *e.g. She took a taxi home* ***as/since*** *it was late.* ***As/Since*** *it was late, she took a taxi home.*
- **because** *e.g. I went to bed early* ***because*** *I was tired.* ***Because*** *I was tired, I went to bed early.*
- **the reason for + noun/-ing form**
  the reason why + clause
  e.g. ***The reason for her delay*** *was (the fact) that she had missed the train.*
  The fact that she had missed the train was ***the reason for*** *her* ***being*** *delayed.*
  The reason why she was *delayed was (the fact) that she had missed the train.*
- **because of/due to + noun**
  because of/due to the fact that + clause
  e.g. They came home late ***because of the traffic****.*
  They came home late ***due to the traffic****.*
  She was promoted ***because of the fact that*** *she works hard.*
  She was promoted ***due to the fact that*** *she works hard.*

11 **Rewrite the sentences using the word(s) in brackets.**

1 He wore a jacket because it was cold. **(since)**
...*Since it was cold, he wore a jacket*....
2 She won the competition, so she was happy. **(due to)**
.....
3 There was a lot of noise, so she couldn't concentrate. **(because)**
.....
4 He was new to the area, and therefore he didn't know anyone. **(as)**
.....
5 She missed the bus, so she was late for the meeting. **(the reason for)**
.....
6 He worked hard, and as a result he passed the exams with excellent grades. **(because of)**
.....
7 His best shirt was dirty, therefore he couldn't wear it to the party. **(the reason why)**
.....

12 **Complete each sentence with two to five words, including the word in bold.**

1 Tim turned on the lights because it was dark.
since Tim turned on the lights ...*since it was*... dark.
2 He didn't have any qualifications. As a result, he didn't get the job.
because He didn't get the job .... any qualifications.
3 The fact that the job was poorly paid was the reason why she turned it down.
for The fact that the job was poorly paid was ..... it down.
4 They didn't go because it was foggy.
of They didn't go ..... the fog.
5 She didn't have enough cash with her, so she paid by credit card.
as She paid by credit card .... enough cash with her.
6 She didn't hear her alarm clock. As a result, she was late for work.
due She was late for work .... she didn't hear her alarm clock.
7 The reason why she wanted to be alone was the fact that she was upset.
for The fact that she was upset was .... to be alone.
8 They didn't know the area well, so they asked for directions.
as They asked for directions .... the area well.
9 David put more wood on the fire because it was cold.
since David put more wood on the fire .... cold.
10 Some trees fell down last night because it was windy.
of Some trees fell down last night .... wind.

Clauses of Purpose

*They went to the beach **to** enjoy the sunset.*
*They went to the beach **so that** they could enjoy the sunset.*

Clauses of purpose are used to express the purpose of an action. That is, they explain why someone does something. They are introduced with:

***to - in order to/so as to - so that/in order that - in case*, etc.**

- **to -infinitive**
  *e.g. I'm going out **to get** some fresh air.*
- **in order to/so as to (formal)**
  *e.g. He went to Harvard **in order to/so as to** obtain a degree in economics.*
  In negative sentences we use *in order not to* or *so as not to*. We never use *not to* alone.
  He took a taxi | ***in order not to*** / ***so as not to*** | *be late.*
  (NOT: He took a taxi ~~not to~~ be late.)
- **so that + can/will (present or future reference)**
- **so that + could/would (past reference)**
  *e.g. He works hard **so that** he **can** make a lot of money.*
  *She reserved a table **so that** she **wouldn't** have to wait in a queue.*

Note: *In order that* has the same structure as *so that*. However, it is not used very often as it is formal.
*e.g. We will inform you of the final dates today **in order that** you **can** make travel arrangements.*

- **in case + present tense (present or future reference)**
  in case + past tense (past reference)
  ***In case* is never used with *will* or *would*.**
  *e.g. **Take** a map **in case** you **get** lost.*
  (NOT: Take a map in case you ~~will get~~ lost.)
  *She **called** her parents **in case** they **were** worried about her.*

- **for + noun (when we want to express the purpose of an action)**
  *e.g. They went to an Indian restaurant **for dinner**.*
- **for + -ing form (when we want to express the purpose or function of something)**
  *e.g. We use an axe **for chopping** wood.*

Clauses of purpose follow the rule of the sequence of tenses, like time clauses (page 86).
*e.g. Ann **left** some soup in the fridge **so that** Jim **could** eat it later.*
(NOT: Ann left some soup in the fridge so that Jim ~~can~~ eat it later.)

13 **Match each picture to a suitable phrase from the box, and in pairs, ask and answer questions, as in the example.**

SA: *What's a broom used for?*
SB: *It's used for sweeping floors.*

14 **Underline the correct word(s).**

1. He went to the bank ***so that/to*** get some money.
2. They walked slowly on the ice ***in order that/so as not to*** slip and fall.
3. She's going to work very hard ***in order that/to*** pass her exams.
4. We sat near the door ***in case/so that*** we could leave early.
5. She closed the door quietly ***so as not to/in case*** wake her parents.

UNIT 7
Clauses

15

A ***You're packing for a holiday abroad and you're talking to a friend about what you should take with you.*** **In pairs, ask and answer questions using the prompts below, as in the example.**

SA: *Shall I take my raincoat?*
SB: *Yes, take your raincoat in case it rains.*

- raincoat / rain
- credit card / run out of money
- swimsuit / go swimming
- some medicine / catch a cold
- some plasters / cut yourself
- jumper / be cold

B ***Now you're back from your holiday.*** **Using the same prompts as above, make sentences, as in the example.**

e.g. *I took my raincoat in case it rained.*

16

Join the sentences using the word(s) in brackets.

1 I've joined a gym. I want to get fit. (to)
.....*I've joined a gym to get fit.* .....
2 She is learning English. She wants to get a job in England. (so that)
.....
3 He got a loan from the bank. He wanted to expand his business. (in order to)
.....
4 He will take some money with him. He may want to buy something. (in case)
.....
5 She wrote the date down in her diary. She didn't want to forget it. (so that)
.....
6 They arrived at the station early. They didn't want to miss the train. (so as not to)
.....
7 They took some water with them. It was possible they would get thirsty. (in case)
.....
8 He put the letter on the table. He wanted his mother to post it. (so that)
.....
9 The courier came into the office. He wanted to deliver the parcel. (to)
.....
10 Pamela called the lost property office. She wanted to report the loss of her luggage. (in order to)
.....

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 She wrote a shopping list. She didn't want to forget anything.
that She wrote a shopping list **so that she wouldn't forget** anything.
2 They took some sandwiches with them. They thought they might get hungry.
case They took some sandwiches with them **in case they got** hungry.
3 He checked in the dictionary. He didn't want to spell the word wrongly.
not He checked in the dictionary **in order not to** spell the word wrongly.
He checked in the dictionary **so as not to** spell the word wrongly.
4 We use a key to lock and unlock doors.
for A key is used **for locking and unlocking** doors.

17

Complete each sentence using two to five words, including the word in bold.

1 He set his alarm clock. He didn't want to oversleep.
that He set his alarm clock ...*so that he wouldn't*... oversleep.
2 I'll take my umbrella. It might rain this afternoon.
case I'll take my umbrella .... this afternoon.
3 Sam called Mary. He wanted to invite her to a party.
to Sam called Mary .... her to a party.
4 Tom took his cheque book. He didn't want to run out of money.
case Tom took his cheque book .... out of money.
5 We use a watering can to water plants and flowers.
for A watering can .... plants and flowers.
6 I went to bed early. I didn't want to be tired the next day.
that I went to bed early .... be tired the next day.
7 They took a map with them. They didn't want to get lost.
not They took a map with them .... get lost.
8 Jack is studying business at university. He wants to get a good job.
that Jack is studying business at university .... a good job.

Clauses of Contrast

They enjoy working in the garden ***although/even though*** *it is very hard work.*

Clauses of contrast are used to express a contrast. They are introduced with:

but - although/even though/though - in spite of/despite - however - yet - while/whereas - nevertheless, etc.

- **but** *e.g. She had a cold,* ***but*** *she went to work.*
- **although/even though/though + clause**
  Even though **is more emphatic than** ***although.*** ***Though*** **is usually used in everyday speech and can also be put at the end of a sentence.**
  e.g. ***Although/Even though/Though*** *she had a cold, she went to work.*
  She went to work ***although/even though/though*** *she had a cold.*
  She had a cold. She went to work, ***though****.*
- **in spite of/despite + noun/-ing form**
  e.g. ***In spite of/Despite the bad weather****, they sat in the garden. (NOT: Despite ~~of~~ the bad ...)*
  They sat in the garden ***in spite of/despite*** *the weather* ***being*** *bad.*
- **in spite of/despite the fact that + clause**
  e.g. ***In spite of/Despite the fact (that)*** *the weather was bad, they sat in the garden.*
- **however/nevertheless** **A comma is always used after** ***however/nevertheless.***
  e.g. He was well-qualified for the job. ***However/Nevertheless****, he didn't get it.*
- **while/whereas**
  e.g. Your flat is big, ***while/whereas*** *mine is small.*
- **yet (formal)** *e.g. Tom ran well,* ***yet*** *he lost.*

18 ***Sue and Jane have just returned from a party. They are discussing what happened.*** **Make sentences using the prompts below, as in the example.**

S: The music was brilliant.
J: (it / be / a bit loud) **1)** ...*It was a bit loud, though*....
S: Tracy looked wonderful.
J: (I / not like / her dress) **2)** .....
S: There were so many people there!
J: (they / not be / very friendly) **3)** .....
S: We had wonderful food.
J: (it/be a bit cold) **4)** .....
S: The atmosphere was fantastic.
J: (it / be / too dark) **5)** .....

19 **Rewrite the sentences using the word(s) in brackets.**

1 Your car is new and fast. My car is old and slow. **(while)**
Your car is new and fast, while my car is old and slow.
2 He went to bed early. He was tired the next day. **(yet)**
3 The Smiths go on holiday to Spain. The Millers go to Switzerland. **(whereas)**
4 He had passed his exams. He couldn't find a good job. **(although)**
5 They ate all the food. It was tasteless. **(in spite of)**
6 The performance was bad. Everyone applauded at the end. **(nevertheless)**
7 We had a map. We got lost. **(though)**
8 He didn't go back to work. He felt better. **(despite)**

20 **Choose the correct answer.**

1 ...*C*... being shy, Jim gave a speech at the concert.
A However **B** Yet **C** Despite
2 ..... he hated shopping, he went to the supermarket.
A However **B** Even though **C** While
3 Jane works very hard, ... Kate is lazy.
A whereas **B** even though **C** despite
4 This car is fast, ... it is also very noisy.
A despite **B** but **C** in spite
5 She likes Peter. She doesn't like his brother, ...
A whereas **B** but **C** though
6 ..... the rain, the football match went ahead.
A In spite of **B** However **C** While
7 ..... of being tired, Jeff went to the party.
A In spite **B** Despite **C** Although

21 **Complete the sentences.**

1 In spite of the heavy traffic, I got to work on time.
Although ...*the traffic was heavy, I got to work on time*....
2 Despite winning the race, Sam still wasn't happy.
Even though .....
3 Although it rains a lot in England, I love living there.
Despite .....
4 Even though Tom is a qualified doctor, he doesn't have a job.
In spite .....
5 Despite the fact that I was hungry, I didn't eat anything.
Even though .....
6 Even though he was ill, Jim went to work.
Despite .....
7 In spite of losing her job, she didn't get depressed.
Although .....
8 Although he doesn't like his boss, he works very hard.
In spite .....
9 Even though it is very cold, she is only wearing a T-shirt.
Despite .....
10 In spite of her busy schedule, she makes time for her children.
Even though .....

22 **Rephrase the sentences in as many ways as possible, as in the example.**

1 Tom is clever. He doesn't work hard at school.
a) Although /Even though Tom is clever, he doesn't work hard at school.
b) In spite of/Despite (his) being clever, Tom doesn't work hard at school.
c) Tom is clever. He doesn't work hard at school, though.
d) In spite of/Despite the fact that Tom is clever, he doesn't work hard at school.
e) Tom is clever. However, he doesn't work hard at school...., etc.
2 The dress is very beautiful. It is very expensive.
3 There weren't many people at the party. We had a lovely time.
4 Sue is a good friend. I don't tell her all my secrets.
5 She had many friends. She felt lonely.
6 He studied French at school. He doesn't remember any.
7 The meeting lasted three hours. No one was bored.
8 It was cold outside. The sun was shining.

Exclamations

Exclamations are words or sentences used to express admiration, surprise, etc. To form exclamatory sentences we can use *what (a/an), how, such, so* or a *negative question.*

- **how + adjective/adverb**
  e.g. ***How tall*** *she is!* ***How carefully*** *he drives!*
- **what + a/an (+ adjective) + singular countable noun**
  e.g. ***What a pretty baby!***
  What an amazing story! What an experience!
- **what (+ adjective) + uncountable/plural noun**
  e.g. ***What colourful paintings!***
  What horrible weather!
  (NOT: *What ~~a~~ horrible weather!*)
- **so + adjective/adverb** *e.g. She's* ***so polite!***
  He ran ***so fast!***
- **such + a/an (+ adjective) + singular countable noun** *e.g. He's* ***such a generous man!***
- **such (+ adjective) + uncountable/plural noun**
  e.g. They're ***such polite children!***
  He gave me ***such useful advice!***
- **negative question**
  e.g. ***Isn't it*** *great to be here!*

23 **Fill in *what (a/an)* or *how*.**

1 ...*What*..... beautiful earrings she is wearing!
2 ..... clever of you to pass all of your exams!
3 ..... delightful restaurant this is!
4 ..... cold it is this evening!
5 ..... wonderful taste in paintings you have!
6 ..... outstanding performance she gave!
7 ..... stupid of me to forget his birthday!
8 ..... kind of you to visit me in hospital!
9 ..... terrible mistake it was to invite Sarah!
10 ..... awful bullies those two boys are!
11 ..... exciting news!
12 ..... rude of Tara to ignore me all evening!

24 **Rephrase the sentences in as many ways as possible, as in the example.**

1 How lazy you are!
What a lazy person you are! You're so lazy! You're such a lazy person! Aren't you lazy!
2 What a horrible noise!
3 How pretty that kitten is!
4 What a funny joke!
5 How silly of me!
6 What terrible news!

Clauses of Manner

*They **look as if/as though** they are celebrating.*

Clauses of manner are introduced with *as if/as though* and are used to express the way in which something is done/said, etc.

- **We use *as if/as though* after verbs such as *act, appear, be, behave, feel, look, seem, smell, sound, taste* to say how somebody or something looks, behaves, etc.**
  *e.g. He **sounds as if/as though** he's got a cold.*
  (It's possible that he has a cold.)
  *She looks **as if/as though** she **is** a model.*
  (It's possible that she is a model.)
- **We use *as if/as though* + past tense when we are talking about an unreal present situation. *Were* can be used instead of *was* in all persons.**
  *e.g. He **speaks** about the royal family **as if/as though** he **was** a good friend of theirs.*
  (He is not a friend of the royal family.)
  *She behaves **as if she were** the boss. (were is more formal than was)*

Note: We can use *like* instead of *as if/as though* in spoken English.
*e.g. It looks **as if** it is going to rain. It looks **like** it is going to rain. (informal spoken English)*

25 **Match the items in column A to those in column B and join them using *as if/as though*.**

e.g. 1 - c He feels as if/as though he hasn't slept properly for weeks.

A	B
1 Rick is tired. He feels	a he had won the lottery.
2 Claire is out of breath. She sounds	b she has run a marathon.
3 Jim is very angry. He feels	c he hasn't slept properly for weeks.
4 Sarah spoke very quickly. She sounded	d she was in a hurry.
5 Martin looked very happy. He was smiling	e he is going to explode.
6 Tom sneezed. He sounded	f he had a cold.

26 **Put the verbs in brackets into the correct tense.**

1 Mary was sniffing when I spoke to her on the phone. She sounded as though she ...*was crying*... (cry) at the time.
2 You seem very happy today. You seem as though you ..... (just/hear) some good news.
3 Sarah looked very frightened last night. She looked as if she ..... (see) a ghost.
4 She didn't know him, but she acted as if she ..... (know) him.
5 What a delicious smell! It smells as if mother .... (bake) at the moment.
6 My boss tells the same jokes all the time and we always laugh as if we ..... (never/ hear) them before.
7 Emma was wearing a beautiful dress last night. She looked as if she ..... (go) to a party.
8 Jack is only twenty-two years old, but sometimes he behaves as though he ..... (be) much older.
9 There was a lot of noise last night. It sounded as if the people next door ..... (have) a party.
10 They must have had an argument because they acted as if they ..... (not/like) each other.
11 It's very cold outside today. In fact, it feels as if it ..... (snow).
12 James has been very selfish recently. He has been behaving as though he ..... (not/want) to help anyone out.
13 Helen didn't study science at university, but sometimes she talks about it as if she ..... (be) an expert on the subject.

UNIT 7
Clauses

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 Although she is rich, she never gives to the poor.
spite She never gives to the poor **in spite of (her) being** rich.

2 The game was cancelled because it was raining heavily.
as The game was cancelled **as it was raining** heavily.

3 She had no money, so she didn't go on holiday.
therefore She had no money, **and therefore she didn't** go on holiday.

4 He studied hard because he wanted to be top of the class.
so He studied hard **so as to be** top of the class.
that He studied hard **so that/in order that he could/would be** top of the class.

5 Take some money because you might need it.
case Take some money **in case you** need it.

6 It was foggy, so all flights were delayed.
of All flights were delayed **because of the** fog.

7 The film was sad, so we all cried at the end.
such It was **such a sad film** that we all cried at the end.

Complete each sentence with two to five words, including the word in bold.

1 They left work early today because the meeting was cancelled.
as They left work early today ...*as the* ...*meeting was* ..... cancelled.

2 She has a car, yet she walks to work every day.
spite She walks to work every day .... a car.

3 Take a book with you because you might get bored.
case Take a book with you .... bored.

4 She is a happy child, so everyone loves her.
such She is .... everyone loves her.

5 There was lots of traffic, so we were late for work.
therefore There was lots of traffic, and .... for work.

6 It was cold, so we turned on the heating.
because We turned on the heating .... cold.

7 I put the money in the safe because I didn't want to lose it.
that I put the money in the safe .... lose it.

Prepositions

aim **at** sb/sth	react **to**
crash **into** sb/sth	save **from**
regard sb/sth **as**	suffer **from**
depend **on** sth	think **about** sb/sth
fail **in** sth	head **for**
hope **for** sth	take advantage **of**

Fill in the gaps with one of the verbs from the list in the correct form and a suitable preposition.

1 Emma is ...*regarded as*... the best singer in the choir.
2 Every summer I ..... hay fever.
3 I'm ..... getting a new car.
4 The crew were ..... drowning by the lifejackets they wore.
5 We didn't know how Kevin would ..... the news.
6 After the heatwave, everyone ..... rain.
7 She ..... the sale and did a lot of shopping.
8 The archer ..... the target, but missed.
9 I ..... my radio for all the latest news.
10 The army ..... their attempt to take control of the city last night.
11 In the summer I ..... the beach.
12 She lost control of the car and ..... a tree.

Phrasal Verbs

look after:	take care of sb/sth
look for:	search for
look forward to:	anticipate with pleasure
look into:	investigate
look out (for):	watch for
look through:	read
look up:	look for an address, name, word, etc. in a book, list, etc.

Fill in the correct particle.

1 The police are looking ...*into*... a series of robberies.
2 She looked ..... the TV guide to see if there was a good film on.
3 You can look ..... the meanings of words in a dictionary.
4 My mum is looking ..... my dog while I am on holiday.
5 I'm looking ..... the party next weekend.
6 Sam spent half an hour looking ..... his keys.
7 Look ..... jellyfish when you swim in the sea.

Revision Box

30 **Complete each sentence with two to five words, including the word in bold.**

1 It isn't necessary for you to write that report today.
have You ...*don't have to write*... that report today.
2 Let's have a short break before we go on.
can We ..... a short break before we go on.
3 You aren't allowed to talk during the exam.
mustn't You ..... during the exam.
4 I advise you to go to bed early.
should You ..... early.
5 Perhaps she missed the train.
may She ..... the train.
6 It is possible that they were lying to us.
could They ..... to us.
7 It wasn't necessary for me to go to work, but I did.
needn't I ..... to work.
8 Let's stay in and watch the film on TV this evening.
can We ..... the film on TV this evening if you like.
9 I advise you to spend more time studying.
should You ..... studying.
10 I'm sure he has gone on holiday.
must He ..... on holiday.
11 It is possible that it will snow this week.
may It ..... this week.
12 It wasn't necessary for Emma to do the ironing, but she did.
have Emma ..... the ironing.

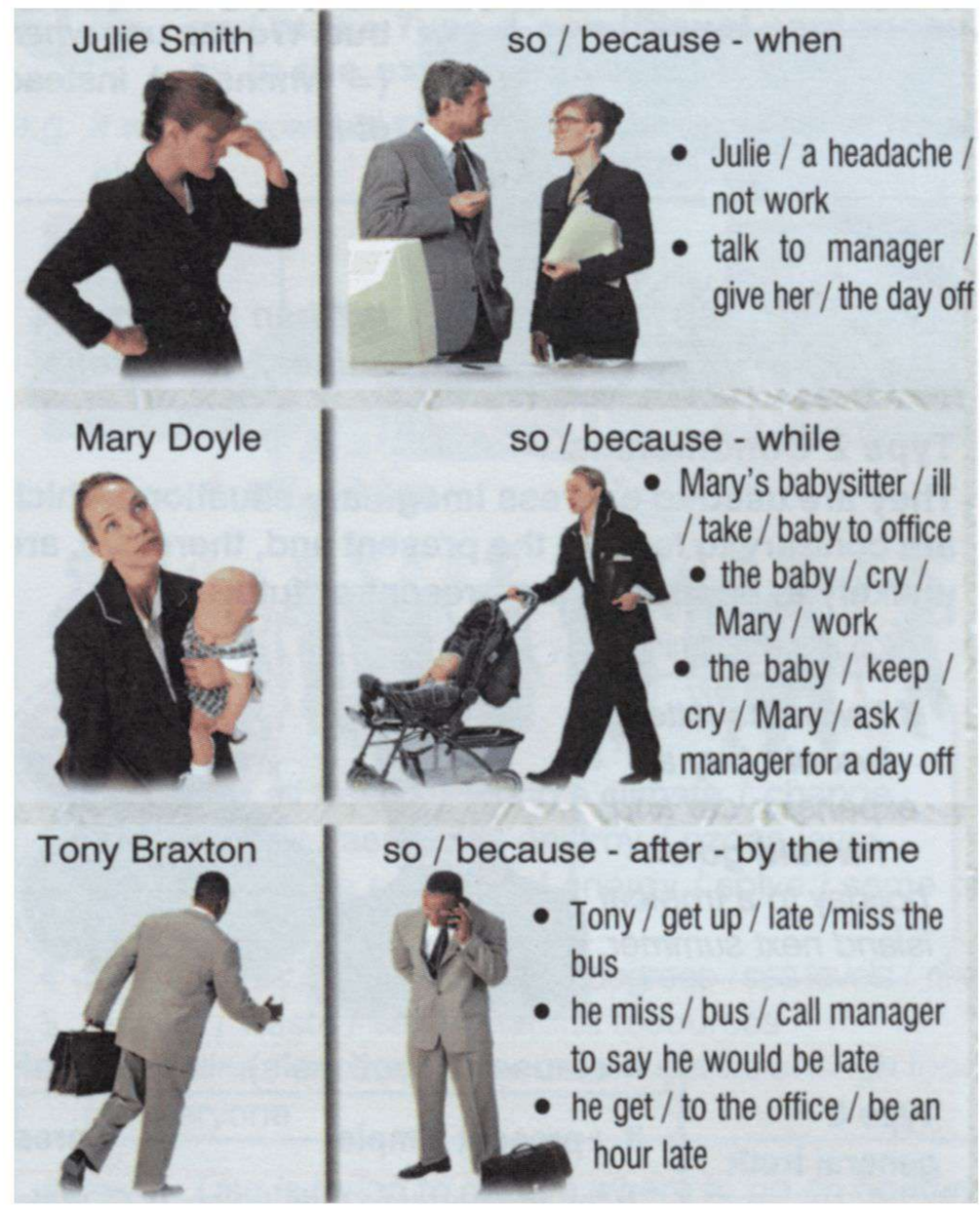
31 **Rewrite the following sentences in the *passive*.**

1 My favourite author wrote this novel.
..*This novel was written by my favourite author*...
2 I don't like people shouting at me.
.....
3 Who organised the party?
.....
4 People say that he has won a lot of money.
.....
5 He caught the fish with a fishing rod.
.....
6 He hasn't published the book yet.
.....
7 Will they build an office block here next year?
.....

ORAL Activity

Mr Thomson is an office manager. Yesterday, he failed to have some reports ready because three members of staff had problems. Look at the prompts given and make sentences, as in the example.

e.g. Julie had a headache, so she couldn't work. OR Because Julie had a headache, she couldn't work.



WRITING Activity

Mr Thomson is writing a memo to Mr Ericson who is the general director of the company. In his memo, he explains why he was unable to have all the reports ready at the end of the day. Begin like this:

To: Mr Ericson (General Director)
From: Mr Thomson (Manager)

The reports you had asked me to prepare are not ready because three members of staff had problems today. Julie Smith asked for the day off because she had a headache. Mary Doyle .....
.....
.....

UNIT 8
Conditionals - Wishes - Would Rather/Had Better - Unreal Pa

Conditionals

Conditionals **are clauses introduced with *if*. There are three types of conditional clause: Type 1, Type 2 and Type 3. There is also another common type, Type 0.**

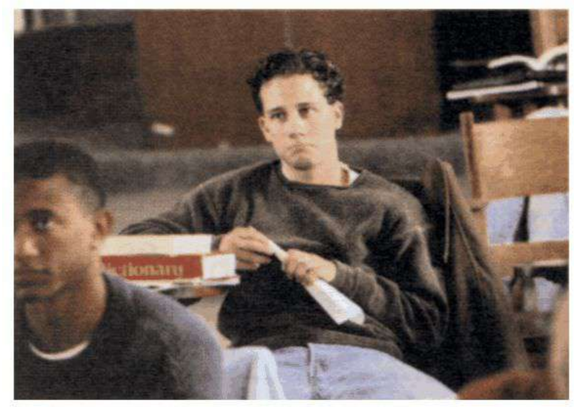
Type 0 Conditionals

They are used to express something which is always true. We can use *when* (= whenever) instead of *if*.

If/When *the sun* ***shines,*** *snow* ***melts.***

Type 1 Conditionals

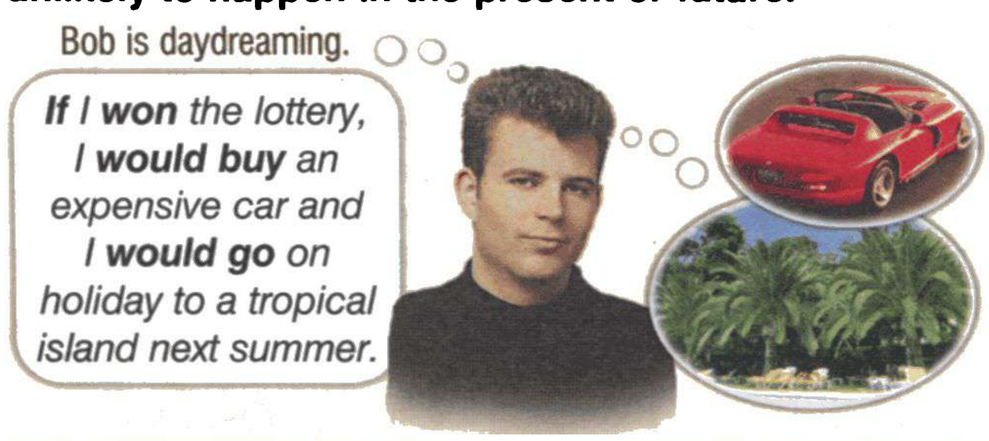
They are used to express real or very probable situations in the present or future.



If *he* ***doesn't study*** *hard, he* ***won't pass*** *his exam.*

Type 2 Conditionals

They are used to express imaginary situations which are contrary to facts in the present and, therefore, are unlikely to happen in the present or future.



Type 3 Conditionals

They are used to express imaginary situations which are contrary to facts in the past. They are also used to express regrets or criticism.

John got up late, so he missed the bus.
If *John* ***hadn't got up*** *late, he* ***wouldn't have missed*** *the bus.*

	If-clause (hypothesis)	Main clause (result)	Use
Type 0 general truth	if + present simple	present simple	
	If the temperature ***falls*** *below 0°C, water* ***turns into*** *ice.*		
Type 1 real present	if + present simple, present continuous, present perfect or present perfect continuous	future/imperative can/may/might/must/should/ could + bare infinitive	real - likely to happen in the present or future
	If he ***doesn't pay*** *the fine, he* ***will go*** *to prison.* *If you* ***need*** *help,* ***come*** *and* ***see*** *me.*	*If you* ***have finished*** *your work, we* ***can have*** *a break.* *If you're ever in the area, you* ***should come*** *and visit us.*	
Type 2 unreal present	if + past simple or past continuous	would/could/might + bare infinitive	imaginary situation contrary to facts in the present; also used to give advice
	If I ***had*** *time, I* ***would take up*** *a sport. (but I don't have time - untrue in the present)* *If I* ***were*** *you, I* ***would talk*** *to my parents about it. (giving advice)*		
Type 3 unreal past	if + past perfect or past perfect continuous	would/could/might + have + past participle	imaginary situation contrary to facts in the past; also used to express regrets or criticism
	If she ***had studied*** *harder, she* ***would have passed*** *the test.* *If he* ***hadn't been acting*** *so foolishly, he* ***wouldn't have been*** *punished.*		

Conditionals - Wishes - Would Rather/Had Better - Unreal Past

- **Conditional clauses consist of two parts: the if - clause (hypothesis) and the main clause (result). When the if - clause comes before the main clause, the two clauses are separated with a comma. When the main clause comes before the if - clause, then no comma is necessary.**
  e.g. a) ***If*** *I see Tim, I'll give him his book.*
  b) I'll give Tim his book ***if*** *I see him.*

- **We do not normally use will, would or should in an if - clause. However, we can use will or would after *if* to make a polite request or express insistence or uncertainty (usually with expressions such as *I don't know, I doubt, I wonder,* etc.). We can use should after *if* to talk about something which is possible, but not very likely to happen.**
  e.g. a) ***If*** *the weather* ***is*** *fine tomorrow, we* ***will go*** *camping. (NOT: ~~If the weather will be fine ...~~)*
  b) ***If*** *you* ***will fill in*** *this form, I'll process your application. (Will you please fill in ... – polite request)*
  c) ***If*** *you* ***will not stop*** *shouting, you'll have to leave. (If you insist on shouting ... - insistence)*
  d) I ***don't know*** *if he* ***will pass*** *his exams. (uncertainty)*
  e) ***If*** *Tom* ***should call****, tell him I'll be late. (We do not think that Tom is very likely to call.)*

- **We can use unless instead of *if ... not* in the if - clause of Type 1 conditionals. The verb is always in the affirmative after *unless*.**
  e.g. ***Unless*** *you* ***leave*** *now, you'll miss the bus.*
  *(=****If*** *you* ***don't leave*** *now, you'll miss the bus.)*
  (NOT: ~~Unless you don't leave now, ...~~)

- **We can use were instead of was for all persons in the if - clause of Type 2 conditionals.**
  e.g. If Rick ***was/were*** *here, we could have a party.*

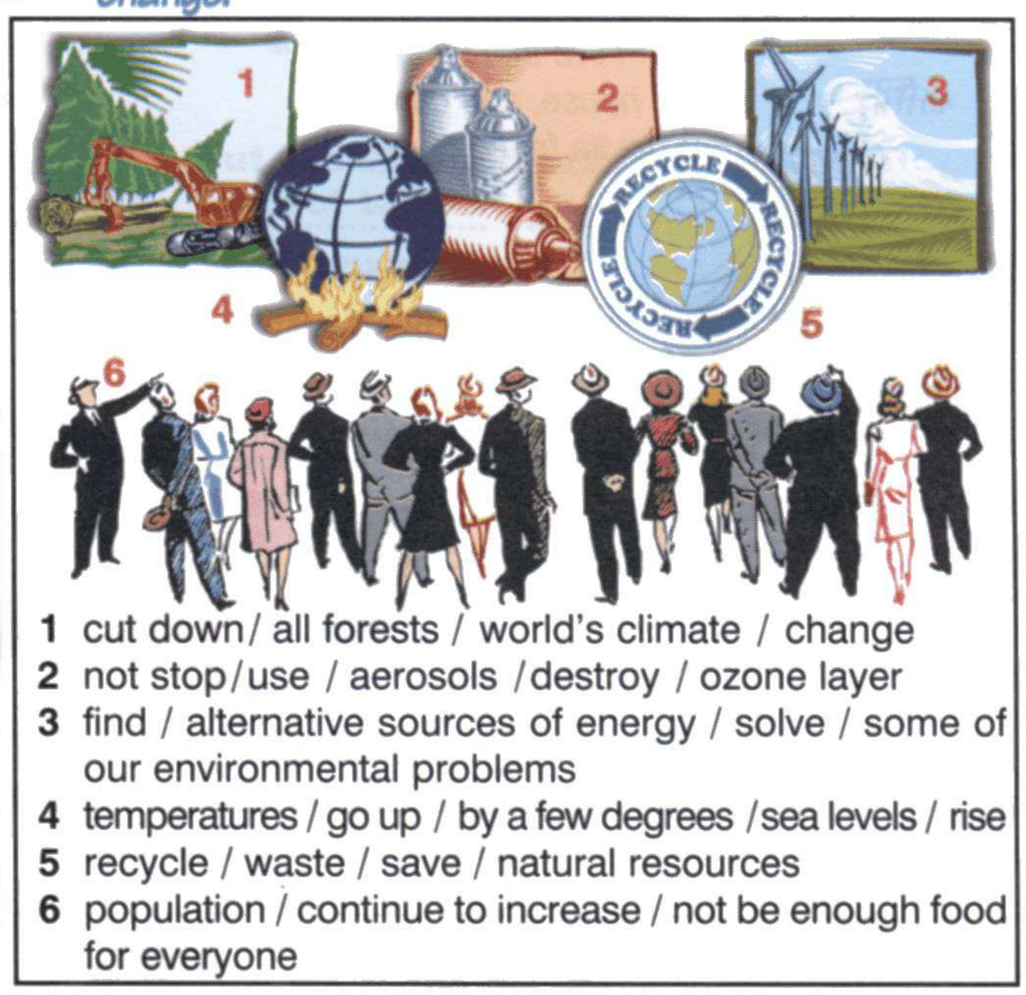
- **We use If I were you ... when we want to give advice.**
  e.g. ***If I were*** *you, I* ***wouldn't complain*** *about it.*

- **The following expressions can be used instead of *if*: provided/providing that, as long as, suppose/supposing, etc.**
  e.g. a) You can see Mr Carter ***provided*** *you have an appointment. (If you have an appointment ...)*
  b) We will all have dinner together ***providing*** *Mary comes on time. (... if Mary comes ...)*
  c) ***Suppose/Supposing*** *the boss came now, what would you say? (If the boss came ...)*

- **We can omit *if* in the *if* - clause. When *if* is omitted, should (Type 1), were (Type 2), had (Type 3) and the subject are inverted.**
  e.g. a) ***Should*** *Peter come, tell him to wait. (=If Peter should come, ...)*
  b) ***Were*** *I you, I wouldn't trust him. (=If I were you, ...)*
  c) ***Had*** *he known, he would have called. (=If he had known, ...)*

1 **Look at the pictures and the prompts and make *Type 1 conditional* sentences, as in the example.**

e.g. If we cut down all the forests, the world's climate will change.



1 cut down / all forests / world's climate / change
2 not stop / use / aerosols / destroy / ozone layer
3 find / alternative sources of energy / solve / some of our environmental problems
4 temperatures / go up / by a few degrees / sea levels / rise
5 recycle / waste / save / natural resources
6 population / continue to increase / not be enough food for everyone

2 ***Lisa is trying to decide where to go on holiday. She would like to go to one of these places.*** **In pairs, ask and answer questions using the prompts below, as in the example.**

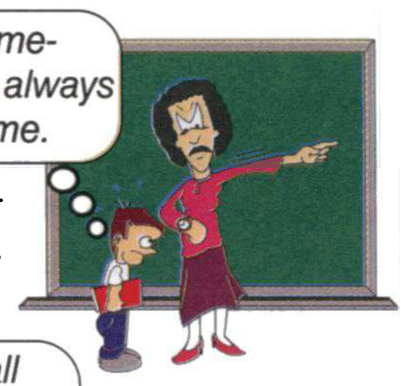
1 How long / be away / choose / Spain?
SA: How long will she be away if she chooses Spain?
SB: If she chooses Spain, she'll be away for a week.
2 Where / go / like / camping?
3 How much / pay / go to / France?
4 What / do / go to / Spain?
5 Where / go / want / cheap holiday?

3 Study the situations, then make *Type 2 conditional* sentences, as in the example.

I don't have a car, so I have to wait for the bus every day.

1 If I ...*had*... (have) a car, I ...*wouldn't have to*... (not/have to) wait for the bus every day.

I never do my homework, so my teacher always gets angry with me.

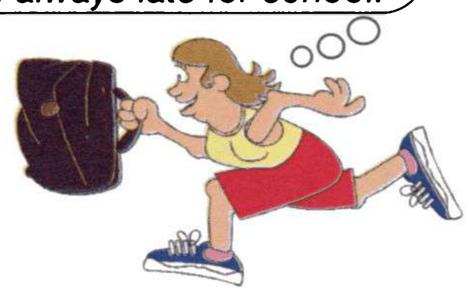


2 If I ..... (do) my homework, my teacher .... (not/get) angry with me.

I live in a small house, so I can't invite friends over.

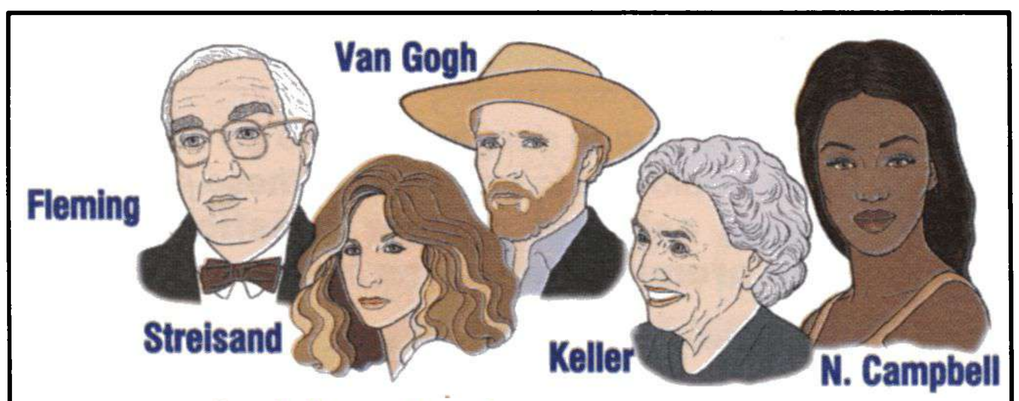
3 If I ..... (live) in a bigger house, I ..... (be able to) invite friends over.

I never get up early, so I am always late for school.



4 If I ..... (get up) earlier, I .... (not/be) late for school.

4 Complete the sentences to make *Type 3 conditional* sentences, as in the example.



1 If he ...*hadn't noticed*... (not/notice) the mould in one of his glass dishes, Alexander Fleming ...*would never have discovered*... (never/discover) penicillin.
2 If he ..... (sell) some of his paintings, Van Gogh ..... (get) some recognition during his lifetime.
3 If Barbara Streisand ..... (change) the shape of her nose, her career .... (never/be) the same.
4 If Anne Sullivan ..... (not/teach) her, Helen Keller ..... (not/be able to) communicate.
5 If Naomi Campbell ..... (not/be) so beautiful, she .... (never/become) a supermodel.

5 Read the story below and make *Type 3 conditional* sentences, as in the example.

e.g. 1) ...*If Sally hadn't been in a hurry, she wouldn't have left some important notes at home*....

Sally had a terrible day yesterday. She was in a hurry, so she left some important notes at home. She wasn't prepared for her meeting with a new client, so the meeting was a disaster. The client was disappointed, and as a result he refused to do business with the company. The boss shouted at Sally, so she got upset.

6 Match the items in column A with those in column B in order to make correct *Type 0 conditional* sentences, as in the example.

e.g. 1 - c ...*If you add sugar to a cup of coffee, the coffee tastes sweeter*....

A	B
1 Add sugar to a cup of coffee.	a The apple floats.
2 Throw salt onto snow.	b Your skin turns red.
3 Put an apple in a bowl of water.	c The coffee tastes sweeter.
4 Water plants regularly.	d You feel healthy.
5 Lie in the sun too long.	e The plants grow.
6 Take regular exercise.	f The snow melts.

7 Put the verbs in brackets into the correct tense.

1 A: What time will you be home tonight?
B: I'm not sure. If I ...*have to*... (have to) work late, I ...*'ll call* ... (call) you.
2 A: I felt very tired at work today.
B: Well, if you ..... (not/watch) the late film, you ..... (not/feel) so tired.
3 A: Should I buy that car?
B: Why not? If I ..... (have) the money, I ..... (buy) it myself.
4 A: If you ..... (pass) a chemist's, ... (you/get) me some cough medicine?
B: Yes, certainly.
5 A: My sister seems very upset at the moment.
B: Were I you, I ..... (talk) to her about it.
6 A: Unless you ..... (hurry), you .... (be) late again.
B: No, I won't. There's plenty of time.
7 A: Oh! I forgot to ask Sarah over for dinner.
B: If I ..... (speak) to her today, I ..... (ask) her for you.

8 A: May I join the club, please?
B: Provided you ..... (be) over eighteen, you can join the club.

9 A: What a lovely restaurant! I'm glad we came here.
B: If you ..... (not/burn) the dinner, we ..... (not/come) here!

10 A: Just think. If I ..... (not/move) to York, I ..... (never/meet) you.
B: I know, wasn't it lucky?

11 A: Jo doesn't spend enough time with me.
B: Well, if she ..... (have) the time, I'm sure she ..... (try), but she's very busy.

12 A: Did you give Bill the message?
B: No, but when I ..... (see) him, I ..... (tell) him the news.

8 Choose the correct answer.

1 'If you ...C... that plate, you'll burn your fingers.'
'Why? Has it been in the oven?'
A would touch **B** will touch **C** touch

2 '..... you're busy, we'll talk now.'
'That's fine. I'm not busy at the moment.'
A If **B** Provided **C** Unless

3 'If you watch the news, you ..... a lot.'
'I know. I watch it every day.'
A learn **B** were learning **C** would learn

4 '..... you wear warm clothes, you won't get cold.'
'I'll wear an extra jumper.'
A Unless **B** Providing **C** Supposing

5 'Shall I invite John to the party?'
'Well, were I you, I ..... him.'
A would invite **B** will invite **C** am inviting

6 '..... the teacher comes back now, what will you do?'
'I don't know.'
A When **B** Providing **C** Supposing

7 'Could I see the menu, please?'
'Yes, sir. If you ..... a seat, I will fetch it for you.'
A take **B** had taken **C** have taken

8 'Don't cry. Everything will be alright.'
'Yes, but if I ..... the bus, I wouldn't have been late for school.'
A didn't miss **B** hadn't missed **C** don't miss

9 'When water boils, it ..... steam.'
'Yes, I know; and the steam is hot, too.'
A would produce **B** produce **C** produces

10 'Can you help me, please?'
'Well, if I wasn't studying, I ..... you.'
A would help **B** help **C** will help

11 'John crashed his car yesterday.'
'I know, but if he hadn't been changing the cassette, he ..... .'
A won't crash **B** wouldn't crash
C wouldn't have crashed

12 'Can I have some chocolate, please?'
'If you behave yourself, I ..... you some later.'
A would buy **B** might buy **C** buy

13 'Should you see Colin, ... and tell me.'
'I will.'
A come **B** to come **C** will come

14 'If we were rich, we ..... expensive clothes.'
'Well, unfortunately we aren't rich!'
A could afford **B** can afford **C** afford

9 Put the verbs in brackets into the correct tense.

1 If I ...were... (be) you, I wouldn't drive in the snow.
2 Peter ..... (be able to) help you if he was here.
3 If I had closed the window, the cat .... (not/jump) out.
4 I ..... (call) for help if I got stuck in a lift.
5 Had I known him, I ..... (talk) to him.
6 John ..... (may/lose) his job if he is rude to the boss.
7 If you ..... (save) some money, you would have been able to go on holiday last year.
8 You may win if you ..... (take) part in the contest.
9 If I had toothache, I ..... (go) to the dentist.
10 They would have helped us move house if we ..... (ask) them.
11 If Jane ..... (be) older, she could live by herself.
12 We would have changed our plans if we .... (hear) the weather forecast.
13 Emma ..... (send) a card if she had remembered it was their anniversary.
14 Robert ..... (feel) better if you talked to him.
15 If Sam was still living nearby, you ..... (can/invite) him for dinner.
16 If you ..... (put) your money in your wallet, you will not lose it.
17 If you ..... (like) chocolate, you will love this cake.
18 If Bill ..... (come) home early, he will eat dinner with us.
19 Sandra will join us later unless she ..... (have) a lot of work to do.

If - When

- **We use *if* to say that something might happen.**
- **We use *when* to say that something will definitely happen.**
  e.g. ***If*** *you* ***see*** *Mark, will you give him the message? (You might see Mark.)*
  When *you* ***see*** *Mark, will you give him the message? (It is certain that you will see Mark.)*

Fill in the gaps using *when* or *if*.

1 A: Have you phoned Paul yet?
B: No, I'll phone him ...*when*... I get home.
2 A: ..... I get a new job soon, I may have a party.
B: That's a good idea.
3 A: I really liked that dress we saw.
B: Well, you can buy it ..... you get paid.
4 A: Shall we go somewhere this weekend?
B: Yes. ..... it's sunny, we could go to the beach.
5 A: Did you make this cake yourself?
B: Yes. ..... you like it, I'll give you the recipe.
6 A: Is Jane still asleep?
B: Yes. ..... she wakes up, I'll tell her you're here.
7 A: Have you done your homework?
B: No. I'll do it ..... we've finished dinner.
8 A: We've run out of milk.
B: Well, ... I go to the shops, I'll buy some more.

Choose the correct answer.

1 If you are bored, ...*C*... something else.
A you would do **B** you will do **C** do
2 ..... I you, I would look for a new job.
A Would be **B** Were **C** Had been
3 I ..... you if I had known you were in hospital.
A would visit **B** would have visited **C** will visit
4 If you ..... well, lie down for a while.
A hadn't felt **B** don't feel **C** didn't feel
5 Ice ..... if the temperature rises above 0°C.
A will melt **B** would melt **C** melts
6 Had I known about the meeting, I ..... it.
A would have attended **B** attended **C** will attend
7 If he ..... in the garden, he would have heard the doorbell.
A isn't **B** was **C** hadn't been
8 I ..... to the bank manager if I were you.
A would talk **B** will talk **C** talked

Mixed Conditionals

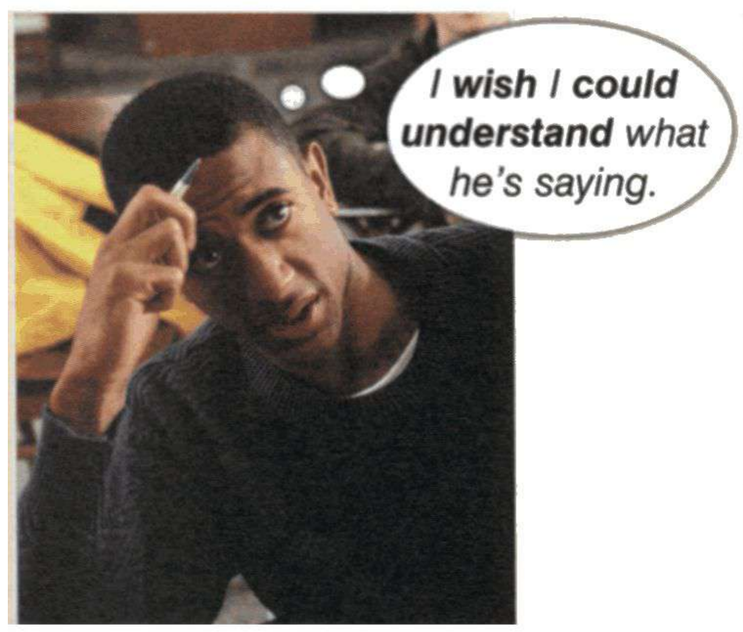
All types of conditionals can be mixed. Any tense combination is possible if the context permits it.

If - clause	Main clause
Type 2 *If nobody* ***paid*** *the bill,*	Type 1 *the electricity* ***will be*** *cut off.*
Type 2 *If he* ***had*** *money,*	Type 3 *he* ***would have bought*** *her a gift.*
Type 3 *If he* ***had won*** *the lottery,*	Type 2 *he* ***wouldn't be asking*** *for money now.*

Rewrite the sentences, as in the example.

1 He doesn't know her. That's why he didn't speak to her.
...*If he knew her, he would have spoken to her*....
2 He lost his job. He's unemployed now.
...*If he hadn't lost his job, he wouldn't be unemployed now*....
3 His pet died. That's why he's unhappy now.
.....
4 She doesn't have a mobile phone. That's why she couldn't be contacted yesterday.
.....
5 Tom didn't see the boss earlier. He's waiting for him now.
.....
6 He is allergic to seafood. That's why he didn't eat paella last night.
.....
7 I lost my map. That's why I'm asking for directions now.
.....
8 She doesn't speak French. She didn't have a good time in Paris.
.....
9 He lost the race. He is not a champion now.
.....
10 She didn't go to the bank yesterday. That's why she hasn't got any money now.
.....
11 They went to a party last night. That's why they are tired now.
.....
12 I crashed my car. That's why I'm taking the bus today.
.....

Wishes



We use the verb wish and the expression if only to express a wish. If only is more emphatic than I wish.

- **wish/if only + past simple/past continuous: when we want to say that we would like something to be different in the present.**
  *e.g. I **wish**/**If only** I **had** a room of my own. (But I don't have a room of my own.)*
- **wish/if only + past perfect: to express regret that something happened or did not happen in the past.**
  *e.g. I **wish** I **had got** your message earlier. (But I didn't get it earlier.)*
  ***If only** I **had talked** to him. (But I didn't talk to him.)*
- **wish/if only + would: a) for a polite imperative** *e.g. I **wish** you **would stop** shouting. (Please, stop shouting.)*
  b) to express our wish for a change in a situation or someone's behaviour because we are annoyed by it.
  *e.g. I **wish the wind would stop** blowing. (wish for a change in a situation)*
  ***If only** John **would stop** insulting people. (wish for a change in someone's behaviour)*
- **After the subject pronouns I and we, we use could instead of would.**
  *e.g. I wish we **could** go to the party. (NOT: ~~I wish we would go...~~)*

Note: We can use were instead of was after wish or if only.
*e.g. I wish she **were**/**was** more sensitive.*

13 ***Wendy has just started university. It isn't what she expected, and she is disappointed.*** **Read what she says and make sentences, as in the example.**

e.g. *I wish my room wasn't/weren't so small.*

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

14 ***Jason has been for an interview. He didn't get the job.*** **Read what he says and make sentences, as in the example.**

e.g. *I wish I had known more about the company.*

- I didn't know much about the company.
- I was nervous.
- I didn't shake hands with my interviewer.
- I forgot what I wanted to say.
- I didn't answer the interviewer's questions properly.
- My letter of application was badly typed.
- I spilt the cup of tea I was given.

15 ***Elise is a famous singer. These are some of the things she finds annoying.*** **Read what she says and make sentences, as in the example.**

e.g. *I wish people wouldn't stare at me everywhere I go.*

- People stare at me everywhere I go.
- People always ask me to sing at parties.
- Magazines print false stories about my private life.
- Photographers take photos of me all the time.
- People make me sign autographs wherever I go.
- People never give me any privacy.

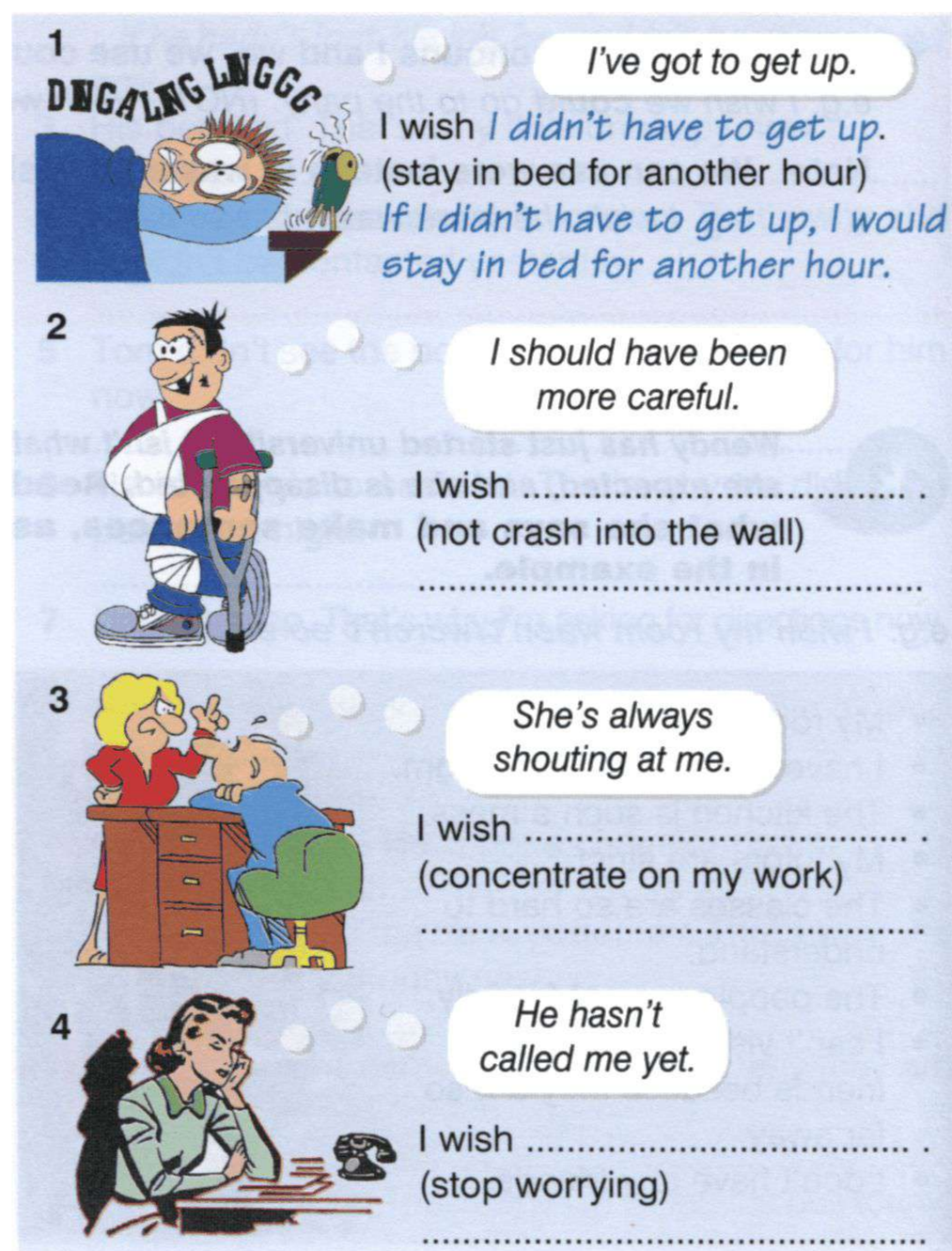
16 **Put the verbs in brackets into the correct tense.**

1 A: I wish I ...*could play*... (play) a musical instrument.
B: You should take lessons.
2 A: If only the wind ..... (stop) blowing so hard.
B: Yes, it's very windy today, isn't it?
3 A: I wish John ..... (come) with us.
B: So do I. He would have really enjoyed it.
4 A: Paul, I wish you ..... (stop) making so much noise.
B: Sorry, I'll try.
5 A: I wish I ..... (study) more when I was at school.
B: It doesn't matter now. You've got a good job.
6 A: I wish I ..... (be) young again.
B: So do I. We had some good times back then.
7 A: I wish I ..... (not/speak) to Jane like that.
B: Don't worry. I'm sure she'll forgive you.
8 A: If only Bob ..... (call) me.
B: Well, he promised to call today.
9 A: I'm exhausted. I wish I ..... (do) some of the housework yesterday.
B: Sorry I wasn't here to help you.
10 A: I wish you ..... (make) less noise when you come in.
B: It's not my fault. The door squeaks when you open it.
11 A: Are you going to your school reunion party next week?
B: No. I wish I ..... (go) because I would like to see everyone again.

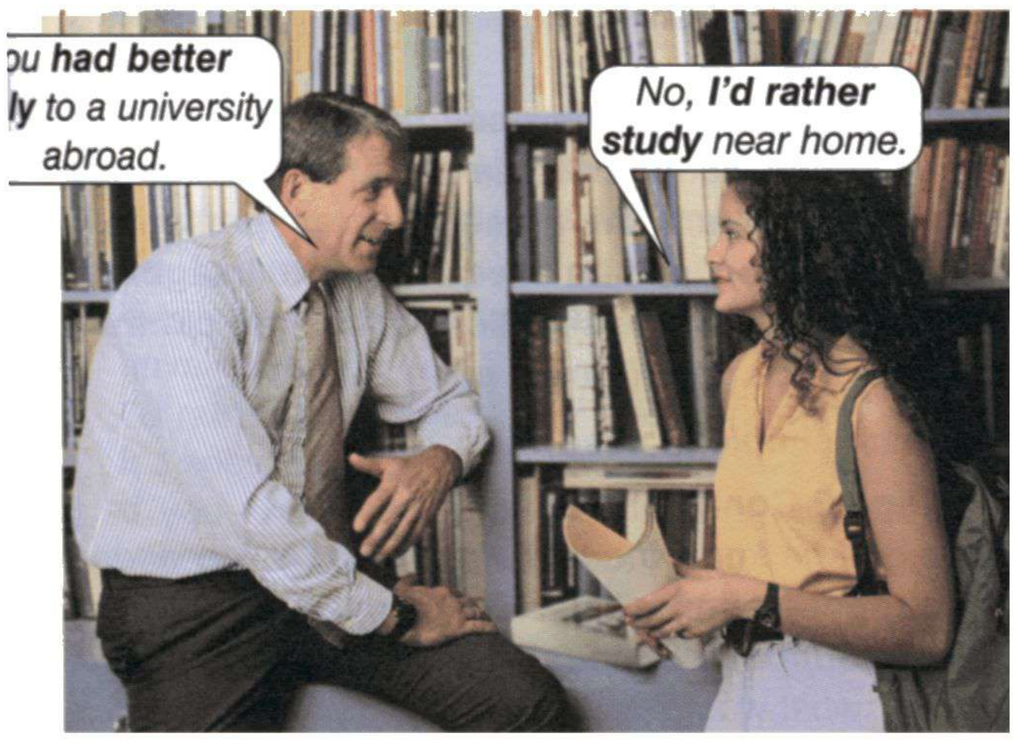
17 **Rewrite the sentences using the correct *conditional type*, as in the examples.**

1 I wish Jack were here. (he/help us)
...*If Jack were here, he would help us*....
2 I wish we hadn't got stuck in traffic. (we/be late for work)
...*If we hadn't got stuck in traffic, we wouldn't have been late for work*....
3 I wish you paid more attention in class. (you/understand everything)
.....
4 I wish they had called before they came. (I/cook something)
.....
5 I wish Tim weren't so selfish. (he/make friends much more easily)
.....
6 I wish Sandra hadn't got up late today. (we/go shopping together)
.....
7 I wish you hadn't left the door unlocked. (thieves/break in)
.....

18 **Look at the pictures and complete the wishes. Also make correct *conditional* sentences, as in the example.**



Had Better/Would Rather



- **We use had better + bare infinitive to give advice or to say what the best thing to do in a particular situation is.**
  *e.g. You **had/'d better take** some warm clothes with you. (= You should/ought to take ...)*
  *I'**d better not call** him now; he'll be busy.*

  Had better is stronger than *should/ought to*, but it is not as strong as *must*.
  *e.g. You **must** call a doctor. (strong advice)*
  *You **had better** call a doctor. (less strong than must)*
  *You **should/ought to** call a doctor. (less strong than had better)*

- **We use would rather (= would prefer to) to express preference.**
  *e.g. I'm busy. I'**d rather not take** a break now.*

- **When the subject of *would rather* is also the subject of the following verb, we use the following constructions:**

a) **would rather + bare present infinitive (present/future)** *e.g. I'**d rather stay** at home tonight.*

b) **would rather + bare perfect infinitive (past)**
*e.g. I'**d rather have gone** on holiday to Italy last summer.*

- **When the subject of *would rather* is different from the subject of the following verb, we use the following constructions:**

a) **would rather + past tense (present/future)**
*e.g. **I'd rather Tim did** the shopping today.*

b) **would rather + past perfect (past)**
*e.g. **I'd rather Kate hadn't spent** so much money yesterday.*

Study the ways in which we can express preference:

a) **prefer + gerund + to + gerund (general preference)** *e.g. I **prefer jogging to cycling**.*

b) **prefer + full infinitive + rather than + bare infinitive (general preference)**
*e.g. I **prefer to go out rather than stay** at home.*

c) **prefer + noun + to + noun (general preference)**
*e.g. She **prefers orange juice to apple juice**.*

d) **would prefer + full infinitive + rather than + (bare infinitive) (specific preference)** *e.g. I'**d prefer to pay** in cash **rather than (pay)** by credit card.*

e) **would rather + bare infinitive + than (+ bare infinitive)** *e.g. She'**d rather have** a salad **than (have)** a steak.*

19 **In pairs, ask and answer questions using the prompts below, as in the example. The choice of answer is yours.**

SA: Would you rather go on holiday to Spain or Italy?
SB: I'd rather go to Spain than Italy.

1 go on holiday to Spain or Italy?
2 eat pizza or spaghetti for dinner?
3 play cards or chess this evening?
4 work in a bank or a school?
5 have a dog or a cat as a pet?
6 learn French or German at school?

20 **Complete the sentences, as in the example.**

1 I'll cook dinner if you really want me to, but ...*I'd rather you cooked it*....
2 I'll go to the supermarket if you really want me to, but ...
3 I'll wash the dishes if you really want me to, but ...
4 I'll empty the rubbish bin if you really want me to, but ...
5 I'll iron all the clothes if you really want me to, but ...
6 I'll clean the bathroom if you really want me to, but ...

21 **Fill in the gaps with *would rather*, *prefers* or *(would) prefer*.**

1 Do you ...*prefer*... reading magazines or books?
2 She ..... go to a disco than go to the theatre.

3 Jack ..... listening to music to watching television.
4 He ..... study History than Maths.
5 I ..... the piano to the violin.
6 ..... you ..... to have spaghetti or steak for dinner tonight?
7 I ..... see a comedy film than an adventure film.
8 ..... you ..... going to the cinema or going to the theatre?

Put the verbs in brackets into the correct form.

1 A: Did you enjoy the party last night?
B: No, I'd rather ...*have stayed*... (stay) at home.
2 A: Shall I dust the computer, Tom?
B: I'd rather you ..... (not/touch) it, actually. I'll do it myself.
3 A: I've got a terrible cold.
B: You'd better ..... (not/go) to work today, then.
4 A: I'm going to work now.
B: I think it's going to rain today. You'd better .... (take) your umbrella with you.
5 A: I didn't enjoy Ben's party. I would rather he .... (invite) more people.
B: Oh! I enjoyed it.
6 A: You had better ..... (study) hard this weekend for the exam on Monday.
B: I will, but I would prefer ..... (go out) with my friends.
7 A: My parents prefer ..... (spend) their holidays in the mountains.
B: Do they? I like to be by the sea.
8 A: We'd better ..... (not/book) a taxi to bring us home tonight.
B: You're right. We might want to stay late.
9 A: They're organising a party for Susan's birthday.
B: I know, but it's a secret, so we'd better .... (not/talk) about it in case she hears.
10 A: I'd rather you ..... (not/leave) your shoes in the kitchen every time you come home from school.
B: Sorry, I keep forgetting.
11 A: I didn't enjoy my lunch today. I'd rather .... (eat) something else.
B: I'll make you some sandwiches tomorrow then.
12 A: Did you enjoy the film last night?
B: Not really. I would rather we ..... (see) a comedy instead.
13 A: Shall we stay in tonight?
B: Well, if you don't mind I would prefer .... (visit) my parents.

The Unreal Present and Past

The *past simple* can be used to talk about imaginary, unreal or improbable situations which are contrary to facts in the present (unreal present). The *past perfect* can be used to refer to imaginary, unreal or improbable situations which are contrary to facts in the past (unreal past).

The past simple is used with:

- **Type 2 Conditionals**
  e.g. ***If*** *he* ***knew*** *the truth, he would be very angry.*
- **suppose/supposing**
  e.g. ***Suppose/Supposing*** *they* ***didn't invite*** *you, what would you do?*
- **wish/if only**
  e.g. ***I wish/If only*** *I* ***had*** *a lot of money.*
- **would rather (present)**
  e.g. ***I'd rather*** *Lisa* ***went*** *to the market.*
- **as if/as though**
  e.g. Jim behaves ***as if/as though*** *he* ***were*** *the boss.*
- **it's (about/high) time**
  e.g. ***It's (about/high) time*** *they* ***did*** *something about it.*

The past perfect is used with:

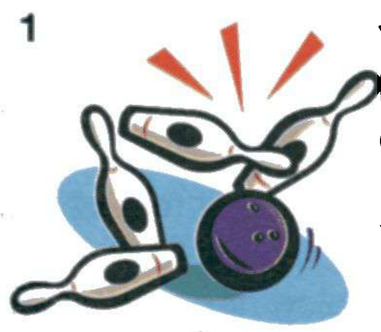
- **Type 3 Conditionals**
  e.g. ***If*** *she* ***had asked*** *me, I would have helped her.*
- **suppose/supposing**
  e.g. ***Suppose/Supposing*** *you* ***had lost*** *your money, what would you have done?*
- **wish/if only**
  e.g. ***I wish/If only*** *I* ***hadn't invited*** *them to my party.*
- **would rather (past)**
  e.g. ***I'd rather*** *you* ***hadn't said*** *anything about it.*
- **as if/as though**
  e.g. He hadn't seen her before, but he acted ***as if/as though*** *he* ***had known*** *her for years.*

Underline the correct tense.

1 It's about time she ***learnt/had learnt*** how to cook.
2 I'd rather you ***didn't touch/had not touched*** my favourite vase. You may break it.
3 If she ***heard/had heard*** the news, she would have called us by now.
4 They would have opened the door if they ***knew/had known*** who was there.
5 It's high time they ***made/had made*** some changes.

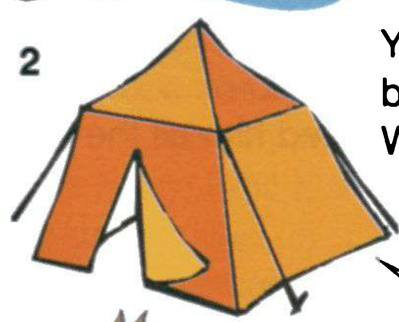
6 I wish I ***saved/had saved*** some money last month.
7 Ben would have taken up sport earlier if he ***realised/had realised*** how much fun it was.
8 Tom speaks to everyone as if he ***knew/had known*** everything.
9 He would rather you ***didn't open/hadn't opened*** the letter. He wanted to do it himself.
10 Suppose you ***met/had met*** him, what would you say to him?
11 If only he ***called/had called*** me last night, we could have gone out.
12 I'd rather Mary ***spent/had spent*** the night with us. It's snowing too heavily for her to drive home.
13 If you ***knew/had known*** what she did yesterday, you would be very surprised.
14 Supposing she ***were seen/had been seen*** leaving early, what would have happened?

Look at the pictures and complete the following sentences.

1


Your friend wants to go skating, but you want to go bowling. What do you say?

I would prefer ...to go bowling....

2


Your friend likes staying in hotels, but you think camping is more fun. What do you say?

I prefer .....
.....

3

Your parents want you to take the dog for a walk. You want your brother to do it. What do you say?

I'd rather .....
.....

4

Your brother has bought a guitar. You want him to stop playing. What do you say?

I'd rather you .....
.....

5

Your friend is very tired. You think she should go to bed. What do you say?

You'd better .....
.....

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 If you don't follow the instructions carefully, you may make a mistake.
unless You may make a mistake **unless you follow** the instructions carefully.
2 If you go near the house, the dog will chase you.
else Don't go near the house **or else the dog will** chase you.
3 I don't think it's a good idea to go to that party.
were If **I were you**, I wouldn't go to that party.
4 I want to go on holiday, but I haven't got enough money.
wish I **wish I had** enough money to go on holiday.
5 Sam wishes he hadn't told Kate about his plans; now everyone knows.
told If Sam **hadn't told** Kate about his plans, no one would know.
6 You shouldn't borrow any more money; you won't be able to pay it back.
better You **had better not borrow** any more money; you won't be able to pay it back.
7 Helen would prefer to become a teacher rather than become a doctor.
rather Helen **would rather become** a teacher than become a doctor.

Complete each sentence with two to five words, including the word in bold.

1 You should ask someone to help you with your project.
better You ...*had better ask*... someone to help you with your project.
2 I don't think it's a good idea to invest all your money in stocks.
were If I ..... invest all my money in stocks.
3 I ate too much ice cream and now I don't feel well.
wish I ..... so much ice cream.
4 Tom wishes he hadn't lied to his parents; now they are angry with him.
lied If Tom ..... to his parents, they wouldn't be angry with him.
5 If you don't start studying, you'll fail your exams.
else Start studying, ... your exams.
6 Tina would prefer to eat out rather than cook.
rather Tina ..... than cook.

UNIT 8
Conditionals - Wishes - Would Rather/Had Better - Unreal Past

26 **Choose the correct answer.**

1 'Suppose you ...B... some money, what would you do with it?' 'I'd probably go on holiday.'
A win **B** won **C** would win

2 'I've got Jim's book. Can you give it to him, please?' 'Well, if I ..... him, I'll give it to him.'
A will see **B** saw **C** see

3 'I have to get up early tomorrow.' 'Then you'd better ..... to bed early tonight.'
A be going **B** to go **C** go

4 'Can I go out tonight, Mum?' 'I'd rather you ..... at home and did your homework.'
A stayed **B** stay **C** will stay

5 'It's high time you ..... a job, Trevor.' 'I know. I've got an interview next week, actually.'
A have got **B** will get **C** got

6 'It's getting cold.' 'We'd better ..... our jackets on.'
A to put **B** putting **C** put

7 'Is Jill coming to the party tonight?' 'Well, if nobody invited her, she ..... to the party.'
A will come **B** won't come **C** is coming

8 'Let's have a party this weekend.' 'I'd rather we ..... it this weekend. I'm busy.'
A didn't have **B** don't have **C** haven't

9 'I've just passed my driving test.' 'Congratulations. I wish I ..... a car.'
A will drive **B** could drive **C** can drive

10 'I've lost my keys again, Dad.' 'If you had put them on the table, you ..... them.'
A wouldn't have lost **B** won't lose **C** didn't lose

11 'I wish I had more money.' 'Then it's about time you ..... spending everything you earn.'
A will stop **B** stopped **C** stop

12 'Suppose you ..... lost, what would you do?' 'I'd go to a police station.'
A got **B** will get **C** would get

13 'I've got a terrible headache.' 'You'd better ..... an aspirin.'
A to take **B** take **C** taking

14 'Let's go to the supermarket tonight.' '..... go tonight. I'm very tired.'
A I'd rather not **B** I'd rather I don't
C I'd rather I didn't

15 '..... Belinda should visit you, please tell her I'll see her tonight.''Okay, I'll do that.'
A Suppose **B** Supposing **C** If

Prepositions

patient **with** sb	terrified **of** sb/sth
keen **on** sth	tired **of** sb/sth
pleased **with** sth	similar **to** sth
kind **to** sb	suspicious **of** sb/sth
responsible **for** sth	mean **to** sb
satisfied **with** sth	hopeless **at** sth

27 **Fill in the gaps with one of the adjectives from the table above and a suitable preposition.**

1 Teachers should be ...patient with... children.
2 Parents are ..... their children.
3 My baby brother is ..... the dark.
4 Roger is very ..... basketball and wants to play for his country one day.
5 The police are ..... the butler. They think he murdered the owner of the club.
6 Diane's car is ..... Elaine's.
7 Martin is always ..... other people. He's always ready to help.
8 She was so ..... her new dress that she put it on immediately.
9 If you are not ..... a product you can return it.
10 Anna was ..... doing her homework.
11 He is ..... maths.
12 The other students were ..... Toby because he was small; they teased him all the time.

Phrasal Verbs

make out:	1) see sth with difficulty (in distance) 2) understand
make up:	1) invent 2) put cosmetics on 3) become friends again after a quarrel
make up one's mind:	decide

28 **Fill in the correct particle.**

1 We often argue, but we always make ...up... quickly.
2 He made ..... a story about having to work late, but I knew he was lying.
3 It was dark and Pete couldn't make ..... the sign.
4 I can't make ..... my mind about which shirt to buy for Chris.
5 When the children were dressed and made ..... for the party, they looked fantastic.

Revision Box

29 Choose the correct answer.

John Fitzgerald Kennedy was born on May 29th, 1917, in Massachussets, USA.

He studied at Harvard University, then **(1)** ...*A*... the US Navy in 1941 where he served until 1945.

John F. Kennedy planned **(2)** ..... a journalist and his older brother, Joe, planned to be a politician, but when Joe **(3)** .... in the war, the family expected John to follow a career in politics instead. He was a successful politician **(4)** ..... he cared about his country and its people.

On September 12th, 1953, John F. Kennedy married Jacqueline Lee Bouvier. They were happy together and had two children. Jackie Kennedy was **(5)** ..... beautiful and glamorous that the whole of America loved her.

John F. Kennedy became the 35th President of the USA in 1960 — the youngest man ever **(6)** ..... . He worked very hard, and **(7)** ..... was very popular at home and abroad.

On Friday, 22nd November, 1963, however, John F. Kennedy was shot and killed **(8)** ..... he and Jackie were travelling through Dallas in an open top car. The people of America will never forget him.

1	A joined	B had joined	C was joining
2	A being	B to be	C be
3	A had been killed	B has been killed	C was killed
4	A because	B although	C so
5	A such	B such a	C so
6	A to elect	B to be elected	C being elected
7	A as a result	B whereas	C however
8	A as	B after	C until

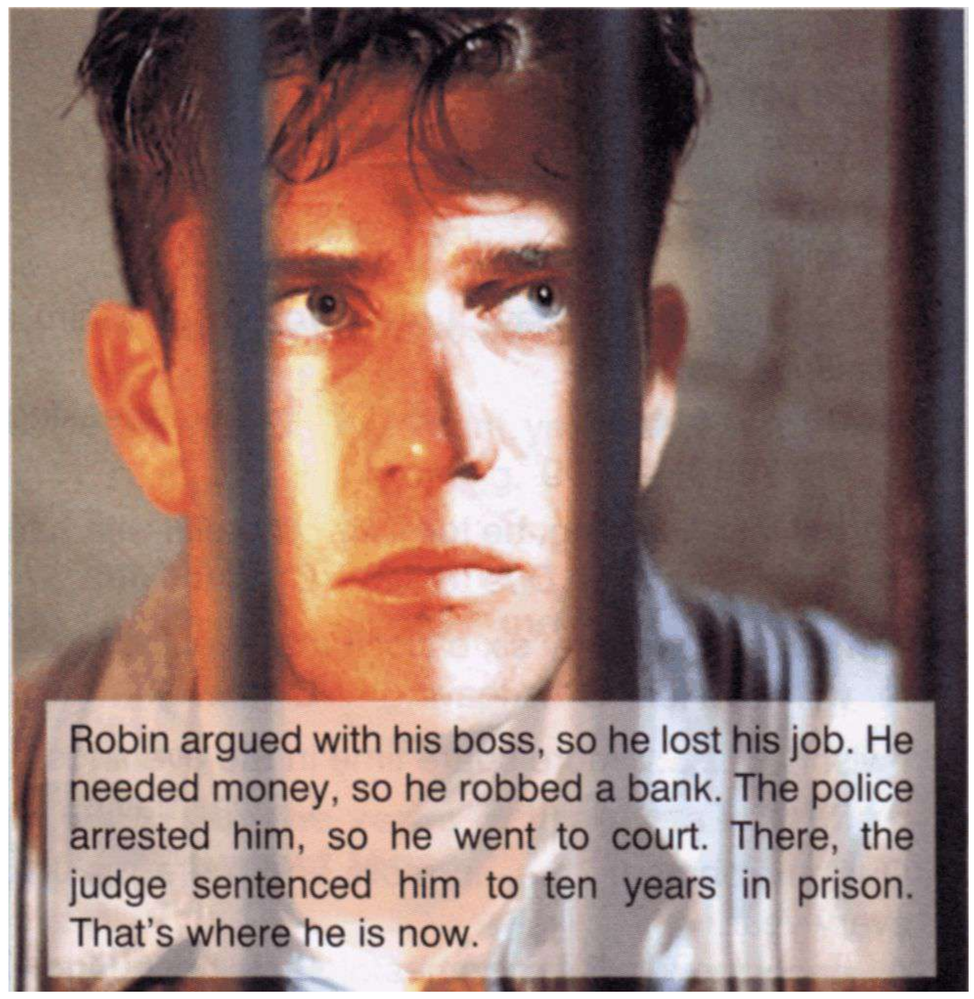
30 Cross out the unnecessary word.

1 She had better to spend the night with us.
2 They had worked on this project last December.
3 Unless you not pay attention, you won't understand.
4 That piece of furniture was been made by a French designer.
5 Despite of the traffic, I got to the office on time.
6 You can to open your presents now if you want.
7 Take some money in case you will get hungry.
8 If you will have a cough, you must take some medicine.

ORAL Activity

Robin Watts was recently put in prison for robbing a bank. He is sorry for his crime now. Read the text below, then make sentences, as in the example.

e.g. S1: If he hadn't argued with his boss, he wouldn't have lost his job.
S2: If he hadn't lost his job, he wouldn't have needed money.
S3: If he hadn't ...



WRITING Activity

Robin has been keeping a diary in prison. Look at the Oral Activity again and complete the entry in the diary below.

Monday, March 1st

Dear Diary,

I'm in prison now and I regret everything that has happened over the past few months. I've made some big mistakes. Now I wish I hadn't argued with my boss. If I hadn't argued with him, I wouldn't have lost my job. If I hadn't lost .....
.....
.....

Revision 2 (Units 1 - 8)

Choose the correct answer.

1 First, we ...B... up the tent, then we lit a camp fire.
A are putting **B** put **C** were putting

2 That exercise is ..... difficult for the children.
A too **B** enough **C** not enough

3 We ..... get up early this morning, so we slept until ten o'clock.
A needn't **B** mustn't **C** didn't need to

4 Gemma Collins ..... superbly in this new production.
A dances **B** is dancing **C** dance

5 If you plant seeds in the ground, they ..... .
A grow **B** are growing **C** grew

6 He asked me what ..... .
A doing **B** do **C** to do

7 ..... to John today? I want you to give him a message for me.
A Do you speak **B** Will you be speaking
C Are you speaking

8 ..... it was raining, he took his umbrella with him.
A Because of **B** Due to **C** Since

9 Tim ..... work by six o'clock this evening.
A will have left **B** is leaving **C** leave

10 I wish I ..... more spare time in the evenings.
A have **B** had **C** was having

11 Our environment ..... more and more polluted every year.
A become **B** becomes **C** is becoming

12 They were bored because they ..... for hours.
A had been waiting **B** are waiting
C have waited

13 If Beth had time, she ..... the tennis club.
A would join **B** is joining **C** will join

14 It is a good idea for everyone to learn how ..... a foreign language.
A speaking **B** to speak **C** speak

15 ..... ill, Jeff didn't go to work yesterday.
A Feeling **B** Feel **C** To feel

16 I ..... this necklace since I was ten years old.
A had **B** am having **C** have had

17 ..... you give me a lift to the supermarket, please?
A Would **B** Should **C** Ought

18 We had ..... started the journey than we got a flat tyre.
A the moment that **B** whenever **C** no sooner

19 Tom was painting the door while Judy ..... the windows.
A was cleaning **B** cleaned **C** is cleaning

20 There isn't ..... to go shopping today. I'll go tomorrow.
A too time **B** enough time **C** time enough

21 Steve ..... work last Sunday. His boss asked him to.
A has to **B** must **C** had to

22 By the time we get home, we ..... for six hours.
A will travel **B** will have been travelling
C are travelling

23 I saw Mr Brown ..... the building at two o'clock.
A leave **B** to leave **C** having left

24 I ..... the children to school today if you want.
A take **B** am taking **C** will take

25 My parents make me ..... to bed early during the week.
A go **B** to go **C** going

26 Who ..... in my desk? Things have been moved!
A look **B** has been looking **C** looks

27 She went to bed without ..... goodnight.
A say **B** to say **C** saying

28 The tree ..... down last week.
A was cut **B** cut **C** cuts

29 Peter got ..... presents that he couldn't fit them into the cupboard.
A such a **B** such a lot of **C** so much

30 Mum ..... the breakfast by the time we woke up.
A has been making **B** made **C** had made

Complete each sentence with two to five words, including the word in bold.

1 I advise you to go back to the shop.
should You ...should go... back to the shop.

2 He turned on the radio. He heard the news.
sooner He had no .... than he heard the news.

3 You can't go out. You have to eat breakfast first.
until You can't ..... have eaten breakfast.

4 It is possible that Jake had lunch early today.
could Jake .... lunch early today.

5 You aren't allowed to talk during the exam.
must You ..... during the exam.

6 They had no sooner arrived at the station than the train came.
hardly They had .... when the train came.

7 She left early. She didn't want to be late.
not She left early ..... be late.

8 Mandy read the newspaper during breakfast.
while Mandy read the newspaper .... breakfast.

9 I took a jacket with me. I thought it might get cold.
case I took a jacket with me .... cold.

10 James will have a shower before he calls Emily.
after James will call Emily .... a shower.

11 Perhaps the children are in the garden.
may The children ..... in the garden.

12 It isn't necessary for you to write the instructions down.
have You .... the instructions down.

Rewrite the sentences in the *passive*.

1 They should have reserved a table last week.
...*A table should have been reserved last week*....

2 They are judging the competition now.
.....

3 Who made these biscuits?
.....

4 They informed Kevin this morning.
.....

5 How often do they water the plants?
.....

6 They will have checked the results by Wednesday.
.....

7 Somebody's broken my favourite plate!
.....

8 Someone had taken the papers from my desk by the time I got back.
.....

Underline the correct preposition.

1 We are very proud ***at/of*** your achievements.
2 John apologised to Jane ***with/for*** shouting at her.
3 Mum is hopeless ***at/to*** knitting.
4 Sam is regarded ***at/as*** the best player in the team.
5 Colin was very upset ***about/for*** losing his job.
6 I wasn't satisfied ***with/about*** my new TV, so I took it back to the shop.
7 We're hoping ***for/of*** good weather for the picnic tomorrow.
8 Tom is clever ***with/at*** Maths.
9 The old lady always smiles ***to/at*** the postman.
10 The cyclist crashed ***to/into*** a tree, but he wasn't hurt.
11 I'm tired ***from/of*** standing. I want to sit down.
12 It was very generous ***to/of*** you to buy her a present.

Fill in the gaps with the correct particle from the list.

up, through, out, for, after

1 When their supplies gave ...*out*... they had to search for food.
2 We looked ..... the address in the directory.
3 I'll go ..... the results this evening, after work.
4 He looked carefully, but he couldn't make ..... the address on the envelope.
5 Those trousers have gone ..... now. You shouldn't wear them any more.
6 He made ..... an excuse to explain his late arrival.
7 Steven has recently given ..... playing football.
8 I looked everywhere ..... my gloves, but I couldn't find them.
9 My grandmother is looking ..... my cousins for my aunt today.
10 They had an argument yesterday, but they made ..... this morning.
11 The fire went ..... before the fire brigade arrived.
12 He looked ..... the book quickly before he bought it.

Put the verbs in brackets into the correct tense.

1 A: I missed a lot of lessons last week.
B: Yes, but if you hadn't been ill, you ...*wouldn't have missed*... (not/miss) them all.

2 A: I wish it ..... (stop) snowing.
B: Oh I don't, I like the snow.

3 A: I've got a very important meeting tomorrow morning.
B: Well, if you don't go to bed early, you .... (be) tired tomorrow.

4 A: Tom broke his leg while he was skiing.
B: Well, if he hadn't been acting childishly, the accident ..... (not/happen).

5 A: I've got a problem.
B: If I ..... (be) you, I would ask someone for advice.

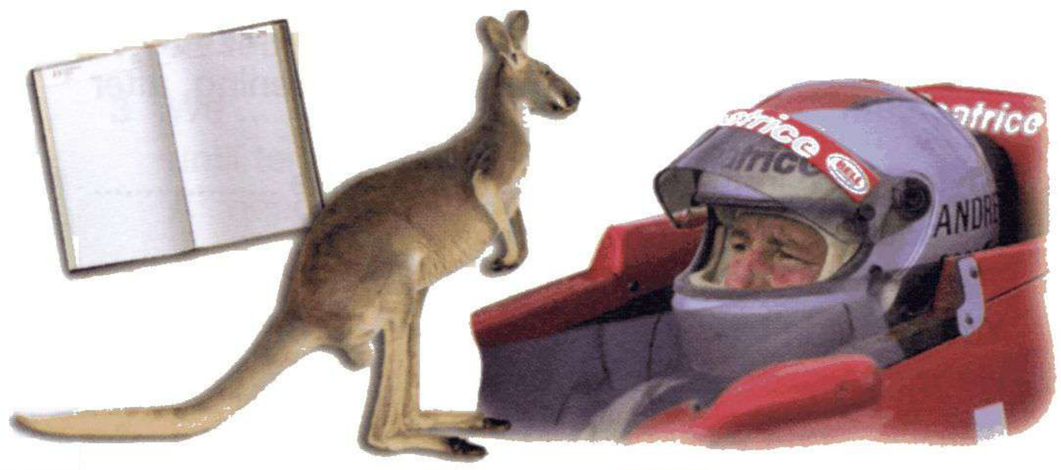
6 A: If only I ..... (have) John's phone number, I'd call him.
B: I've got it. I'll give it to you.

7 A: I wish I ..... (go) on the school trip next week.
B: You can go. It only costs £2.

8 A: If you ..... (need) anything, ask me.
B: Thanks. I will.

UNIT 9
Relatives

Relative Pronouns



*A racing driver is someone **who/that** drives racing cars and **whose** job is very dangerous.*
*A kangaroo is an animal **which/that** lives in Australia.*
*A book is something **which/that** people read.*

Relative pronouns (who(m), which, whose, that) introduce relative clauses. A relative clause tells us which person or thing the speaker means.

e.g. The man who lives in the flat above is an actor.
relative clause
(The relative clause identifies which man the speaker is talking about.)

◆ **We use who/that to refer to people.**

We use which/that to refer to objects or animals.

***Who/Which/That* cannot be omitted if it is the subject of the relative clause; that is, when there is not a noun or subject pronoun between the relative pronoun and the verb.**

a) I know a man. He is a lawyer.
*I know a man **who/that** is a lawyer.*
(The relative pronoun is the subject.)

b) The dog – it ran away – is mine.
*The dog **which/that** ran away is mine.*
(The relative pronoun is the subject.)

***Who/Which/That* can be omitted when it is the object of the relative clause; that is, when there is a noun or subject pronoun between the relative pronoun and the verb. We can use whom instead of *who* when it is the object of the relative clause. *Whom* is not often used in everyday English.**

a) I spoke to a man. I had met him before.
*I spoke to a man (**whom/who/that**) I had met before.*
(The relative pronoun is the object.)

b) That's the book. I read it last summer.
*That's the book (**which/that**) I read last summer.*
(The relative pronoun is the object.)

◆ **We use whose instead of possessive adjectives (my, your, his, etc.) with people, objects and animals in order to show possession.**

a) That's the woman – her house caught fire yesterday.
*That's the woman **whose** house caught fire yesterday.*

b) That's the house – its entrance is guarded.
*That's the house **whose** entrance is guarded.*

◆ **We usually avoid using prepositions before relative pronouns.**

*a) The boat **in which** the oil was transported is owned by an American company. (formal English - unusual structure)*
*b) The safe **which/that** we keep the money **in** is in the basement. (usual structure)*
*c) The safe we keep the money **in** is in the basement. (everyday English)*

◆ **We can use *which* to refer back to a whole clause.**

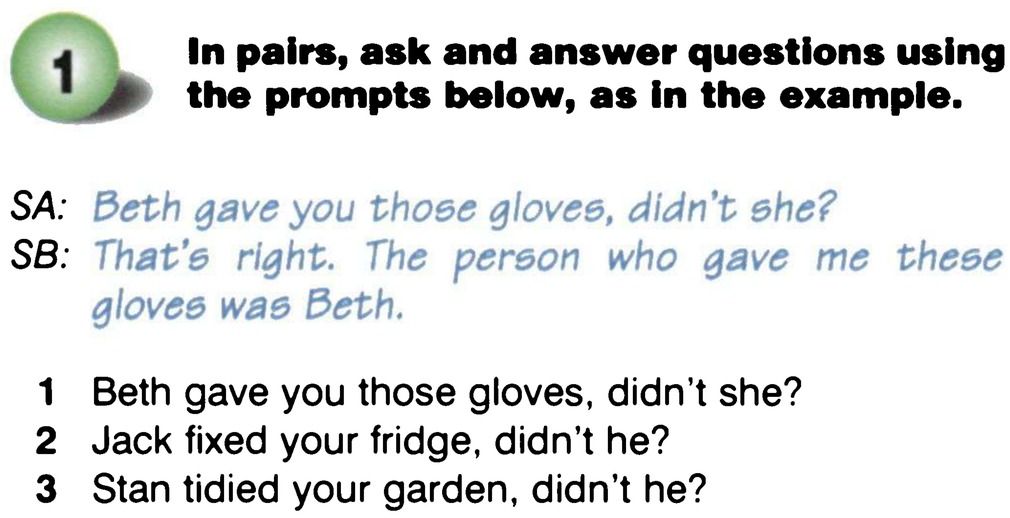
e.g. He lent me some money. This was generous of him.
*He lent me some money, **which** was generous of him. (Which refers to the fact that he lent the speaker some money. That is, it refers back to the whole clause.)*

◆ **A relative pronoun is not used with another pronoun (I, you, me, him, etc.).**

*a) I know a girl **who** works in a library.*
(NOT: I know a girl who ~~she~~ works ...)
b) The people we spoke to are from Italy.
(NOT: The people we spoke to ~~them~~ are from Italy.)

Note: who's = who is or who has
whose = possessive
*e.g. **'Who's (Who is)** on the phone?' 'It's Peter.'*
***'Who's (Who has)** got the keys?' 'Kim.'*
*Jim is the boy **whose** cousin is a doctor.*

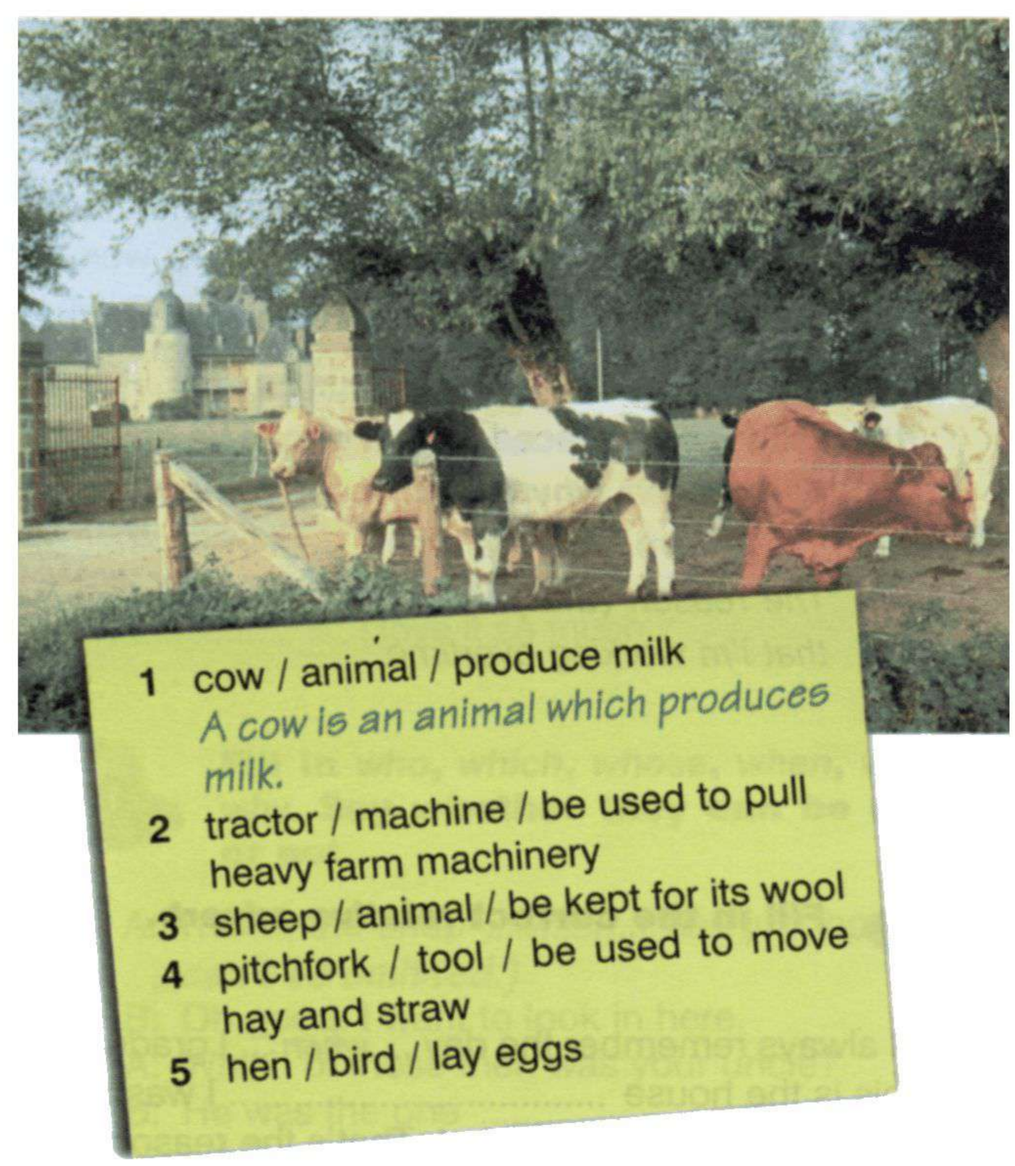
who/that (people)	subject – cannot be omitted
who/whom/that (people)	object – can be omitted
which/that (objects, animals)	subject – cannot be omitted object – can be omitted
whose (people, objects, animals)	possession – cannot be omitted



In pairs, ask and answer questions using the prompts below, as in the example.

SA: *Beth gave you those gloves, didn't she?*
SB: *That's right. The person who gave me these gloves was Beth.*

1 Beth gave you those gloves, didn't she?
2 Jack fixed your fridge, didn't he?
3 Stan tidied your garden, didn't he?
4 Simon bought your bike, didn't he?
5 Ruth decorated your living room, didn't she?
6 Laura did your shopping last week, didn't she?



***Mr Giles is showing his niece around his farm and telling her about the different things and animals.* Make sentences using the prompts below, as in the example.**

1 cow / animal / produce milk
A cow is an animal which produces milk.
2 tractor / machine / be used to pull heavy farm machinery
3 sheep / animal / be kept for its wool
4 pitchfork / tool / be used to move hay and straw
5 hen / bird / lay eggs

***Helen is talking to Jane, a new student, about some of the students in her class.* Make sentences using the prompts below, as in the example.**

e.g. *That's John whose father writes novels.*

1 John's father writes novels.
2 Susan's brother is in a famous pop group.
3 Terry's ambition is to walk on Mars.
4 Claire's exam results were the best in the school.
5 Tom's birthday is tomorrow.

Fill in the gaps with *who*, *which* or *whose*, then answer the questions.

1 What is the name of the woman ...*who*... became the first female Prime Minister of Britain?
A Margaret Thatcher **B** Diana Spencer
2 What is the name of the artist ..... most famous painting is the Mona Lisa?
A Leonardo da Vinci **B** Giotto
3 What is the name of the river ..... flows through London?
A The Tyne **B** The Thames
4 What is the name of the drug ..... was discovered by Alexander Fleming?
A Penicillin **B** Aspirin
5 What is the name of the man ..... was the first to walk on the moon?
A Neil Armstrong **B** Elvis Presley
6 Who was the American president ..... name was given to a New York airport?
A Richard Nixon **B** John F. Kennedy
7 What is the name of the film ..... stars Glenn Close as Cruella De Vil?
A 101 Dalmatians **B** Mary Poppins
8 What is the name of the football team ..... home ground is Old Trafford?
A Manchester City **B** Manchester United
9 What is the name of the Australian animal ..... carries its young in its pouch?
A Kangaroo **B** Elephant
10 What is the name of the actor ..... played Jack in the film 'Titanic'?
A Leonardo DiCaprio **B** Mel Gibson

Fill in the correct *relative pronoun*. If it can be omitted, put it in brackets.

1 Have you spoken to the man ...*who/that*... sent you flowers?
2 Bob is looking at the photographs ...*(which/that)*... he took on holiday.
3 Did you give John back the money ..... you borrowed from him?
4 Is that the couple ..... house was destroyed by fire?
5 Is that the man ..... reads the news on TV?
6 Where is the letter ..... I gave you?
7 When did she buy the car ..... she is driving?
8 This is the necklace ..... I got for my birthday.
9 What is the name of the man ..... I saw you with yesterday?

6 **Complete the pairs of sentences, as in the example.**

1 Joey is talking to a woman. The woman is his aunt.
a) The woman ...*whom/who/that Joey is talking to is his aunt*....
b) The woman ...*Joey is talking to is his aunt*....
2 They took me on a tour. It was very boring.
a) The tour .....
b) The tour .....
3 Emma had lunch with a woman. The woman was her client.
a) The woman .....
b) The woman .....
4 Jenny is looking for a book. The book belongs to her mother.
a) The book .....
b) The book .....
5 Todd is playing with his toy. The toy is very expensive.
a) The toy .....
b) The toy .....
6 Oliver has gone to a meeting. The meeting is very important.
a) The meeting .....
b) The meeting .....
7 Rachel went to the park with a girl. The girl is her best friend.
a) The girl .....
b) The girl .....
8 Lydia is looking at a painting. The painting is very famous.
a) The painting .....
b) The painting .....

7 **Cross out the incorrect *subject* or *object pronoun* in each sentence.**

1 I like the necklace I got ~~it~~ for Christmas.
2 The boots Ann gave them to me are very comfortable.
3 The man who designed our house he is an architect.
4 The nicest city I've visited it is Paris.
5 The car which it is parked outside belongs to me.
6 The children who they are eating the sandwiches are in my class.
7 The man you met him last week is an author.
8 The story she told you it is true.
9 The chocolates which they are in that box came from Belgium.
10 The actress you admire her is only twenty years old.
11 The house they live in it is very big.
12 The girl who she won first prize is from India.

Relative Adverbs

Where, when and why are relative adverbs and introduce relative clauses.

- **Where is used to refer to place, usually after nouns like *place, house, street, town* and *country*.**
  It can be replaced by *which/that + preposition* and, in this case, *which/that* can be omitted.
  *e.g. The street **where** we used to play is very busy now.*
  *The street (**which/that**) we used to play **in** is very busy now.*

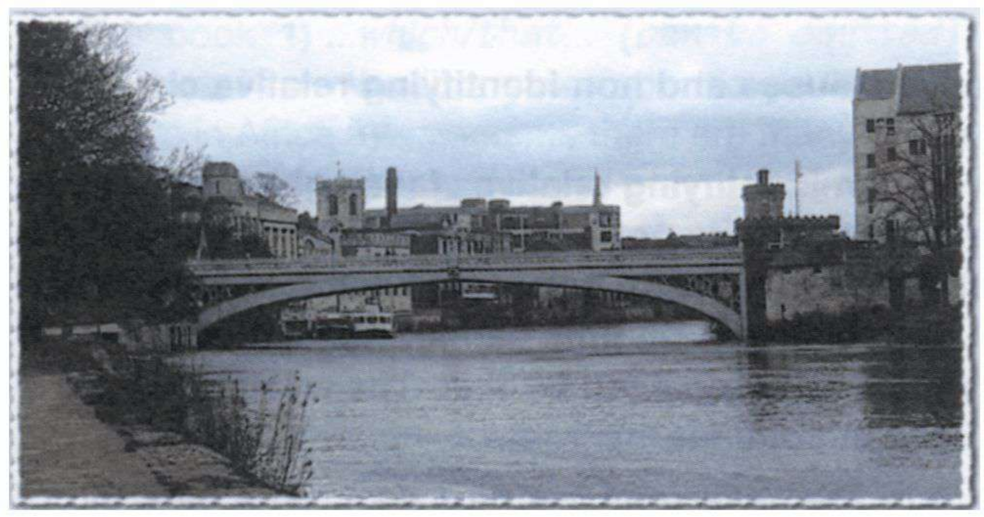
- **When is used to refer to time, usually after nouns like *time, period, moment, day* and *summer*.**
  It can either be replaced by *that* or can be omitted.
  *e.g. I'll never forget the day **when** I first met him.*
  *I'll never forget the day **(that)** I first met him.*

- **Why is used to give reason, usually after the word *reason*.**
  It can either be replaced by *that* or can be omitted.
  *e.g. The reason **why** I can't meet you tonight is that I'm working overtime.*
  *The reason **(that)** I can't meet you tonight is that I'm working overtime.*

8 **Fill in the correct *relative adverb*.**

1 I'll always remember the day ....*when*.... I graduated.
2 This is the house ..... I was born.
3 You lost my favourite jacket. That's the reason ..... I am angry with you.
4 Kate often thinks of the time ..... she met her favourite actor.
5 Is this the shop ..... you bought your new dress?
6 The reason ..... he is happy is that he's just got a new job.
7 That is the place ..... Tim bought his new car.
8 Do you remember the weekend ..... we went camping in the woods?
9 The reason ..... the party was good was that there were lots of people there.

9 Fill in *who, which, whose, where* or *why*.



My favourite place is York, a city in the North East of England, **1)** ...*where*... the rivers Ouse and Foss meet. It is a beautiful city **2)** ..... also has an interesting history.

The city wasn't always called York. In 71AD it was named Eboracum by the Romans **3)** ..... lived there. Then, the city was conquered by the Vikings, **4)** ..... gave it the name Jorvik. Only later did the city become known as York.

Visitors to York can go to the Castle Museum, **5)** ..... an amazing collection of objects is on show, or the National Railway Museum, **6)** ..... is the only national museum outside London.

Famous people **7)** ..... were born in York include Guy Fawkes, **8)** ..... attempt to blow up the Houses of Parliament led to his execution, and Dick Turpin, **9)** ..... was an 18th century highwayman! However, most people **10)** ..... live in York today are kind and friendly, and that's the reason **11)** ..... I love it so much.

10 Fill in *who, which, whose, when, where* or *why*. Say whether they can be omitted or not.

1 A: This is the shop ...*which*... has just opened. *(It can't be omitted.)*
  B: Oh good. I want to look in here.
2 A: Which of those men was your uncle?
  B: He was the one ..... was carrying a briefcase.
3 A: Is this the café ..... you met Sarah?
  B: Yes, this is the one.
4 A: Who was the girl ..... said hello to us?
  B: She's the girl ..... car I bought last week.
5 A: Did you ask Joanne to the party?
  B: Yes. I asked her on the day ..... she phoned.
6 A: It's very cold outside today.
  B: I know. That's the reason ..... I'm wearing my coat.
7 A: What's in that bag?
  B: Just some clothes ..... I'm taking with me.
8 A: Have you seen my glasses?
  B: They're on the table, ... you left them.

11 Join each item from column A to the corresponding one from column B using *which*.

e.g. *1 - g I knew you would be hungry, which is why I bought some sandwiches.*

A	B
1 I knew you would be hungry.	a That is why I'm wearing a jumper.
2 It's very cold today.	b This was very kind of him.
3 They got stuck in a traffic jam.	c That's why the river burst its banks.
4 He gave me a present.	d That's how I knew about the party.
5 I forgot to go to the bank.	e This made them late for work.
6 It rained a lot yesterday.	f It meant I couldn't go shopping.
7 She sent me an invitation.	g That is why I bought some sandwiches.

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 The boy talking to Sarah is my brother, Kevin.
  who The boy **who is talking** to Sarah is my brother, Kevin.
2 The information contained in this booklet is useless.
  which The information **which is contained** in this booklet is useless.
3 He lives in a flat overlooking the park.
  that He lives in a flat **that overlooks** the park.

12 Complete each sentence with two to five words, including the word in bold.

1 The wall surrounding the castle is made of stone.
  that The wall ...*that surrounds*... the castle is made of stone.
2 She comes from a small village located at the foot of the mountain.
  which She comes from a small village .... at the foot of the mountain.
3 The people standing in the queue are all immigrants.
  who The people ..... in the queue are all immigrants.
4 The jewellery displayed in the exhibition belongs to the royal family.
  that The jewellery ..... in the exhibition belongs to the royal family.

Identifying / Non-Identifying Clauses

There are two types of relative clause: identifying relative clauses and non-identifying relative clauses.

- **An identifying relative clause gives necessary information and is essential to the meaning of the main sentence. The relative pronouns can be omitted when they are the object of the relative clause. The relative clause is not put in commas.**

  e.g. People are fined. (Which people? We don't know. The meaning of the sentence is not clear.)
  *People **who/that park illegally** are fined. (Which people? Those who park illegally.)*
  The film was boring. (Which film? We don't know. The meaning of the sentence is not clear.)
  *The film **(which/that) I watched yesterday** was boring. (Which film? The one I watched yesterday.)*

- **A non-identifying relative clause gives extra information and is not essential to the meaning of the main sentence. In non-identifying relative clauses, the relative pronouns cannot be omitted and cannot be replaced by *that*. The relative clause is put in commas.**

  e.g. The Jeffersons live next door. (The meaning of the sentence is clear.)
  *The Jeffersons, **who own a Jaguar**, live next door. (The relative clause gives extra information.)*
  My cat is called Monty. (The meaning of the sentence is clear.)
  *My cat, **which I found on the street**, is called Monty. (The relative clause gives extra information.)*

13 **Fill in the *relative pronoun* or *adverb*. Put commas where necessary. Write I for identifying, NI for non-identifying and say whether the relative can be omitted or not.**

1 The dress ...which/that... she bought was too big. (I, can be omitted)
2 Mrs Stewart ..... was the school's head-mistress for ten years has retired now.
3 This is the kitten ..... I found in my garden.
4 Martin Reeds ..... was born the same year as I was is a distinguished author.
5 Pauline Smith ..... was in my class at school is a very successful lawyer now.
6 The library ..... they knocked down yesterday was in very bad condition.
7 The car ..... I bought last year is a red Ferrari.
8 Have you read the book ..... was written by one of the professors from my university?
9 That's the man ..... dog buried a bone in my vegetable garden.
10 My garden ..... I like very much looks beautiful when all the flowers bloom.
11 I know a girl ..... goes skiing in Switzerland every winter.
12 Jane ..... I don't know very well is very good at her job.
13 The woman ..... we spoke to is called Claire.

14 **Choose the correct answer.**

1 John is a boy ...C... studies hard every day.
A when **B** which **C** who

2 This is the bicycle ..... I used to ride to school on.
A whom **B** whose **C** which

3 I remember the time ..... I fell and broke my arm.
A where **B** when **C** which

4 The reason ..... he is happy is that he has just passed his exams.
A why **B** which **C** when

5 Where's the bread ..... I bought this morning?
A who **B** when **C** that

6 That's the woman ..... best friend is a film star.
A whose **B** who's **C** which

7 Paul is holding the prize ..... he won in the competition.
A where **B** who **C** which

8 The chair ..... she is sitting on is an antique.
A when **B** where **C** which

9 The woman ..... lives in that house is very rich.
A which **B** who **C** where

10 The book ..... I borrowed from the library is very interesting.
A that **B** whose **C** who's

15 **Fill in the gaps with the correct *relative pronoun or adverb* and say whether they can be omitted or not.**

A The book **1)** ...*which/that*... *(can be omitted)* I borrowed from the library was about a girl **2)** ..... works in Africa **3)** ..... there are many people starving. It is a very sad story.

B John is a man **1)** ..... only ambition is to be rich. That's the reason **2)** ..... he works so hard. He doesn't listen to people **3)** ..... tell him to slow down. The day **4)** ..... he becomes a millionaire will be the day **5)** ..... he has a rest.

C Home is the place I like best. I am a person **1)** ..... needs time to myself. The thing **2)** ..... I most like to do is relax in my living room, **3)** ..... I am free from stress and **4)** ..... there are no interruptions.

D The moment **1)** ..... I met Peter is a moment **2)** ..... I will always remember. He is someone **3)** ..... I will always admire for his courage, **4)** ..... has seen him through some difficult times. That's the reason **5)** ..... I liked him straight away and **6)** ..... we became good friends **7)** ..... understand and respect each other.

E Tom likes classical music, unlike Graham, **1)** .... only listens to pop music and **2)** ..... favourite band is the Backstreet Boys. Tom likes music **3)** ..... relaxes him, but Graham goes to nightclubs **4)** ..... he can dance to loud music.

16 **Write the correct *relative pronoun or adverb* in the appropriate place in the sentences below.**

1 The woman *who* ^ opened the door was wearing a uniform.
2 The man mother lives next door won a lot of money last year.
3 This ring, was a present from my husband, is very valuable.
4 My father, is a policeman, really enjoys his job.
5 The house I used to live has been knocked down now.
6 The book was given to me for my birthday is very old.
7 That teacher, is very good at his job, is popular with all his students.
8 Martin, sister has travelled the world, is a very interesting person.
9 The office the boss works is very luxurious.
10 Jane, mother is my hairdresser, is getting married next month.
11 The building is on the corner of the street is falling down.
12 Richmond, I was born, is a very nice place to live.

17 **Fill in the gaps with the correct *relative adverb or pronoun*.**

The Lion King is a film **1)** ...*which*... everyone will enjoy. The story is set in Africa, **2)** ..... there are many wild animals, and the hero of the story is Simba, **3)** ..... father is the king of the lions. Simba's evil uncle Scar, **4)** ..... wants to be king, kills Simba's father and sends Simba away. Years pass, and Simba grows up. One day, he meets a lioness, Nala, **5)** ..... was his childhood friend. She tells him that Scar, the king, is causing problems and that's the reason **6)** ..... she has come to find him and take him back. Simba and his friends form a plan **7)** ..... will put an end to Scar's wickedness. The film has characters **8)** ..... you will love, and the music, **9)** ..... was written by Elton John, is moving and dramatic. Disney, **10)** ..... films have entertained children and adults alike for years, have excelled themselves this time.

18 **Correct the mistakes.**

1 That's the man who's dog I look after in the summer.
2 The reason which I'm tired is that I didn't sleep well last night.
3 Tim is someone which I've known since I was very young.
4 The moment who I realised my mistake I was very embarrassed.
5 The town which Shakespeare was born is called Stratford-upon-Avon.
6 Simon, whose lives near me, is learning to play the guitar.
7 Tom, who party we went to last month, has just bought a speedboat.
8 She's rich. That's she doesn't work.
9 There's the place which Sam's car broke down.
10 That exam, who was very difficult, was written by our teacher.

UNIT 9
Relatives

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 This is Andrew. He is studying medicine at Harvard.
who This is Andrew, **who is studying** medicine at Harvard.

2 That's Bob. His father is an astronaut.
whose That's Bob, **whose father is** an astronaut.

3 That's the hotel we stayed at last summer.
where That's the hotel **where we stayed** last summer.
which That's the hotel **at which we stayed** last summer.
That's the hotel **which we stayed at** last summer.

4 She gave me a lift. That was kind of her.
which She gave me a lift, **which was kind** of her.

5 I read a book. It was called 'The Riverside'.
which The book **which I read** was called 'The Riverside'.
that The book **that I read** was called 'The Riverside'.

Complete each sentence with two to five words, including the word in bold.

1 The man delivered the parcel. He was very friendly.
who The man ...*who delivered the parcel*... was very friendly.

2 She rented a flat. It was on the second floor.
that She rented ..... on the second floor.

3 Applefield is the village he lived in until he was 18.
where Applefield is the village .... until he was 18.

4 This is Erica. Her parents work for Unicef.
whose This is Erica .... work for Unicef.

5 She's afraid of heights. That explains why she has never been on a plane.
which She's afraid of heights, ... she has never been on a plane.

6 Laura babysits for me. She's going on holiday next week.
who Laura, ... for me, is going on holiday next week.

7 This is the café we went to when we were young.
which This is the café .... when we were young.

8 This is the CD player. My parents gave it to me on my sixteenth birthday.
that This is the CD player .... to me on my sixteenth birthday.

Prepositions

blame sb/sth **for** sth	disadvantage **of** sth
put the blame **on** sb/sth	hear **about** sth/sb
deal **with** sth	hear **from** sb
decide **on** sth	hear **of** sb/sth

Fill in the gaps with one of the verbs/nouns from the list in the correct form and a suitable preposition.

1 Policemen have to ...*deal with*... all kinds of problems.
2 He couldn't ..... a name for his new puppy.
3 Claire had never ..... Mel Gibson until she watched 'Ransom'.
4 Don't ..... Paul ..... the accident.
5 It's easy to put the ..... others when something goes wrong.
6 The ..... having a credit card is that it is easy to spend too much money.
7 I ..... Jill yesterday. She is in Norway.
8 Have you ..... the new Disney film? It's meant to be fantastic.

Phrasal Verbs

put down:	write
put forward:	propose
put off:	postpone
put on:	1) dress oneself in 2) increase in (weight)
put out:	extinguish (a fire, cigar, etc.)
put through:	connect by phone
put sb up:	provide a place to stay

Fill in the gaps with the correct phrasal verb.

1 ...*Put down*... all your suggestions on paper and we'll discuss them. (write)
2 It took the firemen three hours to ..... the fire. (extinguish)
3 I ..... my new dress, but it was too big for me. (dressed myself in)
4 Nick will ..... us ..... for the night. (provide a place to stay)
5 Sue looks better now that she's ..... a bit of weight. (has increased in weight)
6 Mike ..... the idea that they should have a Halloween party. (proposed)
7 I phoned the company, but the receptionist said she couldn't ..... me ..... to the director because his line was busy.(connect by phone)
8 We had to .... the wedding until next year. (postpone)

Revision Box

22 **Choose the correct answer.**

1 'I ...C... about your news! Congratulations!'
'Thank you! I'm very happy!'
A hear **B** am hearing **C** heard

2 'Where are you going?'
'I'm going ..... a drive in the countryside.'
A to **B** as **C** for

3 'What shall we do tomorrow?'
'We ..... go to the flower exhibition if you want.'
A mustn't **B** could **C** needn't

4 'If Brian ....., please tell him I'll call later. '
'Alright. I'll tell him.'
A had phoned **B** phoned **C** should phone

5 'Are you working late tonight?'
'I'll stay ..... I finish the report I'm writing.'
A before **B** until **C** by

6 'Oh no! I forgot to pay the electricity bill this morning.'
'Don't worry. I ..... it for you at lunch time.'
A will pay **B** am paying **C** will have paid

7 'Emily plays the piano very well.'
'Yes, she's ..... talented musician that she's won many competitions.'
A so **B** such **C** such a

8 'I went to a Mexican restaurant last week.'
'Really? I ..... Mexican food.'
A am eating **B** haven't been eating
C have never eaten

9 'Did you make dinner last night?'
'No. By the time I got home, Alice ..... it.'
A had already made **B** already made
C has already made

10 'I left my umbrella at your house last night.'
'Did you? I ..... it back for you tomorrow.'
A brought **B** am bringing **C** will bring

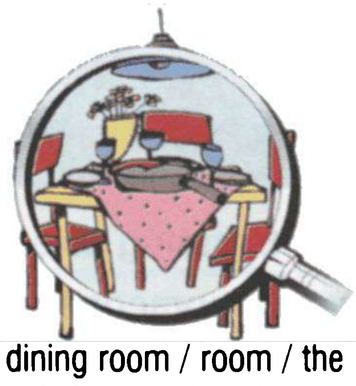
11 '..... I help you with the housework?'
'Yes, please. That would be nice.'
A Did **B** Will **C** Shall

12 'Did you pass the exam?'
'Yes. I got a good grade, ... I didn't study much.'
A even though **B** despite **C** in spite of

ORAL Activity

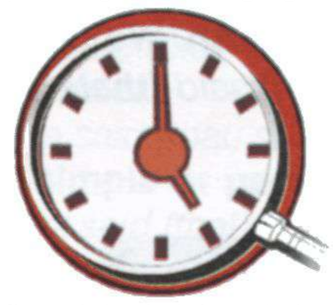
Inspector Sparkes is investigating the theft of a painting from Ralph Carter's home at 9, Seaview Road. He has collected some information about the burglary. Look at the pictures and the prompts below and make sentences using relative pronouns and adverbs, as in the example.

e.g. The dining room was the room where the painting was hanging.

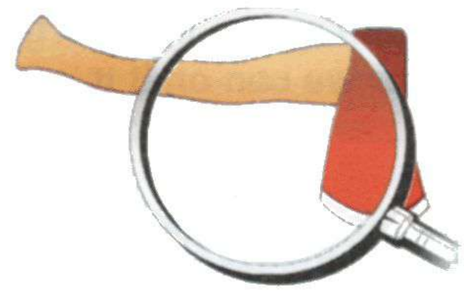


- dining room / room / the painting was hanging

- maid / person / realised the painting was missing



- five o'clock / time / she entered the dining room



- axe / tool / the burglar had used to break in

- the gloves/the burglar had worn/ were found at the scene of the crime

- footprints/the burglar had made were found in the garden

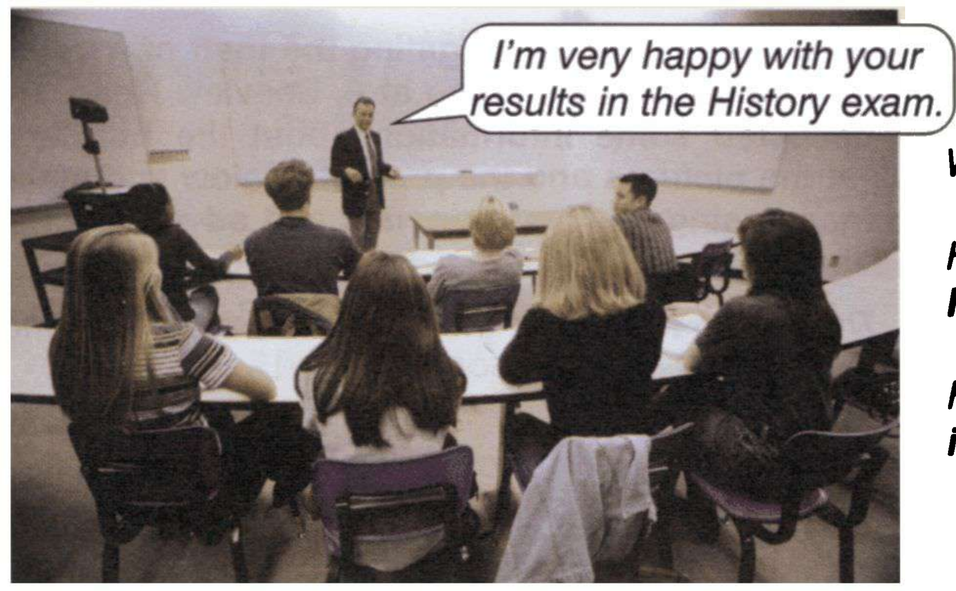
WRITING Activity

Inspector Sparkes has to write a report about the investigation for his boss. Look at the Oral Activity again and use your notes to complete the report below.

To: Detective Superintendent Briggs
From: Inspector Sparkes
Subject: Burglary at 9, Seaview Road

The theft of a valuable painting took place at 9, Seaview Road on Sunday afternoon. The following information has been collected. The dining room was the room where the valuable painting was hanging. .....
.....

UNIT 10
Reported Speech



What did Mr Reed tell his class yesterday?

He said to the class, ***'I'm very happy with your results in the History exam.'***

OR

He told the class (that) ***he was very happy with their results in the History exam.***

- **We can report people's words by using *direct speech* or *reported speech*.**
- **Direct speech is the exact words someone used. We use quotation marks (' ') in direct speech.** *e.g. **'It's nice to be home,'** Tom said.*
- **Reported speech is the exact meaning of what someone said, but not the exact words. We do not use quotation marks in reported speech. We can either use the word that after the introductory verb (*say, tell,* etc.), or we can omit it.** *e.g. Tom said **(that) it was nice to be home.***

Say - Tell

We can use the verbs *say* and *tell* both in direct and reported speech.

- **Tell is always followed by a personal object (told me).**
- **Say is used with or without a personal object. When used with a personal object it is always followed by the preposition to (said to me).**

Study the following examples:

direct speech	reported speech
He **said**, 'I'm Ted.'	He **said (that)** he was Ted.
He **said to me**, 'I'm Ted.'	He **said to me (that)** he was Ted.
He **told me**, 'I'm Ted.'	He **told me (that)** he was Ted. (NOT: ~~He told that he was Ted~~.)

Say and tell are also used with the following expressions:

say	good morning/afternoon, etc., something/nothing, etc., one's prayers, so, a few words
tell	the truth, a lie, a secret, a story, the time, the difference, sb one's name, sb the way, one from another, one's fortune

1 **Fill in the gaps with *say* or *tell* in the correct tense.**

A Katie **(1)** ...*told*... Dave that she had met a set of twins at a party. 'They looked exactly the same,' she **(2)** ..... . 'I couldn't **(3)** ..... the difference between them.' 'I've got a twin brother, too,' **(4)** ..... Dave. 'Are you **(5)** ..... me the truth?' asked Katie. '**(6)** ..... me his name.' 'His name is Stephen,' Dave **(7)** ..... her. 'I'll take you to meet him tomorrow.'

B 'You never listen to me,' Tara **(1)** ..... Jim. 'I **(2)** ..... good morning to you three times today and you didn't answer,' she **(3)** ..... . 'To **(4)** ..... you the truth, it makes me really angry. Why don't you listen to me?' 'Oh, hello Tara,' said Jim. 'Did you just **(5)** ..... something?'

C 'Claire **(1)** ..... me that she and John are getting married,' **(2)** ..... Sue. 'She **(3)** ..... that they're going to have a big wedding with lots of guests.' 'That will be expensive,' **(4)** ..... Tom. 'I thought John **(5)** ..... that they couldn't afford a big wedding.' 'Well that's what Claire **(6)** ..... me,' **(7)** ..... Sue. 'I don't think she would **(8)** ..... a lie.'

Reported Statements

- **In reported speech personal pronouns, possessive adjectives/possessive pronouns change according to the meaning of the sentence.**
  *e.g. Sam said, 'I'm leaving for Germany with **my** family tomorrow.'*
  *Sam said (that) **he** was leaving for Germany with **his** family the following day.*
  We can report someone's words either a long time after they were said (out-of-date-reporting) or a short time after they were said (up-to-date-reporting).

out-of-date reporting

We usually report someone's words a long time after they were said. In this case the introductory verb is in the past simple and the tenses change as follows:

direct speech	reported speech
present simple *'I want to go to bed early,' he said.*	**past simple** *He said (that) he wanted to go to bed early.*
present continuous *'She's feeding the baby,' he said.*	**past continuous** *He said (that) she was feeding the baby.*
present perfect *'I've bought a new dress,' she said.*	**past perfect** *She said (that) she had bought a new dress.*
past simple *'I finished work early,' Alex said.*	**past simple or past perfect** *Alex said (that) he (had) finished work early.*
past continuous *'I was planning to call you later,' she said.*	**past continuous or past perfect continuous** *She said (that) she was planning/had been planning to call me later.*
future (will) *'I'll talk to you tomorrow,' she said.*	**conditional (would)** *She said (that) she would talk to me the next day.*

- **The past perfect and past perfect continuous remain the same.**
  direct speech: *'The film **had finished** by the time I got home,' he said.*
  reported speech: *He said (that) the film **had finished** by the time he got home.*

- **Certain words and time expressions change according to the meaning of the sentence as follows:**

now ‣ **then, at that time, immediately**	last week ‣ **the week before, the previous week**
today, tonight ‣ **that day, that night**	next week ‣ **the week after, the following week**
yesterday ‣ **the day before, the previous day**	two days ago ‣ **two days before**
tomorrow ‣ **the next day, the following day**	here ‣ **there**
this week ‣ **that week**	come ‣ **go**

- **When *this/these* are used in time expressions, they change to that/those.**
  e.g. ***this week*** ‣ ***that week, these days*** ‣ ***those days***

- **When *this/that/these/those* are not used in time expressions, they change as follows:**
  a) as adjectives, that is, when they are followed by a noun, they change to the.
  *e.g. '**This cake** is delicious,' Pam told me.* ‣ *Pam told me (that) **the cake** was delicious.*
  b) as pronouns, that is, when they are not followed by a noun, they change to it or they/them.
  *e.g. a) '**This** is a brilliant idea,' Debbie said.* ‣ *Debbie said (that) **it** was a brilliant idea.*
  *b) He said, '**Those** are the men who helped me.'* ‣ *He said (that) **they** were the men who (had) helped him.*

UNIT 10
Reported Speech

up-to-date reporting

When we report someone's words a short time after they were said, the tenses can either change or remain the same in reported speech.

direct speech: *'I'**m seeing** the manager tomorrow,' Jack said to us.*
reported speech: *Jack told us (that) he **is seeing**/**was seeing** the manager tomorrow.*

- **Certain modal verbs change in reported speech as follows:**

will/shall	→	would	can	→	could/would be able to (future reference)
may	→	might	must	→	must/had to (obligation)
can	→	could	shall	→	should (asking for advice)

- ***Would, could, might, should, ought, had better* and *mustn't* do not change in reported speech. *Must* does not change in reported speech when it expresses a logical assumption.**

direct speech	reported speech
He said, 'I'll have some tea.'	He said (that) he **would** have some tea.
He said, 'She **can** type fast.'	He said (that) she **could** type fast.
He said, 'I **can** talk to you tomorrow.'	He said (that) he **could/would be able to** talk to me the next day. (it refers to the future)
He said, 'They **may** come home.'	He said (that) they **might** come home.
He said, 'What **shall** I tell her?'	He asked what he **should** tell her.
He said, 'You **must** stay in.'	He said (that) I **must/had to** stay in.
He said, 'She **must** be exhausted.'	He said (that) she **must** be exhausted.

- **In Type 1 conditionals tenses change in reported speech as follows: the *present simple* becomes *past simple* in the if-clause and *will* becomes *would* in the main clause.**

direct speech: *'If I **have** the time, I'**ll come round**,' Lisa said.*
reported speech: *Lisa said (that) if she **had** the time, she **would come** round.*

- **Type 2 and Type 3 conditionals do not change in reported speech.**

direct speech: *'If she **knew**, she **would help** us,' Tony said.*
reported speech: *Tony said (that) if she **knew**, she **would help** us.*

- **The verb tenses and time expressions change in reported speech:**

a) when reporting someone's words a long time after they were said (out-of-date reporting).
b) when we consider what the speaker says to be untrue.

direct speech: *'I **like** Shakespeare's plays a lot,' he said to us.*
reported speech: *He told us (that) he **liked** Shakespeare's plays a lot, but he didn't know the name of any.*

- **The verb tenses can either change or remain the same in reported speech:**

a) when reporting someone's words a short time after they were said (up-to-date reporting).
b) when reporting a general truth or law of nature.

direct speech: *'The sun **sets** in the west,' the teacher said.*
reported speech: *The teacher said (that) the sun **sets**/**set** in the west.*

- **The verb tenses remain the same in reported speech:**

When the introductory verb is in the present, future or present perfect.

direct speech: *The singer **says**, 'I **enjoy** cycling.'*
reported speech: *The singer **says** (that) she **enjoys** cycling.*

Fill in the gaps with the correct *pronoun or possessive adjective.*

1 James said, 'My boss wants me to go to London tomorrow.'
James said ...*his*... boss wanted ..... to go to London the following day.
2 Mary said, 'I'm waiting for my son to come out of school.'
Mary said that ..... was waiting for ..... son to come out of school.
3 George said, 'I've bought a new car for my mum.'
George said ..... had bought a new car for ..... mum.
4 Julie said to me, 'I need you to help me with the shopping.'
Julie told me that ..... needed ..... to help ..... with the shopping.
5 John said, 'I'd like to take you out to dinner.'
John said .....'d like to take ..... out to dinner.
6 Helen said to Jane, 'I think your new haircut is lovely.'
Helen told Jane that ..... thought ..... new haircut was lovely.

Turn the following sentences into *reported speech.*

1 Robin said, 'These biscuits taste delicious.'
...Robin said (that) the biscuits tasted delicious....
2 'I can't see you this afternoon because I've got a lot to do,' Ann told me.
.....
3 She came into the room holding some letters in her hand and said, 'I found these while I was tidying the desk drawers.'
.....
4 Fiona said, 'That picture was painted by my great-grandfather.'
.....
5 'Those were good times for my family,' Jack said.
.....
6 'I received a parcel this morning, but I haven't opened it yet,' Tom said.
.....
7 'You mustn't do that again,' Mum said to Bob.
.....
8 'These shoes are worn out. You'd better throw them away,' Mum said to me.
.....

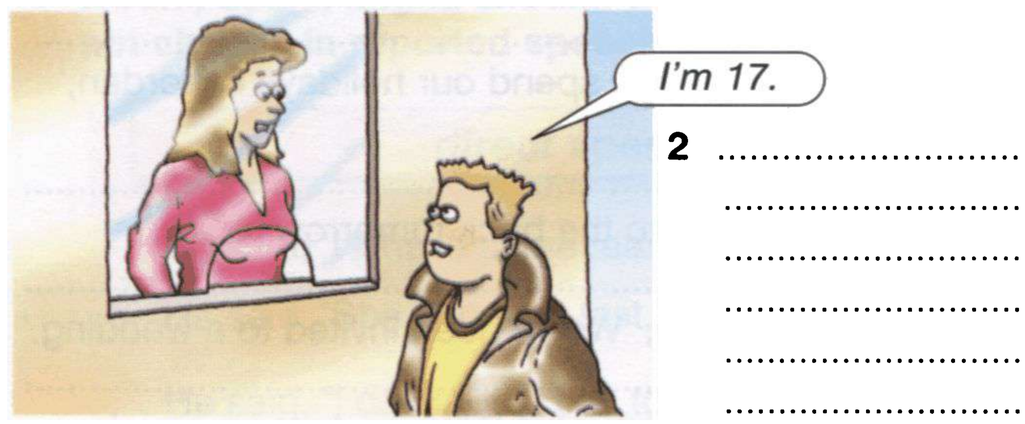
Turn the following sentences into *reported speech.*

1 He said, 'I'm going to the station.'
...He said (that) he was going to the station....
2 Tina said, 'You should exercise regularly.'
.....
3 They said, 'We had booked the room before we left.'
.....
4 Tom said, 'This meal is delicious.'
.....
5 'I've written you a letter,' she said to her friend.
.....
6 'We've decided to spend our holidays in Jordan,' they told us.
.....
7 Jill said, 'I'll go to the bank tomorrow.'
.....
8 She said to him, 'We've been invited to a wedding.'
.....
9 She told me, 'You must leave early tomorrow.'
.....
10 'They've gone out for the evening,' Jessie said to me.
.....
11 They said, 'We may visit Joe tonight.'
.....
12 She said, 'I can meet you on Tuesday.'
.....
13 Keith said, 'There is a letter for you on the table.'
.....
14 'We won't be visiting Tom this evening,' Sam told us.
.....
15 Eric said, 'They had been talking on the phone for an hour before I interrupted them.'
.....
16 'I haven't spoken to Mary since last week,' Gloria said.
.....
17 'They delivered the letters this morning,' she said.
.....
18 He said, 'I'd like to buy this jumper.'
.....
19 'They aren't going on holiday this year,' he said.
.....
20 Jane said, 'I haven't finished my homework yet.'
.....
21 'I'm going to bed early tonight,' Caroline said.
.....
22 'My mother is coming to visit us,' I said.
.....
23 'We don't want to watch a film tonight,' the children said.
.....
24 'He's playing in the garden now,' his mother said.
.....
25 She said, 'You must do your homework now.'
.....

UNIT 10
Reported Speech

Look at the pictures and make sentences, as in the example.

1 *He said (that) he couldn't meet her because he was very busy.*



2 .....
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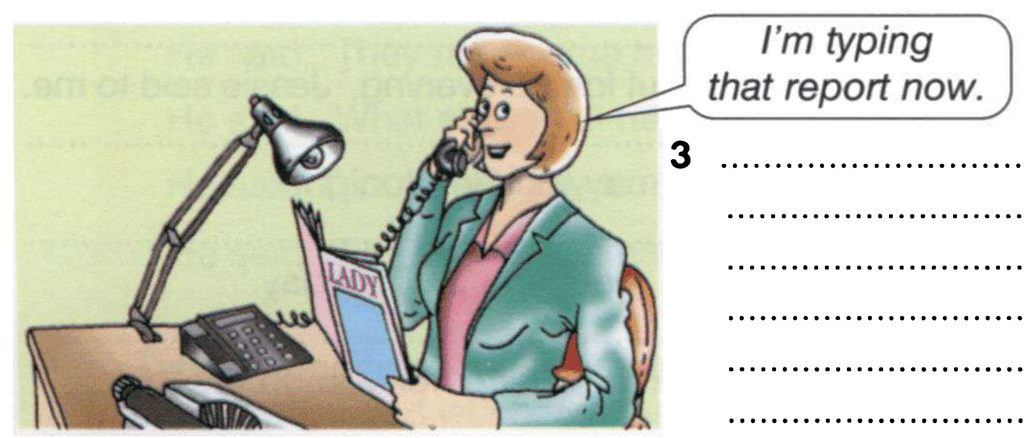

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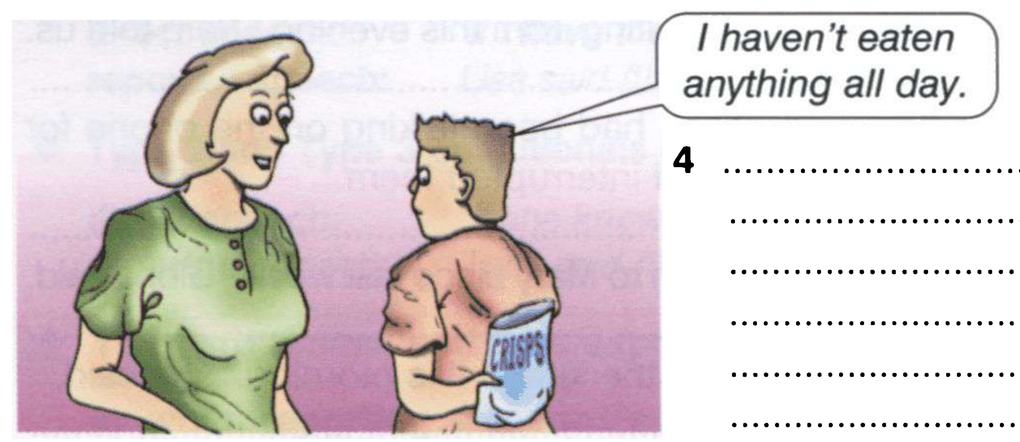


4 .....
.....
.....
.....
.....
.....

Turn the sentences into *reported speech*. In which of the following sentences do the tenses not change? In which do they not have to be changed? Why?

1 The article says, 'The artist only uses oil paints.'
...The article says (that) the artist only uses oil paints....
...The tenses do not change because the introductory verb is in the present simple. ...

2 'They are working hard today,' he said.
.....

3 'I've done the things you asked me to do,' Mary said.
.....

4 'The sun rises in the east,' she said.
.....

5 'He broke the window,' they said.
.....

6 'We've never been on holiday abroad,' they said.
.....

7 Mum says, 'Dinner is ready.'
.....

8 'I'll start cooking at six o'clock,' she said.
.....

9 'We went to the supermarket yesterday,' he said.
.....

10 Mrs Jones says, 'My daughter is going to have a baby.'
.....

11 'You're never going to get a job,' Dad always says.
.....

12 'Fish live in water,' he said.
.....

13 'We went to the beach last weekend,' they said.
.....

14 'He showed me his photographs,' she said.
.....

15 'I'm working on my project now,' Billy said.
.....

Turn the following sentences into *reported speech.*

1 'Seaweed grows in the sea,' the teacher said to the students.
...The teacher said to the students/told the students (that) seaweed grows/grew in the sea....

2 'I saw Amanda at the cinema,' she said. (up-to-date reporting)
.....

3 'They don't live here any more,' he said to me. (out-of-date reporting)
.....

4 'Canada is a large country,' he said.
.....

5 'The Statue of Liberty is in America,' she said to us.
.....

6 'I'll help you with your homework,' he said. (out-of-date reporting)
.....

7 'I would go on holiday if I had enough money,' Bill said. (up-to-date reporting)
.....

8 'If I'm free, I'll call you,' Tom said. (up-to-date reporting)
.....

9 'You should make a decision,' he said to us.
.....

10 'You can ask John for advice,' she said. (up-to-date reporting)
.....

Reported Questions

Yesterday, Eric had a job interview.
The manager ***asked*** *Eric* ***if/whether he had had any experience****.*
He also asked him ***why he wanted the job****.*

- **Reported questions are usually introduced with the verbs ask, inquire, wonder or the expression want to know.**
- **When the direct question begins with a question word (*who, where, how old, how long, when, why, what*, etc.), the reported question is introduced with the same question word.**
  *e.g. '**What** do you want to know?' she asked me.*
  *She asked me **what** I wanted to know.*
- **When the direct question begins with an auxiliary (*is, do, have*) or a modal verb (*can, may*, etc.), then the reported question begins with if or whether.**
  *e.g. '**Have** you seen this man before?' he asked me.*
  *He asked me **if/whether** I had seen the man before.*
- **In reported questions, the verb is in the affirmative. The question mark and words/expressions such as *please, well, oh*, etc. are omitted. The verb tenses, pronouns and time expressions change as in statements.**
  e.g. 'Can you hold the door for me, please?' the man asked me.
  *The man asked me **if/whether I could hold** the door for him.*
  *'Where **are you going**?' Sam asked her.*
  *Sam asked her **where she was going**.*
  (NOT: ~~Sam asked her where was she going.~~)

8 **Turn the following into *reported questions*.**

1 'Where do you live?' I asked her.
...*I asked her where she lived*....
2 'How old will you be on your next birthday?' he asked me.
.....
3 'Where is your umbrella?' she asked her daughter.
.....
4 'Do you like playing football?' John asked us.
.....
5 The boss asked, 'What time are you going home today?'
.....
6 'Will you take the children to school today?' he asked.
.....
7 'Who called you today?' she asked.
.....
8 'When will you decorate the kitchen?' Martha asked.
.....
9 'Who broke my vase?' I asked.
.....
10 Father asked, 'Will you help me lift these boxes, please?'
.....
11 'Can you speak a foreign language?' she asked her.
.....
12 'Where is the tourist information centre?' we asked.
.....

9 ***Yesterday, Marion met a couple who were on holiday in London. They were looking at a map. She asked them some questions.* Turn them into *reported questions*.**

1 'Are you lost?'
...*Marion asked them if/whether they were lost*....
2 'Can you speak English?'
.....
3 'Where are you from?'
.....
4 'Is your hotel near here?'
.....
5 'Where do you want to go?'
.....
6 'Were you looking for Big Ben?'
.....
7 'Have you been to the British Museum?'
.....
8 'Have you visited Buckingham Palace?'
.....
9 'Do you like London?'
.....

UNIT 10
Reported Speech

Reported Commands/ Requests/Suggestions

*Keith **suggested flying** the kite.*
*He **told Paul to pull** the strings harder.*
*He **asked Paul to unroll** more string.*
*He also **told him not to let go** of the kite.*

- **To report commands or instructions in reported speech, we use the introductory verbs order or tell + sb + (not) to-infinitive.**
  e.g. 'Put the gun down!' he said to him.
  *He **ordered him to put** the gun down.*
  'Don't look down!' he said to us.
  *He **told us not to look** down.*
  'Put the shopping in the kitchen,' she said to her.
  *She **told her to put** the shopping in the kitchen.*

- **To report requests, we use the introductory verbs ask or beg + sb + (not) to-infinitive. The direct sentence usually contains the word 'please'.**
  e.g. 'Help me, please,' Jean said to Tom.
  *Jean **asked Tom to help** her.*
  'Please, please don't call the police,' he said to Colin.
  *He **begged Colin not to call** the police.*

- **To report suggestions, we use the introductory verb suggest + -ing form/that sb (should) + bare infinitive.**
  e.g. 'Let's go outside,' I said to them.
  'We can/could go outside,' I said to them.
  'Shall we go outside?' I said to them.
  'How about going outside?' I said to them.
  ↓
  *I **suggested going/that we (should) go** outside.*

10 **Fill in the gaps with the introductory verbs in the list in the correct form.**

order, tell, ask, beg, suggest

1 'Please visit me in hospital,' Joan said to Colin.
Joan ...*asked*... Colin to visit her in hospital.
2 'Let's eat out this evening,' Paul said to her.
Paul ..... eating out that evening.
3 'Please, please be careful,' she said to him.
She ..... him to be careful.
4 'Don't go near the fire,' Dad said to us.
Dad ..... us not to go near the fire.
5 'Be quiet!' the commander said to the troops.
The commander ..... the troops to be quiet.

11 **Turn the following sentences into *reported speech*.**

1 'Let's try the exercise again.'
...The ballet teacher suggested trying the exercise again....
2 'Lift your leg higher please, Rachel.'
.....
.....
3 'Turn your head a little more.'
.....
.....
4 'Don't lean back.'
.....
.....

12 **Turn the following sentences into *reported speech*.**

1 The doctor said to the patient, 'Come back to see me again next week.'
...The doctor told the patient to go back and see him again the following week/the week after. .....
2 The guard said to the driver, 'Stop!'
.....
3 He said, 'Shall we go for a walk?'
.....
4 She said to him, 'Please, please don't leave me!'
.....
5 Jenny said to Dave, 'Please help me with this.'
.....
6 She said to him, 'Open the window, please.'
.....
7 Mother said, 'How about going for a drive?'
.....
8 She said, 'Let's eat now.'
.....

Introductory Verbs

introductory verb	direct speech	reported speech
agree + to-inf	'Yes, I'll give you a lift.'	She **agreed to give** me a lift.
offer	'Shall I carry the boxes?'	He **offered to carry** the boxes.
promise	'I promise I'll help you.'	He **promised to help** me.
refuse	'No, I won't buy you a car.'	She **refused to buy** me a car.
* threaten	'Stop talking or I'll send you out.'	He **threatened to send** me out if I didn't stop talking.
* advise + sb + to-inf	'You should see a doctor.'	He **advised** me **to see** a doctor.
ask	'Could you do something for me?'	She **asked** me **to do** something for her.
beg	'Please, please call the police.'	She **begged** me **to call** the police.
command	'Drop your weapons!'	He **commanded** them **to drop** their weapons.
invite	'Will you come to my party?'	She **invited** me **to** (**go** to) her party.
order	'Get out of the house!'	She **ordered** me **to get** out of the house.
* remind	'Don't forget to write to Paul.'	She **reminded** me **to write** to Paul.
* warn	'Don't go near the oven.'	She **warned** me **not to go** near the oven.
* admit (to) + gerund	'Yes, I stole the plans.'	He **admitted (to) stealing/having stolen** the plans.
accuse sb of	'You lied to me.'	She **accused me of lying/having lied** to her.
apologise for	'I'm sorry I shouted at you.'	He **apologised for shouting/having shouted** at me.
* boast about/of	'I'm the cleverest of all.'	He **boasted of/about being** the cleverest of all.
complain to sb of	'I have a headache.'	She **complained to me of having** a headache.
deny	'I didn't take your bag.'	He **denied taking/having taken** my bag.
* insist on	'You must do your work.'	She **insisted on** me/my **doing** my work.
suggest	'Let's visit Jane.'	She **suggested visiting** Jane.
complain + that	'You're always late.'	She **complained that** I was always late.
deny	'I didn't take the money.'	She **denied that** she had taken the money.
explain	'It's a difficult situation.'	He **explained that** it was a difficult situation.
exclaim/remark	'What a beautiful baby he is!'	She **exclaimed/remarked that** he was a beautiful baby.
promise	'I promise I'll call you.'	She **promised that** she would call me.
suggest	'You'd better go home.'	He **suggested that** I (should) go home.

* **Note:** ***admit, advise, boast, insist, threaten, warn, remind*** **can also be followed by a that-clause in reported speech.**

Fill in the gaps with one of the introductory verbs from the list below in the past simple.

agree, invite, warn, accuse, boast, complain, insist, explain, exclaim, remind, suggest, promise

1 'Will you come to the ball?' he said to her.
He ...*invited*... her to go to the ball.
2 'I'm the best student in the school,' he said.
He ..... about being the best student in the school.
3 'Yes, I'll lend you some money,' he said to Jane.
He ..... to lend Jane some money.
4 'What a beautiful dress she is wearing!' he said.
He ..... that she was wearing a beautiful dress.
5 'He never buys me flowers,' she said.
She ..... that he never bought her flowers.
6 'Let's go for a picnic,' he said.
He ..... going for a picnic.
7 'You stole the money,' Tom said to Jim.
Tom ..... Jim of stealing the money.
8 'Don't forget to hang out the washing,' she said to me.
She ..... me to hang out the washing.
9 'I promise I'll write to you,' she said to him.
She ..... to write to him.
10 'You must finish the report,' she said to him.
She ..... on him finishing the report.
11 'Don't touch the wet paint,' Dad said to us.
Dad ..... us not to touch the wet paint.
12 'There's nothing else I can do,' he said.
He ..... that there was nothing else he could do.

UNIT 10
Reported Speech

14 **First, choose an appropriate introductory verb, then report the sentences.**

1 'Please, please don't go.'
...*beg*...
She ...*begged me not to go.* .....
2 'Yes, I'll do the shopping.'
.....
Paul .....
3 'Everyone sit down!'
.....
The teacher .....
4 'Could I borrow your pen?'
.....
She .....
5 'It was me who made the mistake.'
.....
Mary .....
6 'You should speak to the manager.'
.....
Jill .....
7 'No, I won't type the letter for you.'
.....
Bob .....
8 'I promise I'll take you home.'
.....
Jack .....
9 'Fire at the enemy!'
.....
The sergeant .....
10 'I'll send you to your room if you're naughty.'
.....
Mum .....
11 'No, I didn't call you.'
.....
Kim .....
12 'Let's go for a walk.'
.....
Tom .....
13 'I'm sorry I broke your glasses.'
.....
Ted .....
14 'Don't forget to pay the bills.'
.....
Sam .....
15 'Don't go near the river.'
.....
Dad .....
16 'You broke the window.'
.....
Peter .....
17 'Children, be quiet!'
.....
Miss Black .....

Reporting a Dialogue

In dialogues we use a mixture of statements, questions, commands, requests, etc. In reported speech we use: and, as, adding that, and (he/she) added that, because, but, since, and then (he/she) went on to say (that), while, then, etc. to link the sentences in a dialogue. We can also use introductory verbs in the present participle form (*offering, begging, explaining,* etc.). Words or exclamations such as Oh, Oh dear, Well, etc., are omitted in reported speech.

a *'Oh, this is a delicious cake!' he said. 'Who made it?'*
He exclaimed/remarked that it was a delicious cake ***and*** *asked who had made it.*

b *He picked up the heavy bag and said, 'Can I carry it for you?'*
He picked up the heavy bag, ***offering*** *to carry it for me.*

c *Jill: Oh! I love your dress. Is it new?*
Ann: Well, actually it is.
Jill: Where did you buy it? I've been looking for one like that for ages!
Jill exclaimed that she loved Ann's dress ***and*** *asked her if it was new. Ann replied that it was. Jill wanted to know where Ann had bought it,* ***explaining*** *that she had been looking for one like it for ages.*

15 **Turn the following sentences into *reported speech*.**

1 'Don't be late tonight,' said Dad. 'You have to get up early tomorrow'.
...*Dad asked us not to be late, explaining that we had to get up early the following day*...
2 'Let's go out tonight,' he said. 'We haven't been out for ages.'
.....
3 'I'm exhausted,' he said. 'I've been working hard all week.'
.....
4 'You're late,' she said to Tom. 'I was about to go home.'
.....
5 'Are you busy?' he asked me. 'I need to talk to you.'
.....

6 'Have you had your hair cut?' he asked Jessie. 'It looks great.'
.....

7 'I'm bored,' Peter said. 'This film is terrible.'
.....

8 'I'm going shopping,' Linda said. 'I'll be back in an hour.'
.....

9 'Bill wants to talk to you,' Tina said to the boss. 'He's waiting outside.'
.....

10 'Are you ready?' Mother said to the children. 'It's time to go.'
.....

11 'I'm going to bed,' Emma said. 'I'm tired.'
.....

12 'Wait for me,' I said. 'I'm coming with you.'
.....

13 'Open the window,' he said. 'It's hot in here.'
.....

14 'Go away,' she said to them. 'I want to be alone.'
.....

15 'What time is it?' Bob asked. 'My watch has stopped.'
.....

16 'Are you leaving now?' Sam said. 'I'll give you a lift.'
.....

17 'I'm sorry I'm late. I lost my way,' she said to us.
.....

18 'Who's there?' she asked. 'Come in.'
.....

19 'Did you miss the bus?' he said. 'You're late.'
.....

20 'Have you got an umbrella?' Liz asked. 'It's raining.'
.....

21 Ben: I've joined a gym. I want to get fit.
Tom: Which gym have you joined?
Ben: The Star Gym. It's close to my house.
.....
.....
.....

22 George: Tim isn't here. He's playing football.
John: Where is he playing?
George: At the school. I'm going there now.
.....
.....
.....

23 Eric: Are you busy? I need some help.
Sonia: What's wrong?
Eric: There's a problem with my computer. I can't get it to work.
.....
.....
.....

Punctuation in Direct Speech

- **We put the speaker's words in quotation marks and we capitalise the first word of the direct speech.** *e.g. 'He isn't at home.'*
- **We mention the speaker before or after the direct speech. When the speaker is mentioned *before* the direct speech, we put the comma outside the quotation marks. When the speaker is mentioned *after* the direct speech, we put the comma inside the quotation marks.**
  e.g. ***She said,*** *'He isn't at home.'*
  OR: *'He isn't at home,'* ***she said.***
- **If the direct speech is a question and the person being spoken to comes after it, we put a question mark and not a comma.**
  e.g. 'Do you know him?' she asked me.
  OR: *She asked me, 'Do you know him?'*

16 **Punctuate the following, making any other necessary changes.**

1 shall we meet again next Thursday Roger asked
...'Shall we meet again next Thursday?' Roger asked....

2 Jack said don't touch the wire
.....

3 where have you been Tina asked
.....

4 basketball is my favourite sport Sam said to me
.....

5 Rita told me I have no time to spare
.....

6 did you phone your uncle Mother asked
.....

7 Sandra said I don't want to stay here any longer
.....

8 the children are in the garden Dorothy said
.....

9 why did you do that Bob asked
.....

10 Linda said close the window please
.....

11 Paul said I don't like horror films
.....

12 they asked where are you going
.....

13 we're lost they said to me
.....

UNIT 10
Reported Speech

17 **Turn the following into *reported speech*. Use appropriate introductory verbs.**

1 Ben: 'I didn't do very well in the test.'
...*Ben remarked that he hadn't done very well in the test....*
2 Joe: 'We won't get the results until next week.'
.....
3 Tania: 'I'll be very disappointed if I fail.'
.....
4 Meg: 'I had done a lot of revision.'
.....
5 Ben: 'Let's talk about something else.'
.....
6 Joe: 'Does anyone want to come to the cinema with me this afternoon?'
.....
7 Tania: 'My roommate is having a party at the weekend. You're all invited.'
.....
8 Meg: 'I'd love to come to the party. Count me in.'
.....

18 **Turn the following text into *direct speech*.**

The boss said that an important client was arriving the next day. He asked us to be at work on time. He explained that the client was going to stay for a week. He pointed out that he owned several large companies and that he was the most important client we had ever had.

...*'An important client is arriving tomorrow.* .....
.....
.....
.....
.....
.....
.....
.....
.....
.....

19 **Study the speech bubbles, then complete the sentences below using *reported speech*, as in the example.**

1 James was playing his music very loudly, so I .....
...*told him to turn it down*.....
2 It was Tom's birthday, so he .....
.....
3 Tony was having difficulty with his studies, so he
.....
4 Janet was planning to eat at her friend's house, so she .....
5 It was very cold, so I .....
.....
6 Sue was busy when the phone rang, so she .....
.....

20 **Turn from *direct* into *reported* speech or vice versa.**

1 'I have a lot of work to do today,' she said.
...*She said that she had a lot of work to do that day....*
2 He asked her to phone him later that evening.
.....
3 'Where are you going in such a hurry?' he asked her.
.....
4 Sue begged her friend not to tell anyone what she had done.
.....
5 'Are you ready to go to school?' Mum asked us.
.....
6 Tom said he was nervous because he had never been on a plane before.
.....
7 'Can you pass me the newspaper, please?' Jane asked Toby.
.....
8 John suggested that they go to Italy on holiday.
.....
9 'We could go for a picnic tomorrow if you like,' said Jack.
.....

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 'You opened my letters,' he said to his wife.
of He **accused his wife of opening** his letters.
He **accused his wife of having** opened his letters.

2 'I didn't tell Brian your secret,' she said.
denied She **denied telling/having told/that she (had) told** Brian my secret.

3 'I was the one who organised the party,' Peter said.
admitted Peter **admitted organising/having organised/ that he (had) organised** the party.

4 'I'll phone your parents if you don't do as I say,' she said to the student.
threatened She **threatened to phone/that she would phone** the student's parents if he didn't do as she said.

5 'Don't forget to invite Miss Green to dinner,' she said to her sister.
reminded She **reminded her sister to invite** Miss Green to dinner.

6 'Why don't we go away for the weekend?' she said.
going She **suggested going** away for the weekend.
go She **suggested that we (should) go** away for the weekend.

Complete the sentences with two to five words, including the word in bold.

1 'I will fire you if you arrive late again,' he said to her.
threatened He ...*threatened to fire*... her if she arrived late again.

2 'Why don't we buy Emma a present?' Jane said.
should Jane ..... Emma a present.

3 'You ate my bar of chocolate!' Sarah said to Mike.
of Sarah ..... her bar of chocolate.

4 'I borrowed your favourite jumper,' David said.
admitted David ..... my favourite jumper.

5 'Don't forget to lock all the doors and windows,' Mum said to me.
reminded Mum ..... all the doors and windows.

6 'I didn't leave the garden gate open!' she said.
denied She ..... the garden gate open.

7 'Let's meet for lunch,' he said.
meeting He ..... for lunch.

8 'No, I won't do your homework for you,' Danny said.
refused Danny ..... for me.

9 'You must come to the theatre with me,' said Jane.
on Jane ..... to the theatre with her.

10 'I'm sorry I broke your favourite cup,' said Sam.
for Sam ..... my favourite cup.

11 'Will you come to dinner with me?' said Paul.
invited Paul ..... to dinner with him.

12 'What a beautiful dress!' said Julie.
exclaimed Julie ..... a beautiful dress.

13 'I feel very tired,' she said to me.
feeling She ..... very tired.

14 'I promise I'll visit you next week,' he said to her.
promised He ..... next week.

Turn the following sentences into *direct speech*, as in the example.

1 Jack complained that I was always interrupting him.
...*'You're always interrupting me!' Jack said.*.....

2 We insisted on them staying for dinner.
.....

3 She apologised for forgetting my birthday.
.....

4 He accused her of stealing his wallet.
.....

5 He agreed to help me organise the party.
.....

6 They warned the children to stay away from the water.
.....

7 She promised to write every week.
.....

8 He threatened to tell the teacher if we misbehaved.
.....

9 I advised him to study hard for the exam.
.....

10 She suggested going for a walk.
.....

11 He explained that it wasn't his fault.
.....

12 They denied opening my letters.
.....

13 She offered to help me with the housework.
.....

14 He complained that she was always tired.
.....

15 They invited me to their party.
.....

16 She threatened to call the police if they did it again.
.....

UNIT 10
Reported Speech

Prepositions

remind sb **of** sth
prevent sth/sb **from doing** sth
translate sth **into** sth
accuse sb **of** sth
delighted **with** sth
astonished **at/by** sth
sentence sb **to** sth
condemn sb **to** sth
cruel **to** sb/sth
cruelty **towards/to** sb/sth
take care **of** sb/sth
dissatisfied **with** sth

23 Underline the correct preposition.

1 This music reminds me ***of/to*** my country.
2 They were delighted ***with/from*** their presents.
3 It is wrong to be cruel ***in/to*** other people.
4 He was sentenced ***to/at*** nine years in prison.
5 She locked the car to prevent it ***from/by*** being stolen.
6 Beryl was astonished ***by/with*** the number of cards she received.
7 My mother is taking care ***about/of*** our dog.
8 This organisation is trying to end cruelty ***to/in*** animals.
9 The professor translated the poem ***in/into*** Russian.
10 He was dissatisfied ***with/by*** his new stereo, so he returned it to the shop.
11 He was accused ***at/of*** robbing the bank.
12 He was condemned ***in/to*** life imprisonment.

Phrasal Verbs

run across: find sth/sb by chance
run away (from): leave a place due to unhappiness
run down: 1) hit and injure sb with a vehicle 2) say bad things about sb/sth
run into: meet sb unexpectedly
run out (of): reach the end of a supply of sth
run up against: to start to experience problems

24 Fill in the correct particle.

1 He ran ...*into*... an old school friend at a party.
2 Richard was run ..... by a car and taken to hospital.
3 We ran ..... a lot of problems at the beginning of our project.
4 Oh no! We've run ..... of coffee again.
5 He refused to listen to her as she ran ..... his friends.
6 I ran ..... this book as I was cleaning out the attic.
7 Tim decided to run ..... from the horrible boarding school.

Revision Box

25 Complete each sentence with two to five words, including the word in bold.

1 I've never seen such a pretty girl.
ever She's the prettiest ...*girl I've ever*... seen.
2 I haven't finished cooking the dinner yet.
still I .... the dinner.
3 He's never watched a horror film before.
first It's the ..... watched a horror film.
4 When did you leave school?
since How long is it ..... school?
5 They didn't go to bed until the film had finished.
before They waited until the film .... to bed.
6 This tea is so sweet that I can't drink it.
too This tea .... for me to drink.
7 My mother made me tidy my room before I went out.
made I .... my room before I went out.
8 Talking during the exam is not allowed.
talk No one ..... the exam.
9 Although he was tired, he went to bed late.
spite He went to bed late, ... tired.
10 I missed the bus, so I was late for my lesson.
result I missed the bus, and .... late for my lesson.
11 If you don't wear warm clothes, you may catch a cold.
unless You may catch a cold .... warm clothes.
12 You should do your homework, or the teacher will be angry.
better You .... or the teacher will be angry.
13 I want to go to Sue's party, but I'm too ill.
wish I .... well enough to go to Sue's party.
14 That's the girl I met on holiday.
who That's the girl .... on holiday.
15 I bought a jacket. It was very cheap.
which The jacket .... was very cheap.

Revision Box

26 **Rewrite the sentences in the *passive*.**

1 A dog bit Angela.
...*Angela was bitten by a dog*.....
2 They covered the table with a cloth.
.....
3 Who wrote the book?
.....
4 People say that she is very clever.
.....
5 Martin sold the car.
.....
6 Cathy wants people to like her.
.....
7 We expect that the letter will arrive soon.
.....
8 Did Andy make these decorations?
.....
9 They say that Rick gave Julie a ring.
.....
10 Sheila read the children a story.
.....
11 Dora ate the pie.
.....
12 Who painted the fence?
.....
13 They think that he left the country.
.....
14 They have bought me a bicycle.
.....
15 I don't like people asking me questions.
.....

27 **Cross out the unnecessary word.**

1 Who's has opened the door?
2 Monica lost her purse while was shopping.
3 Unless they not call soon, we'll be worried about them.
4 That's the house whose its roof collapsed yesterday in the earthquake.
5 Were if I you, I wouldn't lend him the money.
6 My parents let me to watch a horror film last night.
7 The dogs on the farm are being taken for a walk twice a day.
8 Despite of feeling unwell, Tom attended the meeting.

ORAL Activity

The pupils of Walker Primary School recently cleaned up a long stretch of the beach near their school. After they had finished, the mayor visited the pupils at their school and asked them some questions. Look at the questions and answers below and then report what was said, as in the example.

e.g. The mayor asked one of the pupils why they had decided to do it.
The pupil answered that the beach was very dirty and children couldn't play there.

M: Why did you decide to do this?
P: The beach was very dirty and children couldn't play there.

M: Have you ever done anything like this before?
P: No, this was the first time.

M: Do you do anything else to take care of the environment?
P: I try to recycle as many things as possible.

M: Will you do this again in the future?
P: Yes, we're planning to do it again next month.

WRITING Activity

A reporter for the local newspaper was present while the mayor visited Walker Primary School. Look at the Oral Activity again and complete the newspaper article below.

CHILDREN CLEAN UP BEACH

Yesterday, the pupils of Walker Primary School cleaned up a long stretch of the beach near their school. Later, the mayor visited the school and spoke to some of the pupils. He asked one of them why they had decided to clean the beach. The pupil said .....
.....

UNIT 11
Have Something Done

Jane Silver ***is painting*** *a picture.*

Anne Taylor ***is having her portrait painted.***

We use have + object + past participle to say that we arrange for someone to do something for us.
e.g. Sandra ***is having her car repaired*** *at the moment. (Sandra is not repairing it herself - somebody else is repairing it.)*

present simple	*He* ***fixes*** *the tap.*	*He* ***has the tap fixed.***
present continuous	*He* ***is fixing*** *the tap.*	*He* ***is having the tap fixed.***
past simple	*He* ***fixed*** *the tap.*	*He* ***had the tap fixed.***
past continuous	*He* ***was fixing*** *the tap.*	*He* ***was having the tap fixed.***
future simple	*He* ***will fix*** *the tap.*	*He* ***will have the tap fixed.***
future continuous	*He* ***will be fixing*** *the tap.*	*He* ***will be having the tap fixed.***
present perfect	*He* ***has fixed*** *the tap.*	*He* ***has had the tap fixed.***
present perfect cont.	*He* ***has been fixing*** *the tap.*	*He* ***has been having the tap fixed.***
past perfect	*He* ***had fixed*** *the tap.*	*He* ***had had the tap fixed.***
past perfect cont.	*He* ***had been fixing*** *the tap.*	*He* ***had been having the tap fixed.***
infinitive	*He must* ***fix*** *the tap.*	*He must* ***have the tap fixed.***
-ing form	*It's no use* ***fixing*** *the tap.*	*It's no use* ***having the tap fixed.***

- **Questions and negations of the verb *have* are formed with do/does in the present simple and did in the past simple.** *e.g.* ***Do you have*** *your hair cut every month?* ***Did she have*** *the house cleaned?*
- **We can also use *have something done* to express that something unpleasant happened to somebody.**
  e.g. Mary ***had her purse stolen*** *yesterday. (= Mary's purse was stolen. This sentence shows that this unpleasant incident happened to her.)*
- **We can use the verb get instead of the verb *have* only in informal conversation.**
  e.g. We must ***get*** *the fridge repaired soon. (= We must* ***have*** *the fridge repaired soon.)*

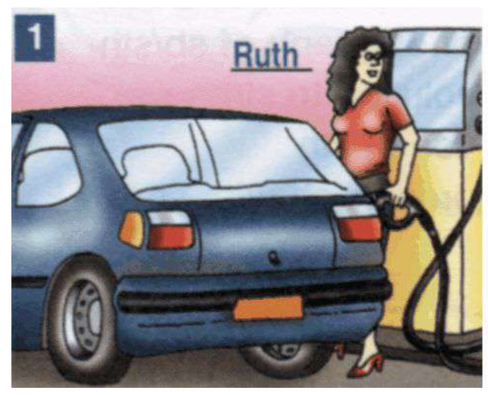
Make sentences using the prompts below, as in the example.

1 The grass needs cutting.
I know. I'm getting it cut tomorrow.
2 The windows need cleaning.
3 The fence needs painting.
4 The report needs typing.
5 The car needs servicing.

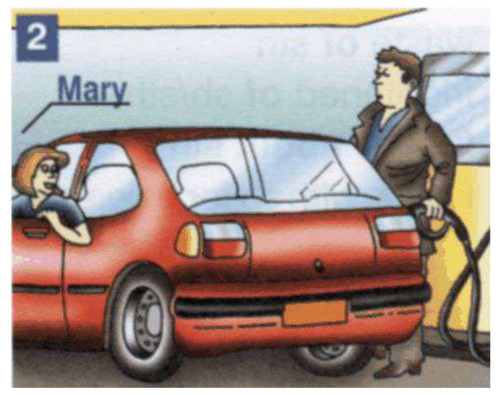
Something unpleasant happened to each of these people last week. Make sentences using *have something done*.

1 Mark (his bike/steal) from outside the grocer's.
Mark had his bike stolen from outside the grocer's.
2 Little Jenny (her hair/pull) at school.
3 My uncle (his garage/break into) by car thieves.
4 Tara (her bag/steal) in a restaurant.
5 Steve (his downstairs window/smash) by a falling tree.

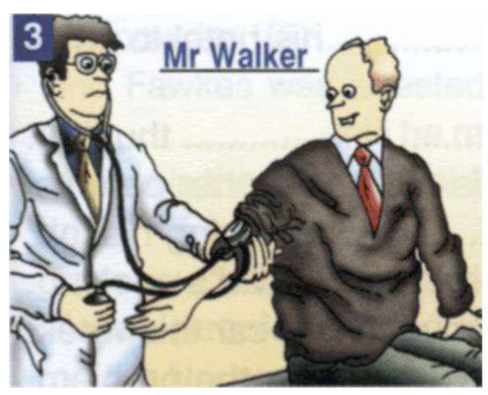
3 Tick the correct sentence for each picture.



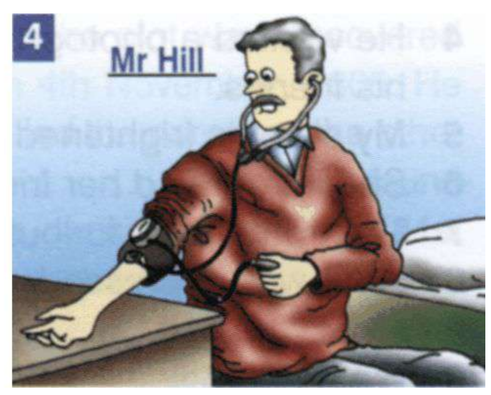
a Ruth is filling her car with petrol. ☑
b Ruth is having her car filled with petrol. ☐



a Mary is filling her car with petrol. ☐
b Mary is having her car filled with petrol. ☐

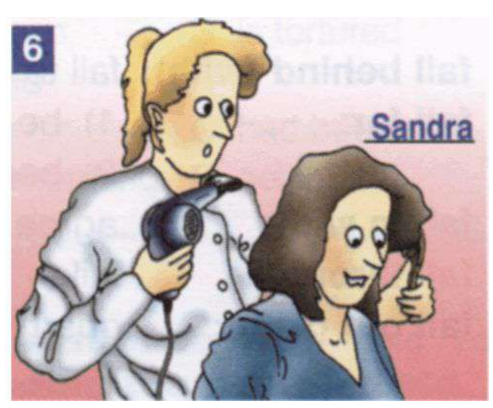


a Mr Walker is taking his blood pressure. ☐
b Mr Walker is having his blood pressure taken. ☐

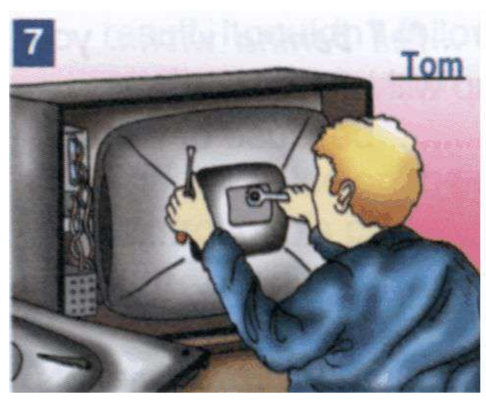


a Mr Hill is taking his blood pressure. ☐
b Mr Hill is having his blood pressure taken. ☐

a Julie is doing her hair. ☐
b Julie is having her hair done. ☐



a Sandra is doing her hair. ☐
b Sandra is having her hair done. ☐



a Tom is repairing the TV. ☐
b Tom is having the TV repaired. ☐

a Bill is repairing the TV. ☐
b Bill is having the TV repaired. ☐

4 Study the situations, then write the answers using *have something done*.

1 Tony is going to the dentist's for a check-up tomorrow. What's he going to do?
...*He is going to have his teeth checked*....
2 Their house is very cold. Installing central heating would help. What should they do? .....
.....
3 James has written some songs and they're going to be recorded. What is James going to do? .....
.....
4 Sarah is at the hairdresser's. The hairdresser is cutting her hair. What is Sarah doing? .....
.....
5 The baker has made a special cake for Joan. What has Joan done? .....
.....
6 Their windows are very dirty. What should they have done? .....
.....
7 Claire's shoes are made by hand especially for her. What does Claire do? .....
.....
8 Sam has paid the plumber for repairing his washing machine. What has he done? .....
.....
9 Simon's arm was X-rayed yesterday. What happened at the hospital? .....
.....

5 Rewrite the sentences using *have something done*.

1 The money was deposited in his bank account by the company.
...*He had the money deposited in his bank account*....
2 Sarah's new fridge will be delivered tomorrow.
.....
3 Tim's car was serviced last week.
.....
4 Mrs Scott's cat was examined by the vet yesterday.
.....
5 Paul's house will be painted next weekend.
.....
6 Mr Brown's book has just been published.
.....
7 Becky's hair is done every week.
.....
8 Edward's dinner was cooked by his mother yesterday.
.....
9 Jane's living room is going to be redecorated next month.
.....
10 My eyes are tested by the optician.
.....

UNIT 11
Have Something Done

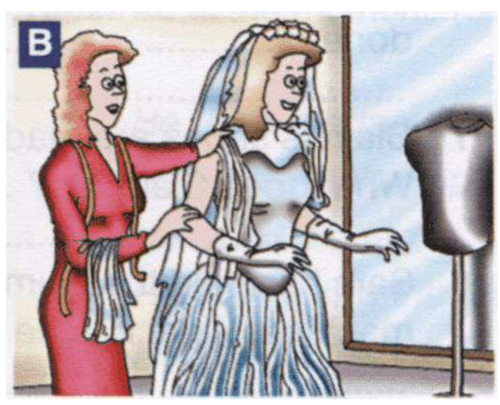
6 ***Barbara is talking to Annette about her house. What suggestions does Annette make to Barbara?* Using the prompts given, complete the sentences, as in the example.**

1 'My carpet doesn't match the walls.' 'You could ...*have the walls painted*... (the walls/paint).'
2 'The kitchen floor is a mess.' 'How about .... (it/retile)?'
3 'The bathroom is too small for a bath.' 'What about ..... (a shower/put in)?'
4 'The water pipes are rusty.' 'Why don't you .... (them/replace)?'
5 'The garage is falling down.' 'You could .... (a new one/build).'

7 **Look at the prompts and answer the questions using *have something done*.**

What did Tom do?
he / his jacket / dry-clean

He had his jacket dry-cleaned.



What is Ann doing?
she / a wedding dress/ make

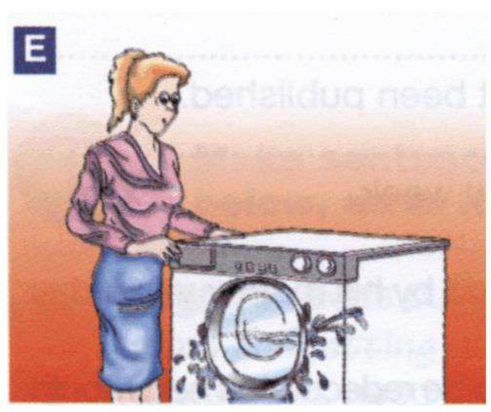
.....

What is Rick going to do?
he / his eyes / test

.....

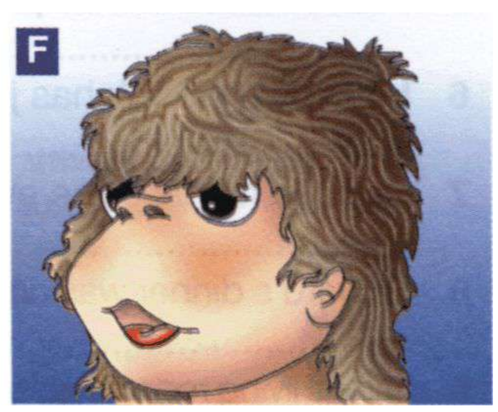
What has Tim done?
he / his car / service

.....



What will Jane do?
she/washing machine/repair

.....



What should Paul do?
he / his hair / cut

.....

Prepositions

ashamed **of** sb/sth
crowded **with** people
waste **of** sth
frightened **of** sb/sth
furious **about** sth
furious **with** sb **for** doing sth
impressed **by/with** sth
introduce sb **to** sb
photograph **of** sb/sth
solution **to** sth
use **of** sth
provide sb **with** sth

8 **Fill in the correct preposition.**

1 The room was crowded ...*with*... people.
2 Tim was furious ..... Jake ..... forgetting his birthday.
3 He was later ashamed ..... his bad behaviour.
4 He wanted a photograph ..... his hotel to show his friends.
5 My sister is frightened ..... thunder.
6 She introduced her friends ..... her parents.
7 My brother was furious ..... losing his job.
8 John was impressed ..... David's cooking.
9 I have the use ..... my friend's car this week.
10 We need to find a solution ..... the problem.
11 School provides children ..... a basic education.
12 'Playing the lottery is a waste ..... time,' said Helen.

Phrasal Verbs

fall behind (with): fail to keep up with
fall for: 1) be deceived by sth
2) become strongly attracted to sb
fall in with: agree with a plan/decision, etc.
fall through: fail to happen
fall out (with): quarrel

9 **Fill in the gaps with the correct phrasal verb.**

1 If you don't study you will ...*fall behind with*... your school work. (fail to keep up with)
2 Our plans for the picnic ..... because of the bad weather. (failed to happen)
3 It would be easy to ..... someone as handsome as Mel Gibson. (become strongly attracted to)
4 Tom hates ..... with his best friend. (quarrelling)
5 He was so convincing that she ..... his lies. (was deceived by)
6 I will ..... whatever you decide. (agree)

Revision Box

10 **Choose the correct item.**

Guy Fawkes was a British soldier **(1)** ...A... is remembered for his role in the Gunpowder Plot. The object of his plan was to blow up the parliament buildings **(2)** ..... the King and the government were inside. Other members of the gang who were involved in this plot rented a cellar **(3)** ..... went under the parliament buildings. Then, they **(4)** ..... Guy Fawkes there with 20 barrels of gunpowder. **(5)** ....., the plot was discovered and Fawkes was arrested on 4th November, 1605. He **(6)** ..... until he revealed the names of the other people in the gang. A trial **(7)** ..... and he was found guilty of his crimes on 27th January, 1606. On 31st January, 1606, Guy Fawkes was executed in London. Today, people in Britain **(8)** ..... Guy Fawkes' Day on 5th November every year with fireworks.

1	A who	B which	C whose
2	A during	B while	C until
3	A who	B whom	C which
4	A sent	B had sent	C were sending
5	A Therefore	B However	C Because
6	A was tortured	B has been tortured	C is tortured
7	A held	B was held	C had been held
8	A celebrated	B are celebrating	C celebrate

11 **Complete each sentence with two to five words, including the word in bold.**

1 I fell asleep early last night as I was very tired.
so I was ...*so tired last night that I*... fell asleep early.

2 The instructions were very complicated and, as a result, I couldn't follow them.
such They were .... I couldn't follow them.

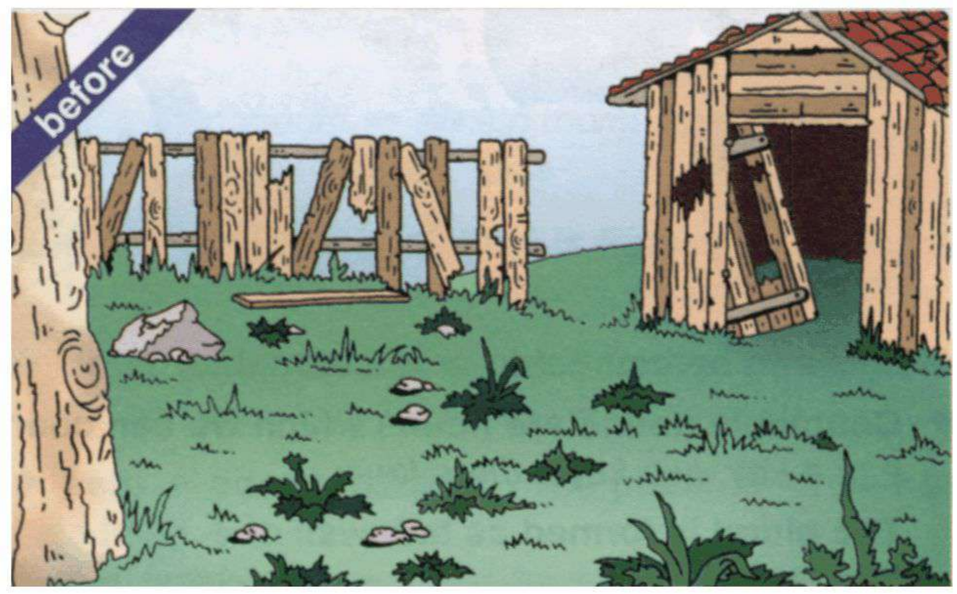
3 There was ice on the road. As a result, the driver lost control of his car.
due The driver lost control of his car .... that there was ice on the road.

4 Mary was too young to enter the swimming competition.
enough Mary ..... to enter the swimming competition.

ORAL Activity

The Jones' garden used to be very untidy. Recently, they have had a lot of work done. Look at the pictures and the prompts below and make sentences, as in the example.

e.g. They have had the grass cut.



- the grass / cut
- a pond / make
- the shed / fix
- the fence / repair
- some trees and flowers / plant
- a path / lay

WRITING Activity

Now, Mrs Jones is writing a letter to her sister, telling her about their garden. Look at the Oral Activity again and complete the letter below.

Dear Beverley,

Now that the work on the garden is finished, I thought I'd write and tell you all about it. I'm very pleased with the result. It looks really beautiful! First, we had the grass cut. Now it's nice and short. Then, ...

UNIT 12
Nouns - Articles

Countable/Uncountable Nouns

*There is **an egg**.*
*There are **some peppers**.*
*There is also **some chocolate**.*
What else is there in the picture?

Nouns can be countable or uncountable.

- **Countable nouns are nouns which we can count. They have singular and plural forms.**
  *e.g. a **key**, two **keys**, three **keys***
  The plural is formed as follows:

Regular Plurals							Irregular Plurals					
jacket	➡	jackets					child	➡	children	mouse	➡	mice
watch	➡	watches					man	➡	men	sheep	➡	sheep
tomato	➡	tomatoes	**But**	radio	➡	radios	woman	➡	women	ox	➡	oxen
baby	➡	babies	**But**	toy	➡	toys	foot	➡	feet	deer	➡	deer
leaf	➡	leaves	**But**	cliff	➡	cliffs	tooth	➡	teeth	fish	➡	fish
							goose	➡	geese	louse	➡	lice

- **Uncountable nouns are nouns which we cannot count. They do not have different plural forms. Uncountable nouns include:**

many types of food:	*spaghetti, yoghurt, cheese, flour, butter, meat, etc.*
liquids:	*water, coffee, soda, lemonade, oil, petrol, tea, etc.*
materials:	*silver, wood, crystal, plastic, porcelain, etc.*
abstract nouns:	*freedom, love, justice, beauty, help, education, knowledge, etc.*
others:	*news, advice, information, weather, furniture, luggage, baggage, hair, accommodation, behaviour, equipment, fun, research, rubbish, litter, etc.*

Countable nouns:

- **can take singular or plural verbs.**
  *e.g. The **book is** on the table.*
  *The **books are** on the table.*
- **always go with *a/an/the/my*, etc. in the singular.**
  *e.g. I bought **an umbrella**. (NOT: ~~I bought umbrella.~~)*
- **can be used alone or with *some/any/many/few* in the plural.**
  *e.g. I love **carrots**.*
  *I'm going to buy **some carrots**.*

Uncountable nouns:

- **always take singular verbs.**
  *e.g. **Sugar is** fattening.*
  ***Honey comes** from bees.*
- **do not go with *a/an/one, two*, etc.**
  *e.g. I like to drink **milk**. (NOT: ~~I like to drink a milk.~~)*
- **can be used alone or with *some/any/much/little/the/my*, etc.**
  *e.g. Remember to buy **(some) cheese**.*

Note: We can use *a/an, one/two*, etc. with uncountable nouns such as coffee, tea, lemonade, etc. when we are referring to a cup, glass, bottle, etc. of a certain liquid:
*e.g. Can we have **two coffees** and **two teas**, please?*
(= two cups of coffee and two cups of tea)

Some nouns can be used as countable or uncountable, with a difference in meaning. Study the examples below:

- *I want **a glass** of water.*
- *That statue is made of **glass**. (the material)*
- *She found **a hair** on his jacket.*
- *He combed his **hair**. (all the hair on his head)*
- *I'll go and buy **a paper**. (newspaper)*
- *I want **some paper**, please. (the writing material)*
- *We've got to buy **an iron**. (for ironing clothes)*
- *The table is made of **iron**. (the material)*
- *We've got **a** spare **room** in our house.*
- *Sit here. There's plenty of **room** for all of us. (space)*

Fill in the gaps with *a, an* or *some*.

1	.some. paint	4	..... chair	7	.... umbrella
2	..... apple	5	..... rose	8	..... lemon
3	..... flowers	6	..... bread	9	..... cherries

We can use both uncountable nouns and plural countable nouns after phrases of quantity such as:
a jar/bottle/piece/loaf/cup/bar/glass/kilo/carton/bowl/can/jug/slice/pot/tin/packet, etc. + *of*
*e.g. He drank **a bottle of water**. I need **a kilo of potatoes**.*

Fill in the gaps with an appropriate *noun* + *of* to indicate quantity.

1	a ...jar of... jam	7	a ..... ketchup
2	a ..... rice	8	a ..... bread
3	a ..... tuna	9	a ..... cheese
4	a ..... soda	10	a ..... milk
5	a ..... butter	11	a ..... bread
6	a ..... water	12	a ..... coffee

Compound Nouns

Compound nouns are nouns that are made of two or more parts and are formed as follows:

- **noun + noun. The plural is usually formed by adding -s/-es to the second noun.**
  e.g. bus driver ➡ bus drivers
- **-ing form/adjective + noun. The plural is formed by adding -s/-es to the noun.**
  e.g. rocking-horse ➡ rocking-horses
  dining room ➡ dining rooms
  darkroom ➡ darkrooms
- **noun + in-law. The plural is formed by adding -s to the noun.** *e.g. brother-in-law ➡ brothers-in-law*
- **noun + adverb. The plural is formed by adding -s to the noun.** *e.g. passer-by ➡ passers-by*
- **verb + adverb particle. The plural is formed by adding -s to the word.**
  e.g. breakdown ➡ breakdowns

Match the items in column A to the ones in column B to make *compound nouns*. Then, form the plural.

1 - d keyhole - keyholes

Column A	Column B
1 key	a glove
2 light	b box
3 swimming	c away
4 push	d hole
5 sailing	e up
6 get	f bulb
7 compact	g print
8 foot	h pool
9 rubber	i disc
10 letter	j boat
11 break	k in
12 let	l down

Write the plural of the following *nouns*.

1	wife .....wives	7	dictionary.....
2	stepmother	8	teapot .....
3	father-in-law.....	9	mouse.....
4	safe	10	brush .....
5	workbook	11	parking space .....
6	sister-in-law	12	watch .....

UNIT 12
Nouns - Articles

Singular/Plural Verb Forms

We use singular forms with:

- **nouns which end in *-ics* such as *athletics, economics, electronics, gymnastics, mathematics (maths), physics, politics*, etc.**
  e.g. ***Mathematics is*** *my favourite subject at school.*
- **nouns which describe illnesses (*flu, pneumonia*, etc.), including those which end in -s (*measles, mumps*, etc.).**
  e.g. ***Pneumonia is*** *a serious illness.*
- **plural nouns when we talk about an amount of money, a time period, distance, weight, etc.**
  e.g. A ***hundred thousand dollars was paid*** *for an 18th century painting. (We refer to the total amount of money.)*
  Two years is *a long time to be unemployed.*
- **group nouns such as *family, team, group, crowd, class, company* and *government*, when we mean the group as a unit. But we use plural verbs when we mean the individuals that make up the group.**
  e.g. My ***family is*** *very important to me. (We mean the family as a unit.)*
  My ***family are going*** *away next weekend. (We mean the individual members of the family.)*

We use plural forms with:

- **the nouns *people, police, clothes* and *stairs*.**
  e.g. The ***police are looking for*** *the bank robbers.*
- **nouns which refer to objects that consist of two parts, such as**
  ***trousers, shorts, shoes, gloves, pyjamas, tights, glasses, earrings, socks, scissors*, etc.**

  We do not use a/an or a number with these words. We use the phrase pair of... instead.
  e.g. Where ***are*** *my* ***glasses****?*
  I need a new ***pair of glasses****.*

Fill in *a, an* or *some* where necessary.

1 We booked ...*a*... room in the Grand Hotel.
2 The police found ..... glass from the broken window on the ground.
3 There is ..... room for five people in my car.
4 She usually drinks ..... glass of orange juice in the morning.
5 There was ..... hair in my soup.
6 I need ..... paper to write my letters on.
7 Her ..... hair is long and blonde.
8 The Eiffel Tower is made of ..... iron.
9 He decided to buy ..... paper to read on the train.
10 I have got ..... iron, but it is very old.

Underline the correct word.

1 A: How many biscuits ***was***/***were*** there in the tin?
  B: I don't know.
2 A: These trousers ***is***/***are*** too long.
  B: You must have bought the wrong size.
3 A: My hair ***is***/***are*** a mess today.
  B: Don't be silly. You look lovely.
4 A: I need some new socks.
  B: There ***is***/***are*** a new pair in that bag for you.
5 A: What happened to that escaped criminal?
  B: The police ***is***/***are*** still looking for him.
6 A: Did you see Steve at the party?
  B: No. There ***was***/***were*** too many other people there.
7 A: Do you like my new shoes?
  B: Oh yes. My shoes ***is***/***are*** very similar, actually.
8 A: I can't stand people who never ***do***/***does*** anything for themselves.
  B: Nor can I. No one should depend totally on others.
9 A: My shorts ***is***/***are*** dirty.
  B: Well, you'll have to wear a skirt.
10 A: The stairs in the cathedral ***was***/***were*** very steep.
  B: Yes. I was exhausted when I reached the top.

Fill in *is* or *are*.

1 Be careful! Those scissors ...*are*... very sharp.
2 Maths ..... John's favourite subject at school.
3 The police ..... investigating the crime.
4 These trousers ..... too big for me.
5 The stairs in my house ..... made of wood.
6 His new furniture ..... very modern.
7 The weather ..... going to be bad this weekend.
8 My advice ..... that you get a new job.
9 His new clothes ..... very fashionable.
10 The team ..... all training hard for Saturday's match.
11 The money in the jar ..... for this week's shopping.
12 My pyjamas ..... not on my bed. Where ..... they?
13 Mumps ..... a childhood disease.
14 My luggage ..... in the car already.
15 Your hair ..... very long again.
16 Tom's gloves ..... made of soft leather.
17 The class ..... all working on a project together.
18 Athletics ..... my favourite sport.
19 My shoes ..... too small for me now.

The Indefinite Article 'A' / 'An'

a + consonant sound (/b/, /d/, /g/, /f/, /l/, /p/, etc.)

an + vowel sound (/ɑ/, /e/, /ɪ/, /ɔ:/, /ʌ/, etc.)

a/an is used:

- **with singular countable nouns after the verb *to be* to say what someone/something is.**
  *e.g. He's **a pilot**. It's **a torch**.*
- **with the verb *have (got)*.**
  *e.g. Mary **has (got)** a car.*
- **in certain expressions when we want to show how often we do something.**
  *e.g. She goes shopping **twice a month**.*

a/an is not used:

- **with uncountable nouns or plural countable nouns. We use *some* instead of *a/an*.**
  *e.g. We need **some flour** and **some sugar**.*
  *They bought **some stamps**.*
- **before an adjective if it is not followed by a noun. However, if the adjective is followed by a noun, we use *a* if the adjective begins with a consonant sound and *an* if the adjective begins with a vowel sound.**
  *e.g. It's a house. It's **big**. It's **a big house**.*
  *This is John's car. It's **new**. It's also **an expensive car**.*

8 **Fill in the gaps with *a* or *an*.**

1 .....an..... open door
2 ..... apple
3 ..... large box
4 ..... building
5 ..... old man
6 ..... computer
7 ..... unusual picture
8 ..... cat
9 ..... elephant
10 ..... tall woman

9 **Fill in the gaps with *a, an* or *some*.**

1 A: I saw ...some... nice trousers and ..... lovely dress in a shop today.
B: Did you buy anything?
2 A: Would you like ..... fruit?
B: Yes, please. I'll have ..... orange.
3 A: Can you give me ..... advice?
B: Yes. You should take ..... holiday.
4 A: What's that?
B: It's ..... old diary I found.
5 A: That's ..... unusual ring.
B: I know. It's ..... antique.
6 A: Did you get ..... card for Bob?
B: Yes, I got him ..... present, too.

One/Ones

We use *one* in the singular and *ones* in the plural to avoid repeating the noun when it is clear what we mean.

*e.g. My new car is much faster than my old **one**. (=my old car)*
*I don't usually wear silver earrings. I wear gold **ones**. (=gold earrings)*

A(n)/One

- **We use a/an to refer to an unspecified thing. It means *any one*.**
  *e.g She bought **a** blouse. (We are not talking about a specific blouse.)*
  We use one when we are counting, to put emphasis on number.
  *e.g. She bought **one** blouse. (She didn't buy two blouses.)*
- **We use a/an + adjective + one.**
  *e.g. I'm looking for a flat. I want **a big one**.*
  (NOT: I want a ~~one~~.)
- **We use one with the words *night/morning/day/time*, etc., usually in narration.**
  *e.g. **One night** there was a terrible storm.*
- **We use one or one of ... when we mean one person/thing out of many. It usually contrasts with *other*.**
  *e.g. **One** book was about history, but **the others** were about geography.*
  ***One of** my friends is a vet.*
- **We use a/an or one with no difference in meaning when counting or measuring time, distance, weight, etc.**
  *e.g. He paid **a/one** hundred pounds for the ring.*
  *We need **a/one** kilo of potatoes.*
  *Sandra will be away for **a/one** year.*

10 **Fill in *a, an, one* or *ones*.**

1 I'm looking for ...a... book about animals. Do you have any?
2 There was ..... book about animals, but the others were adventure stories.

3 They saw ..... old film at the cinema yesterday.
4 I don't like these boots, but I really like the ..... you're wearing.
5 Tom found ..... mouse in the kitchen, so he put mousetraps everywhere.
6 ..... morning there was a power cut.
7 I'm looking for ..... bag. I need a large ..... .
8 There were two dresses in the shop I liked, but I only bought ..... .

Fill in the gaps with *a, an* or *some*.

A: It's your birthday soon. What would you like as **1)** ...*a*... gift?
B: Actually, there are lots of things I want, so I'll give you **2)** ..... list.
A: Alright, I'll write it down.
B: First, I need **3)** ..... new bike. I would also like **4)** ..... clothes and **5)** ..... money.
A: A bike is **6)** ..... expensive gift, and we bought you **7)** ..... good one two years ago.
B: Well, you could buy me **8)** ..... guitar instead!
A: But you can't play the guitar!
B: I know, but I want to learn.
A: So, you mean you want me to pay for **9)** ..... lessons too?
B: Yes, please!

Fill in *a, an* or *one*.

A I bought **1)** ...*a*... set of plates yesterday, but I have broken **2)** ..... of them already. I can't have **3)** ..... dinner party without **4)** ..... full set of plates.

B **1)** ..... day, I will buy **2)** ..... cottage in the country. It will have **3)** ..... big garden so I will be able to keep **4)** ..... dog.

C I need **1)** ..... car. I want **2)** ..... with power steering and **3)** ..... sun roof. I can afford **4)** ..... second hand car, but I'd rather buy **5)** ..... new **6)** ..... .

D Suddenly there was **1)** ..... knock at the door. **2)** ..... old man stood outside. He was wearing **3)** ..... suit and carrying **4)** ..... suitcase in **5)** ..... hand and **6)** ..... umbrella in the other.

E There were **1)** ..... dozen people in the room and not **2)** ..... of them knew how to use **3)** ..... computer.

F 'I have **1)** ..... terrible headache. I think I will take **2)** ..... tablet and lie down for half **3)** ..... hour.' 'I hate headaches. I had **4)** ..... yesterday at work.'

Look at the table. In pairs, ask and answer questions using a suitable verb from the list, as in the example.

mine, produce, grow, find

e.g. SA: *Are diamonds mined in China?*
SB: *No, they aren't. They're mined in South Africa.*

1 diamonds/South Africa
2 Edam cheese/Holland
3 tea/India
4 silk/China
5 bananas/West Indies
6 timber/North America
7 pandas/Tibet
8 olive oil/Italy

Rewrite the sentences in the *passive*.

1 You need a lot of experience for this job.
A lof of experience is ...*needed for this job*....
2 The hairdresser washed my hair.
My hair .....
3 Paul's mother bought him some trousers.
A pair of trousers .....
4 Many children catch measles.
Measles .....
5 They gave me very good advice.
The advice .....
6 They paid a hundred pounds for the table.
A hundred pounds .....
7 All children study mathematics at school.
Mathematics .....
8 It is reported that the weather is fine in London today.
The weather .....
9 They called the police when they discovered the burglary.
The police .....
10 He showed us the accommodation before we booked it.
The accommodation .....
11 They gave us some good news.
The news .....
12 We do research in this laboratory.
Research .....
13 The porter took their luggage to their rooms.
Their luggage .....
14 Where do you keep the scissors?
Where .....
15 The policeman directed the traffic past the accident.
The traffic .....

The Definite Article *The*

The definite article the is used with countable and uncountable nouns.
e.g. ***the*** *music,* ***the*** *woman,* ***the*** *trees*

The is used:

- **with nouns when we are talking about something specific, that is, when the noun is mentioned for a second time or is already known. In other words, when we can answer the question 'Who?' or 'Which?'.**
  e.g. I received a letter and a postcard on my birthday.
  The *letter was from my parents and* ***the*** *postcard was from my friend.*
- **with nouns which are unique** *(**the** sun, **the** moon, **the** Earth, etc.)*.
- **with the names of rivers** *(**the** Nile)*, **seas** *(**the** Black Sea)*, **oceans** *(**the** Indian Ocean)*, **mountain ranges** *(**the** Pyrenees)*, **deserts** *(**the** Gobi)*, **groups of islands** *(**the** Canary Islands)* **and countries when they include words such as *state, kingdom, republic*, etc.** *(**the** United States)*.
- **with the names of musical instruments** *(**the** piano, **the** saxophone)* **and dances** *(**the** tango)*.
- **with the names of hotels** *(**the** Sheraton Hotel)*, **theatres/cinemas** *(**the** Odeon Theatre)*, **ships** *(**the** Queen Mary)*, **organisations** *(**the** UN)*, **newspapers** *(**The** Times)* **and museums** *(**the** Louvre)*.
- **with nationality words** *(**the** Belgians)* **and names of families** *(**the** Johnsons)*.
- **with titles when the name of the person is not mentioned** *(**the** Duchess of Kent, **the** Queen)* ***but:*** *Queen Mary.*
- **with the words *morning, afternoon* and *evening*.**
  e.g. He goes home in ***the evening****.*
- **with the words *station, shop, cinema, pub, library, city, village*, etc.**
  e.g. She went to ***the station*** *to meet Jim.*
- **with historical periods/events** *(**the** Stone Age, **the** Middle Ages, **the** First World War)* ***but:*** *World War I.*
- **with the words *only, last, first* (used as adjectives).**
  e.g. He was ***the last*** *person to arrive.*
- **with adjectives/adverbs in the superlative form.**
  e.g. She is ***the most intelligent*** *woman I've ever met.*
  Bob drives ***the most carefully*** *of all.*

The is not used:

- **with uncountable and plural countable nouns when talking about something in general, that is, when we cannot answer the question 'Who?' or 'Which?'.**
  e.g. ***Trees*** *produce oxygen. (Which trees? Trees in general.)*
- **with proper nouns.** *e.g. This is* ***Tom****.*
- **with the names of countries** *(Egypt)*, **cities** *(Rome)*, **streets** *(Oxford Street)*, **parks** *(Hyde Park)*, **mountains** *(Mont Blanc)*, **railway stations** *(Victoria Station)*, **bridges** *(Tower Bridge)*, **individual islands** *(Rhodes)*, **lakes** *(Lake Ontario)* **and continents** *(Asia)*.
- **with the names of sports, games, activities, days, months, celebrations, colours, drinks, meals and languages (when they are not followed by the word 'language').**
  e.g. I speak ***French****.* ***but: The French language*** *is spoken in some parts of Canada.*
- **with the words *this/that/these/those***
  *(**this** bag, **those** cars)* ***NOT:*** *~~the~~ this bag*
- **with *possessive adjectives* or the *possessive case*.** *e.g. That isn't* ***my*** *car – it's* ***Keith's****.*
- **with titles when the person's name is mentioned** *(Prince Charles, President Reagan)*.
- **with two-word names when the first word is the name of a person or place** *(Luton Airport)* ***but:*** *the White House.*
- **with names of pubs, shops, banks and hotels named after the people who started them and end in -s or -'s.** *Harrods, Lloyds Bank, Emma's pub* ***but:*** *the Black Bull (pub) (because 'Black' is not a name of a person or place)*
- **with the words *school, church, bed, hospital, college, university, court, prison* or *home* when we refer to the purpose for which they exist.**
  e.g. Jack was in ***prison****. (He was a prisoner.)*
  Jack's mother went to ***the prison*** *to see him. (She went to the prison as a visitor.)*
- **with the words *home, father/mother* when we talk about our own home/parents.**
  Father *is at* ***home****.*
- **with means of transport: *by bus/car/train/plane*, etc.** *e.g. She travelled* ***by plane****.*
- **with the names of illnesses**. *e.g. He's got malaria.* **but: *flu/the flu, measles/the measles, mumps/the mumps***

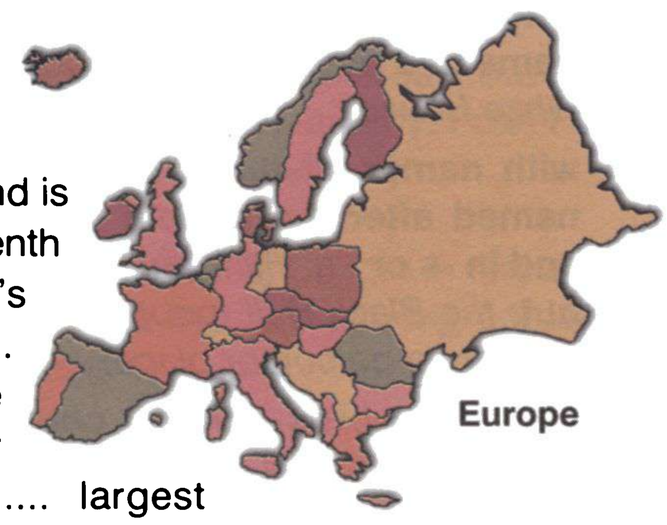
UNIT 12
Nouns - Articles

15 **Look at the pictures and the prompts and write the names of the nationalities, as in the example.**

1 .....*the Mexicans*..... 5 .....
2 ..... 6 .....
3 ..... 7 .....
4 ..... 8 .....

16 **Fill in *the* where necessary.**

1) ...–... Europe is the second smallest continent in **2)** ..... world and is home to one seventh of **3)** ..... world's population. **4)** ..... longest river there is **5)** ..... River Volga and **6)** ..... largest freshwater lake is **7)** ..... Lake Lodoga, in **8)** ..... north-western **9)** ..... Russia. **10)** ..... highest mountain peak is **11)** ..... Mount Elbrus in **12)** ..... Caucasus Mountains. **13)** ..... Europe is bordered towards the north by **14)** ..... Arctic Ocean, the south by **15)** ..... Mediterranean Sea and **16)** ..... Black Sea, the west by **17)** ..... Atlantic Ocean and the east by **18)** ..... Asia. **19)** ..... Europeans are **20)** ..... people who live in **21)** ..... Europe. **22)** ..... association which has been formed to unite **23)** ..... countries of **24)** ..... Europe is called **25)** ..... European Union.



- **We use the + adjective (without a noun) to refer to a group of people usually with these adjectives: *poor, rich, sick, injured, elderly, unemployed, homeless, disabled, young, old, dead, blind, deaf, handicapped, mentally ill.***
  *e.g. We should respect **the elderly**.*

- **When we want to refer to a group of people, animals or things, we can use:**
  1 ***a/an* or *the* with singular countable nouns.**
  *e.g. **A/The lion** is a wild animal. (We mean all lions.)*
  2 **plural countable nouns without *a/an* or *the*.**
  *e.g. **Lions** are wild animals.*
  (NOT: ~~The lions are wild animals.~~)

17 **Fill in the gaps with *the* and one of the adjectives from the list.**

disabled, poor, sick, injured, young, rich, blind, unemployed, elderly, homeless

1 In my opinion, the government do not do enough to help ...*the poor*... . They should provide more help for those who don't have much money.
2 Sometimes,..... can't find food and shelter and often have to sleep in the streets.
3 The government gives money to ....., providing they are looking for a job.
4 I would like to work as a nurse in a hospital and look after .....
5 Life must be easy for ....., as they can buy whatever they like without worrying about how much they spend.
6 Paramedics took ..... to hospital where they were treated.
7 There are many choices these days for ....., as education has improved so much over the years.
8 ..... are often helped through daily life by trained guide dogs.
9 There are many charities which provide care for ..... by visiting them, taking them out and bringing them meals.
10 Town planners should give more thought to the needs of ..... .

18 **Fill in *the* where necessary.**

1 I wanted to do a degree, so I went to ...*the*... university to ask for some information.
2 Kevin is eighteen years old and goes to ..... university. He is studying History.

3 In my country, all children over the age of five go to ..... school.
4 His father went to ..... school to see his teacher.
5 The Prime Minister visited ..... prison and spoke to some of the prisoners there.
6 The man was sent to ..... prison because he had robbed a bank.
7 People with serious injuries are taken to ..... hospital in an ambulance.
8 Amanda went to ..... hospital to visit Paul.

Fill in *a, an* or *the* where necessary.

Yesterday was **1)** ...*a*... terrible day. I woke up **2)** ..... hour later than usual, so I was late for **3)** ..... work. **4)** ..... manager was angry with me and said I was **5)** ..... bad employee. On the way home that evening, I missed **6)** ..... bus and had to take **7)** ..... taxi. When I got home, I found **8)** ..... invitation to **9)** ..... party. I went to **10)** ..... party, but it was **11)** ..... disaster. I didn't know any of **12)** ..... people there and I felt bored. I went home again, but I had left **13)** ..... keys to my house at **14)** ..... party, so I had to climb in through **15)** ..... open window. I went to **16)** ..... bed in **17)** ..... very bad mood.

Fill in *a, an* or *the* where necessary.

1 A: Can you tell me the way to ...*the*... nearest post office, please?
B: Of course. Turn left here and you'll find it on ..... Maple Street.
2 A: Would you like ..... ice cream?
B: No, thanks. I'd rather have ..... sandwich.
3 A: What shall we have for ..... dinner tonight?
B: Don't make dinner. I'll take you to ..... restaurant.
4 A: Where's ..... nearest phone box?
B: I think there's ..... phone box on the corner.
5 A: We went to ..... theatre yesterday.
B: Really? What was the name of ..... play you saw?
6 A: Shall we go to ..... Paris for the weekend?
B: Oh, yes. I'd love to have ..... weekend away from home.
7 A: Can I have ..... apple, please?
B: Yes. There are some apples on ..... table.
8 A: Is this ..... Peter's book?
B: No. ..... book over there is Peter's.
9 A: What time does ..... train leave?
B: It leaves in ..... few minutes.
10 A: I heard ..... amazing story yesterday.
B: What was ..... story about?

Look at the map and the prompts below and, in pairs, ask and answer questions, as in the example. Use *the* where necessary.

e.g. SA: Where is the City Library?
SB: The City Library is in Leeman Street.

1 City Library
2 St Mary's Church
3 St William's College
4 Premiere Cinema
5 Central Station
6 Theatre Royal
7 Queen Anne Hospital
8 King's Arms Pub
9 St Patrick's School
10 Post Office

Fill in *a, an* or *the* where necessary.

A **1)** ..... life is hard for **2)** ..... elderly. Sometimes they need **3)** ..... help to get about and do **4)** ..... things that **5)** ..... younger people take for granted.

B We went to **1)** ..... London by **2)** ..... train. **3)** ..... train was late, so **4)** ..... we had to wait at **5)** ..... station for **6)** ..... hour. I bought **7)** ..... magazine to read and we sat in **8)** ..... waiting room.

C I can't remember **1)** ..... name of **2)** ..... hotel, but it was **3)** ..... large building by **4)** ..... sea. It had **5)** ..... swimming pool and **6)** ..... restaurant. **7)** ..... staff were friendly and we had **8)** ..... lovely holiday.

D She went to **1)** ..... doctor's because she had **2)** ..... pain in her stomach. She was given **3)** ..... tablet to take and **4)** ..... next day **5)** ..... pain had gone. She thinks **6)** ..... modern medicine is wonderful, now.

E I live on **1)** ..... top floor of **2)** ..... new block of flats in **3)** ..... city centre. There is **4)** ..... lift to all floors and **5)** ..... security guard at **6)** ..... entrance. I have **7)** ..... view of **8)** ..... fields beyond **9)** ..... city. In winter, though, **10)** ..... flat is very cold.

F It was **1)** ..... sunny day, so **2)** ..... children decided to go to **3)** ..... beach. They packed **4)** ..... bag full of **5)** ..... food and drinks and they took **6)** ..... ball to play with. At **7)** ..... lunchtime, they had **8)** ..... picnic and in **9)** ..... evening, they arrived **10)** ..... home, tired and happy.

G Mary is at **1)** ..... university, studying **2)** ..... art. In **3)** ..... morning, she goes to lectures and in **4)** ..... afternoon, she spends **5)** ..... hour or two painting or drawing. She painted **6)** ..... picture of **7)** ..... horse yesterday. She is going to give it to her friend as **8)** ..... present. Mary hopes to be **9)** ..... famous artist one day, so she practises all **10)** ..... time, even on **11)** ..... Saturdays and **12)** ..... Sundays.

Underline the correct word(s).

1 Katie speaks ***Spanish/the Spanish*** fluently.
2 All ***clothes/the clothes*** in that bag need to be washed.
3 ***Life/The life*** will be very different in a hundred year's time.
4 ***Swimming/The swimming*** is a good way to keep fit.
5 Jane has gone to ***library/the library*** to do some work.
6 He was ***only/the only*** person who remembered my birthday.
7 ***Potatoes/The potatoes*** grow underground.
8 I always have a cup of coffee in ***morning/the morning***.
9 Her children bought her those ***flowers/the flowers***.
10 I have been playing ***piano/the piano*** since I was eight years old.
11 Our plane leaves from ***Gatwick airport/the Gatwick airport*** at six o'clock.
12 Her husband is in ***hospital/the hospital***, having an operation.

Prepositions

damage **to** sth	pay sb **for** sth
demand **for** sth	rely **on** sb/sth
fed up **with** sth	reaction **to** sth
fond **of** sb/sth	reason **for** sth
nice **to** sb	scared **of** sb/sth
increase **in** sth	rise **in** sth

Underline the correct preposition.

1 My dentist is always nice ***to/with*** me.
2 What was the reason ***about/for*** his behaviour?
3 The damage ***at/to*** his car could not be repaired.
4 I'm fed up ***to/with*** staying in – let's go out.
5 His reaction ***about/to*** the news was surprising.
6 There has been an increase ***to/in*** temperature.
7 I rely ***to/on*** my friends if I have a problem.
8 There will be a rise ***in/of*** school fees next year.
9 Janet was scared ***at/of*** her French teacher.
10 How much did you pay Jason ***for/about*** the bike?
11 She was very fond ***of/to*** her niece and nephew.
12 There is very little demand ***for/about*** typewriters these days, now that computers are so popular.

Phrasal Verbs

set aside:	save money or reserve a specific time for sth
set sb back:	to cause a delay
set off:	begin a journey; set out
set out:	1) begin a journey; set off 2) (+ to-inf) start trying to do sth
set up:	1) start a business 2) put together a temporary structure

Fill in the correct particle.

1 My father set ...*up*... his business in 1978.
2 As they set ..... for their picnic, it started to rain.
3 Luke was happy. He had done what he set ..... to do.
4 We'll set ..... early to avoid the traffic.
5 The police had set ..... roadblocks to prevent the criminals leaving the area.
6 If I set ..... ten pounds every week I will be able to afford a holiday next year.
7 The problems set us ....., so we didn't finish the project till the following March.

Revision Box

26 **There are fourteen unnecessary words in the text below. Cross them out.**

1 On 8th August 1963, a man was named Bruce
2 Reynolds and fourteen of his friends were held up
3 a mail train which it was on its way to Glasgow.
4 They stole 120 mailbags which containing
5 £2,600,000, and took them to a one secret
6 house in the country. They had shared out
7 the money and then separated. Six of other
8 men were being paid to burn down the country
9 house for to destroy any evidence, but they
10 didn't succeed. The police were found
11 the fingerprints of the train robbers and managed
12 to catch twelve of the fifteen men.
13 The men were sent to the prison, but one
14 of them (a man who named Ronnie Biggs)
15 escaped in 1965. He had a plastic surgery
16 and moved to the Brazil.

27 **Change the following into *reported speech*.**

1 Anne said to me, 'I'm having a party on Saturday.'
...Anne told me (that) she was having a party on Saturday....
2 'I'll speak to you later,' she said to me.
.....
3 'Where have you been?' he asked her.
.....
4 They said to us, 'Don't go near the water.'
.....
5 'Don't be late,' the man said to them.
.....
6 'Are you feeling better?' he asked me.
.....
7 'Let's go out,' she said.
.....
8 He said to me, 'You should go to bed early.'
.....
9 The boss asked Mary, 'Can you type?'
.....
10 'I might go to Spain next year,' he said to Bill.
.....
11 'Do you need any help?' he asked her.
.....
12 Mother said to me, 'Go to bed.'
.....

ORAL Activity

Hans recently went on holiday to Switzerland. While he was there, he visited three different places and bought some souvenirs. Look at the pictures and the prompts below and say what Hans did, using *a, an, some* or *the* where necessary.

e.g. Hans went to Lake Thun.

WRITING Activity

Hans is writing a letter to his friend. He is telling him what he did on his holiday. Look at the Oral Activity again and complete the letter.

Dear Max,

I've just come back from Switzerland and I had a fabulous time. I visited three different places and I bought some souvenirs.

I went to Lake Thun, which was beautiful .....
.....
.....
.....

Revision 3 (Units 1 - 12)

Choose the correct answer.

1 Danny ...C... a party at nine o'clock tonight.
A have **B** has **C** is having

2 Kate pretended ..... when her father came into the room.
A studying **B** to be studying **C** study

3 It's no use ..... for Mr Green. He isn't here.
A to wait **B** wait **C** waiting

4 The patient ..... for his illness and recovered.
A was treated **B** treated **C** treats

5 I'll take my umbrella ..... it rains later today.
A so that **B** in case **C** in order to

6 They ..... for an hour now, so they're tired.
A have been exercising **B** exercise
C are exercising

7 The office ..... I work is very large.
A where **B** which **C** that

8 You ..... get up early tomorrow. You don't have to go to work.
A can't **B** mustn't **C** needn't

9 Jack ..... whether he was late for the meeting.
A said **B** asked **C** told

10 This time next week, I ..... on a sandy beach.
A am lying **B** lie **C** will be lying

11 ..... River Nile flows through Egypt.
A An **B** – **C** The

12 We ..... the lock fixed before we went on holiday.
A had had **B** will be having **C** have had

13 The bank ..... into during the night.
A was broken **B** broken **C** broke

14 They can't afford ..... house this year.
A moving **B** move **C** to move

15 My brother ..... eighteen years old next year.
A will be **B** is being **C** was

16 We may ..... to the beach at the weekend.
A to go **B** go **C** going

17 I can ride a bicycle, but I ..... drive a car yet.
A could **B** couldn't **C** can't

18 I found ..... money under my bed this morning.
A an **B** a **C** some

19 The manager ..... his coffee made for him every morning.
A has **B** had had **C** is having

20 I met a woman ..... I found very interesting.
A whose **B** whom **C** which

21 ..... he was tired, Andy went to the party.
A Although **B** Despite **C** However

22 I ..... Adam to help me with the project.
A said **B** wondered **C** asked

23 Sharon ..... at Kim's house last night after the party.
A is staying **B** stayed **C** stays

24 The girl ..... at that desk is my best friend.
A sit **B** to sit **C** sitting

25 Terry had difficulty in ..... foreign languages at school.
A learning **B** learn **C** to learn

26 ..... I ask you a personal question, please?
A Could **B** Must **C** Should

27 If people exercise regularly, they ..... fit.
A would get **B** gets **C** get

28 Would you like ..... omelette for dinner?
A – **B** an **C** a

29 You should always ..... the doors at night.
A to lock **B** lock **C** locking

30 Mother Teresa ..... a lot of poor people.
A helped **B** was helping **C** helps

31 That's the boy ..... father is my teacher.
A whose **B** who's **C** who

32 I think I ..... my hair cut next Saturday.
A have **B** have had **C** will have

33 ..... Dead Sea is very salty.
A The **B** A **C** An

34 She ..... them that she was leaving the following day.
A asked **B** told **C** said

35 I wish I ..... buy a computer of my own.
A can **B** would **C** could

Turn the following sentences into reported speech.

1 The policeman said to the man, 'Don't move!'
...*The policeman ordered the man not to move*....

2 Jim said, 'Are you coming to my party tonight?'
.....

3 Dad said, 'I'm leaving for work now.'
.....

4 Helen said, 'Let's go for a walk in the country.'
.....

5 The commander said to the soldiers, 'Listen to me!'
.....

6 Jeff said to me, 'I've got a lot of work to do.'
.....

7 She asked him, 'Did you make the sandwiches?'
.....

8 Steve said, 'Please, come with me.'
.....
9 Colin said to Tom, 'Bring those boxes, please.'
.....
10 Edna said, 'How about getting a taxi home?'
.....

Rewrite the sentences using *have something done*.

1 We must mend the lawnmower.
...*We must have the lawnmower mended*....
2 She will make the cake.
.....
3 We deliver the newspapers.
.....
4 They were recording a cassette.
.....
5 I have changed the telephone number.
.....
6 You will iron the clothes.
.....
7 She has cut her hair.
.....
8 We prepare the meals.
.....
9 You must write the report today.
.....
10 I was checking my contract.
.....

Underline the correct preposition.

1 That girl reminds me ***of/for*** my older sister.
2 The children were delighted ***in/with*** their test results.
3 They couldn't decide ***for/on*** which car to buy.
4 There has been an increase ***on/in*** the price of these cars recently.
5 I have to translate this letter **to/into** French for my teacher.
6 There is no reason ***for/of*** leaving early. Let's stay.
7 Dad was furious ***in/about*** the cancellation of the football match.
8 Everyone blamed Tony ***with/for*** crashing the car.
9 I haven't heard ***from/of*** my cousins in America for months.
10 There is no demand ***on/for*** big cars in this country now.
11 We took photographs ***of/at*** the animals at the zoo.
12 The main disadvantage ***to/of*** this plan is that it is expensive.

Fill in the gaps with the correct particle from the list.

across, off, through, on, into, down, out, for

1 You shouldn't run people ...*down*.... . Nobody's perfect.
2 They put ..... the meeting till a later date because the reports weren't ready.
3 The plans for the surprise party fell ..... because very few guests could attend.
4 They set ..... late and so they got caught in traffic.
5 Put ..... your suggestions on paper and I'll look at them later.
6 The secretary fell ..... her boss and they got married.
7 By the end of the day, Anna had done everything she had set ..... to do.
8 Jake looked great when he put ..... his costume for the party.
9 They aren't friends now. They fell ..... a month ago.
10 I ran ..... an old school friend when I went to the meeting.
11 Tom ran ..... a valuable book at an antiques fair yesterday.
12 The secretary answered the phone and put me ..... to the manager.

Underline the correct word(s).

1 You ***mustn't/needn't*** leave. I'm not busy right now.
2 They ***needn't/didn't need to*** pay for the water. It was free.
3 The children are sleeping. They ***can't/shouldn't*** be making a noise.
4 Sarah ***can't/could*** run very fast when she was young.
5 After studying hard, Lisa ***was able to/could*** pass the exam.
6 I ***didn't need to/shouldn't*** go shopping, so I went home instead.
7 Finally, George ***could/was able to*** reach the top of the mountain.
8 I ***could/can*** climb trees when I was young, but I can't now.
9 You were at work. You ***needn't/can't*** have watched the match.
10 Sally ***needn't/couldn't*** bring anything with her. I've got everything we may need.

UNIT 13
Adjectives - Adverbs - Comparisons

Adjectives

*It's a **pleasant warm** day. There is a woman sitting on a **wooden** bench. She is **young**.*

- **Adjectives describe nouns. They have the same form in the singular and plural.**
  *e.g. a **cheap watch** – **cheap watches***
- **Adjectives go:**
  a) before nouns.
  *e.g. a **clever child***
  b) after the verbs: *be, look, smell, sound, feel, taste, seem, appear, become, get, stay*, etc.
  *e.g. She **is thin**. He **seems tired**.*
- **There are opinion adjectives and fact adjectives. Opinion adjectives such as *smart, bad*, etc. show what a person thinks of somebody or something. Fact adjectives such as *short, big, old*, etc. give us factual information about age, size, colour, origin, material, etc.**

ORDER OF ADJECTIVES

- **Opinion adjectives go before fact adjectives.**
  *e.g. a **handsome young** man*
- **When there are two or more fact adjectives in a sentence, they usually go in the following order:**

Size	Age	Shape	Colour	Origin	Material	Noun
a big	old	round	white	French	china	plate

- **We do not usually use a long list of adjectives before a single noun. A noun is usually described by one, two or three adjectives at the most.**
  *e.g. an **expensive Italian leather** bag*

1 **Fill in the gaps with the correct *adjective* from the list.**

loud, warm, narrow, dark, hot, strong, tired, old, comfortable, bright, long

It was a cold, **1)** ...*dark*... night. There was a **2)** ..... wind blowing and it was starting to rain. James was driving home after a **3)** ..... day at work and he was very **4)** ..... . The road he was driving along was **5)** ..... and winding, but it was the quickest way home. Suddenly, there was a **6)** ..... flash of lightning and a **7)** ..... crash of thunder as the storm broke. James' car was **8)** ....., but he put his foot down because he wanted to get home quickly. He wanted to sit in his **9)** ..... chair by the **10)** ..... fire and drink a cup of **11)** ..... coffee.

2 **Put the *adjectives* in the correct order.**

e.g. an old black telephone

1 a(n) *black / old* telephone
2 a *rectangular / brass / lovely* picture frame
3 two *white / porcelain / pretty* statues
4 some *English / old / valuable* books
5 a(n) *antique / interesting* clock
6 a *wooden / traditional* rocking chair
7 a *glass / small / blue* dish
8 a(n) *English / wooden / old* desk
9 a(n) *china / oval / lovely* plate

Adverbs

*Vets work **hard**.*
*They treat animals **gently** and examine them **carefully**.*

- **Adverbs describe verbs, adjectives or other adverbs.**
- **An adverb can be one word (*slowly*) or a phrase (*in the street*).**

  Adverbs can describe manner (how), place (where), time (when), frequency (how often), degree (to what extent), etc.
  *e.g. He speaks **slowly**. (How does he speak? Slowly. - adverb of manner)*
  *Your hat is **there**. (Where is it? There. - adverb of place)*
  *They'll come **tomorrow**. (When will they come? Tomorrow. - adverb of time)*
  *She **seldom** visits us. (How often does she visit us? Seldom. - adverb of frequency)*
- **Adverbs usually go after verbs. They can also go before verbs (adverbs of frequency).**
  *e.g. Simon **always drives carefully**.*

  Adverbs go before adjectives, other adverbs and past participles.
  *e.g. The test was **surprisingly easy**.*
  *He speaks **incredibly quickly**.*
  *English is **widely spoken**.*

Formation of Adverbs

- **We usually form an adverb by adding -ly to the adjective.**
  e.g. soft - softly
- **Adjectives ending in -le drop the -e and take -y.**
  *e.g. probab**le** - probably*
- **Adjectives ending in consonant + y drop the -y and take -ily.**
  *e.g. heav**y** - heav**ily***
- **Adjectives ending in -l take -ly.**
  e.g. careful - carefully
- **Adjectives ending in -ic usually take -ally.**
  *e.g. trag**ic** - trag**ically***
  But**: publ**ic** - publ**icly

- **Some adverbs have either a totally different form or the same form as the adjective.**

Adjective		Adverb
good	→	well
fast	→	fast
hard	→	hard
early	→	early
late	→	late

Order of Adverbs

- **Adverbs of frequency go after auxiliary verbs and the verb *to be*, but before main verbs.**
  *e.g. She **has always been** loyal.*
  *Tim **is usually** prepared.*
  *Helen **often goes** to the cinema.*
- **Adverbs of manner go before the main verb, after the auxiliary or at the end of the sentence.**
  *e.g. He **quickly ran** up the stairs.*
  *She **is anxiously waiting** for an answer.*
  *They responded **politely**.*
- **Adverbs of degree (*absolutely, completely, totally, extremely, very, quite, rather*, etc.) go before an adjective, an adverb or a main verb but after an auxiliary verb in a sentence.**
  *e.g. He was **extremely** helpful.*
  *We **quite** enjoyed the trip.*
  *I didn't **quite** understand what you said.*
- **Adverbs of place and time usually go at the end of the sentence.**
  *e.g. Shall I wait **outside**? I met him **last year**.*

  Adverbs of time such as *soon, now* and *then*, go before the main verb, but after the auxiliary verb or the verb *to be*.
  *e.g. He **soon realised** that he was wrong.*
  *She **is now** ready to talk to you.*
- **We can put an adverb at the beginning of a sentence if we want to emphasise it.**
  *e.g. **Carefully**, he opened the letter. (manner)*
  ***In Paris** we fell in love. (place)*
  ***Tomorrow** I'll sign the contract. (time)*
- **When there are two or more adverbs in the same sentence, they usually come in the following order: manner – place – time.**
  *e.g. He worked **quietly at his desk all day long**.*
- **If there is a verb of movement, such as *go, come, leave* in the sentence, then the adverbs come in the following order: place – manner – time.**
  *e.g. She went **home by taxi last night**.*

Adjectives - Adverbs - Comparisons

Write the *adverbs* of the *adjectives* in the list in the correct box.

cheerful, dramatic, quiet, probable, systematic, easy, noisy, quick, possible, lazy, simple, happy, hopeful, pretty, energetic

-ly	*cheerfully*
~~le~~ → -ly	
consonant + ~~y~~ → -ily	
-ic → -ally	

Identify the *adjective* or the *adverb* in each sentence, as in the example.

1 Tom is very clever. *(adjective)*
2 He slowly left the room.
3 The exam was difficult.
4 Sue's house is always tidy.
5 Laser beams are used extensively in surgery.
6 Sarah smiled happily.
7 The teacher was angry.
8 Sad songs make me cry.
9 She quietly closed the door.
10 It's easy to make mistakes.

Underline the correct item.

The house was **1)** ***quiet/quietly***. It had been snowing **2)** ***heavy/heavily*** all day and the ground was covered in a **3)** ***soft/softly*** white blanket. **4)** ***Sudden/Suddenly***, there was a **5)** ***loud/loudly*** knock at the door. I jumped up **6)** ***nervous/nervously***. 'Who is it?' I called **7)** ***anxious/anxiously***. There was no reply. I **8)** ***slow/slowly*** opened the door and looked outside. A rush of **9)** ***cold/coldly*** air entered the house. I **10)** ***quick/quickly*** shut the door and turned around, then I saw the most **11)** ***horrible/horribly*** creature I had ever seen standing in front of me.

- **Some adverbs have the same form as adjectives. These include: *hard, fast, high, low, deep, early, late, long, near, straight, right, wrong*.**
  *e.g. This is a **fast car**. (adjective)*
  *George **drives fast**. (adverb)*

- **There is a difference in meaning between the following pairs of adverbs:**
  - *She tried **hard** but she failed. (hard = with effort)*
    *He can **hardly** see without his glasses. (hardly = scarcely)*
  - *Jessica lives quite **near**. (near = close)*
    *They **nearly** missed the bus. (nearly = almost)*
  - *Tim arrived **late**. (late = not early)*
    *She's been going out a lot **lately**. (lately = recently)*
  - *The kite rose **high** in the sky. (high = at a high level)*
    *He's **highly** respectable. (highly = very)*
  - *You can visit the museum **free**. (free = without charge)*
    *EU citizens can travel **freely** within Europe. (freely = without restraint)*

- **The following words end in -ly, but they are adjectives: *friendly, likely, lively, lonely, lovely, silly, ugly*.**
  *e.g. He's a **friendly person**.*

  We use the word *way/manner* to form their adverbs.
  *e.g. He talked to me **in a friendly way/manner**.*
  (NOT: ~~He talked to me friendlily.~~)
  He gave a silly laugh. (NOT: ~~He laughed sillily.~~)

- **The adverbs *loud(ly), cheap(ly), quick(ly)* and *slow(ly)* are often used without -ly in everyday English.**
  *e.g. Don't talk so **loud/loudly**.*

Underline the correct item.

1 She lives very ***near/nearly*** to the school.
2 Jack ***near/nearly*** crashed his car yesterday.
3 The prisoners can move around ***free/freely***.
4 I got this pen ***free/freely*** with a magazine.
5 His story sounds ***high/highly*** unlikely.
6 We could see the bird's nest ***high/highly*** up in the tree.
7 Roger was ***late/lately*** for work every day last week.
8 I haven't been feeling very well ***late/lately***.
9 He tried ***hard/hardly*** to solve the problem, but he couldn't do it.
10 The music was so loud that I could ***hard/hardly*** hear what he was saying.

7 **For each gap, choose an adjective from the list given and turn it into an adverb.**

soft - immediate - sad

A I was passing the pet shop when I saw the most beautiful kitten in the window. She looked **1)** ...*sadly*... up at me with her big green eyes and mewed **2)** ..... . I knew **3)** ..... that I had to buy her.

quiet - loud - cheerful

B Claire called to her mum **1)** ..... as she ran into the house. The door slammed **2)** ..... behind her. 'Why do you have to make so much noise?' shouted her mum. 'Sorry,' said Claire, and **3)** ..... crept upstairs.

8 **Fill in *good, well, bad, badly* and *ill*.**

A: Did you get your exam results?
B: Yes. I didn't do very **1)** ...*well*.., though. I got a very **2)** ..... mark in History.
A: Your History exam didn't come at a **3)** ..... time though, did it?
B: No. I was very **4)** ..... when I had that exam. I'm sure I wouldn't have done so **5)** ..... if I had been **6)** ..... .
A: Never mind, perhaps they will let you do the exam again if you explain what the problem was.

9 **Say the sentences in as many ways as possible, using the *adverbs* in brackets.**

1 They will clean the house. (tomorrow)
Tomorrow they will clean the house. / They will clean the house tomorrow.
2 Fiona has been making cakes with her mum. (all morning)
3 They have been talking. (for an hour / quietly / in the office)
4 She read the paper. (on the train / carefully)
5 I bought some bread. (today / in the supermarket)
6 James has been playing on his computer. (all evening / in his room)
7 They arrived. (safely)
8 She ran. (quickly / out of the house / after dinner)
9 He knew he had made the right choice. (then)
10 His plan was brilliant. (absolutely)
11 She was confused. (totally)

Quite - Rather

***Quite* and *rather* are adverbs of degree.**

Quite goes before *a/an*.
*e.g. She is **quite a** pretty woman.*

- **We usually use *quite* in favourable comments meaning 'less than very.'**
  *e.g. This watch is **quite** cheap. (It's not very cheap.)*
- **We use *quite* before adjectives such as *horrible, dreadful, ridiculous, brilliant, perfect, amazing, extraordinary, useless, impossible, right, true, sure, exhausted, certain, false, wrong, alone, different*, etc. meaning 'completely'/'totally'.**
  *e.g. The idea was **quite** extraordinary. (totally extraordinary)*

Rather goes before or after *a/an*.
*e.g. I'm afraid it is **rather a** boring story.*
*I'm afraid it is **a rather** boring story.*

- **We usually use *rather* in unfavourable comments.**
  *e.g. Those clothes are **rather** old.*
- **We can also use *rather* in favourable comments when it means 'to an unusual degree'.**
  *e.g. I didn't know Peter could cook. The meal was **rather** good. (The meal was better than we expected.)*
- ***Rather* can be used with comparative forms.**
  *e.g. The second exercise was **rather** more difficult than the first.*

10 **Fill in *quite* or *rather*.**

1 A: What was their new house like?
B: It was ...*quite*... perfect.
2 A: Have you had a busy day?
B: Yes, I have. I'm ..... exhausted.
3 A: What's the weather like in England at the moment?
B: Actually, it's ..... warm.
4 A: Do you believe in life on other planets?
B: No, I think the existence of aliens is..... impossible.
5 A: I heard that David was going to emigrate to Australia.
B: It's ..... true. He's been planning it for some time.
6 A: How much was your new car?
B: Well, it was ..... more expensive than I had expected.
7 A: Do you like this red skirt?
B: I'm not sure – it's ..... short.

UNIT 13
Adjectives - Adverbs - Comparisons

Comparisons

Price: £2,000
People: 4
Top Speed: 80 mph
Age: 15 years old

*This car is **cheap**. It is also **old**.*

Price: £8,000
People: 6
Top Speed: 100 mph
Age: 5 years old

*This car is **more expensive** than the first car. It is also **faster**.*

Price: £18,000
People: 2
Top Speed: 130 mph
Age: 1 year old

*This car is **the most expensive** of all. It is also **the fastest of** all.*

- **For comparison, adjectives have got two forms: the comparative and the superlative.**
- **We use the comparative form + than to compare two people or things.**
  *e.g. Alec is **taller than** Jim. My house is **more attractive than** yours.*
- **We use the + superlative form + of/in to compare one person or thing with more than one person or thing in the same group. We use *in* when we talk about places.**
  *e.g. Alec is **the tallest of** all. New York is the most exciting city **in** the USA. (NOT: ~~of~~ the USA)*

Comparative and Superlative Forms of Adjectives

- **The comparative of one-syllable and two-syllable adjectives is formed by adding -er, and the superlative by adding -est.** *e.g. small - small**er** - small**est***
- **The comparative of adjectives of three or more syllables is formed with more and the superlative with most.**
  *e.g. difficult - **more** difficult - **most** difficult*
- **The comparative and the superlative of some two-syllable adjectives, such as *clever, stupid, narrow, gentle, friendly*, etc. are formed either with -er/-est or with more/most.**
  *e.g. friendly - **friendlier** - **friendliest*** *friendly - **more friendly** - **most friendly***

Spelling Rules

- **One-syllable adjectives ending in -e take -r in the comparative form and -st in the superlative. form.** *nice - nice**r** - nice**st***
- **Two-syllable adjectives ending in -y turn the -y into -i and then take -er/-est.**
  *busy - bus**ier** - bus**iest***
- **Adjectives ending in a stressed vowel between two consonants double the final consonant and take -er/-est.**
  *big - bi**gger** - bi**ggest***
  but: *strong - strong**er** - strong**est***

11 **Compare the following items, as in the example.**

1 a pebble / a stone / a rock (big)
...*A stone is bigger than a pebble.*.....
...*A rock is the biggest of all.*.....
2 cotton / wood / iron (heavy)
.....
3 bronze / silver / gold (expensive)
.....
4 a bicycle / a car / a train (fast)
.....
5 a cheetah / a cat / a snail (slow)
.....
6 a sheep / a horse / a giraffe (tall)
.....
7 steel / wood / wool (soft)
.....

Comparative and Superlative Forms of Adverbs

The comparative and superlative forms of adverbs are formed in the same way as those of adjectives.

- **Adverbs which have the same form as the adjective usually take -er in the comparative and -est in the superlative.**
  e.g. fast - faster - fastest early - earlier - earliest
- **Adverbs formed by adding -ly to the adjective take more in the comparative and most in the superlative form.**
  *e.g. smartly - **more** smartly - **most** smartly*

12 **Write the *comparative* and *superlative* forms of the following adverbs.**

1	efficiently	*more efficiently*	*most efficiently*
2	hard	.....	.....
3	quietly	.....	.....
4	peacefully	.....	.....
5	early	.....	.....
6	satisfactorily	.....	.....

We use adjectives or their comparative or superlative forms with the following words:

- **very + adjective**
  *e.g. This is a **very expensive** gift.*
- **much/a lot/far/a little/a bit/slightly + comparative**
  *e.g. It's **much hotter** today than yesterday.*
- **by far + superlative**
  *e.g. He's **by far the best** student in the class.*

13 **Fill in the gaps with the correct form of the adjective/adverb in brackets.**

1 That house is too small for our family. We need something much ...*bigger*... (big).
2 I can't understand you. Could you speak a bit .... (slowly), please?
3 This coffee is bitter. I prefer to drink it a little .... (sweet).
4 That dress is very ..... (expensive). I can't afford to buy it.
5 Fiona is by far ..... (intelligent) girl in the class.
6 It was very cold yesterday, but it's slightly .... (warm) today.
7 I don't go to that supermarket any more. This one is far ..... (cheap).
8 I like living near the city. It's a lot .... (convenient).

Irregular Comparatives and Superlatives

adjective	comparative	superlative
good/well	better	best
bad/badly	worse	worst
much/many/ a lot of	more	most
little	less	least
far	further/farther	furthest/farthest

Note: further/farther (adv) = a longer distance
*e.g. His house is **further/farther** away from the post office than ours.*

further (adj) = more
*e.g. Don't hesitate to ask me if you need any **further** information.*

14 **Put the adjectives in brackets into the *comparative* or *superlative* form, adding any necessary words.**

1 A: Why are you crying?
  B: I've just read ...*the saddest*... (sad) book ever written.
2 A: Do you like crisps?
  B: Yes, but I think chocolate is much .... (tasty) crisps.
3 A: This must be ..... (hot) day of the year.
  B: I agree. Let's go swimming.
4 A: Kate is a lot ..... (pretty) Anne.
  B: Yes. She's ..... (pretty) girl I know.
5 A: Is this ladder ..... (long) the other one?
  B: They look the same to me.
6 A: That was by far ..... (good) cake you've ever made.
  B: I'm glad you enjoyed it.
7 A: Do you like this dress?
  B: Oh, yes. It's ..... (beautiful) dress I've ever seen.
8 A: Mount Everest is ..... (high) mountain in the world.
  B: Everyone knows that!
9 A: Mr Smith is ..... (old) Mr Jones.
  B: Well, he looks good for his age.
10 A: Did that coat cost a lot of money?
  B: Yes, it was by far..... (expensive) coat in the shop.
11 A: Thank you for your help.
  B: That's okay. If you need any ..... (far) advice, come and see me.

UNIT 13
Adjectives - Adverbs - Comparisons

15 **Fill in the gaps with the *comparative* or *superlative* form of the adjectives in brackets, adding any necessary words.**

Yesterday was **1)** ...*the coldest*... (cold) day of the year. It had been snowing all night and everything was white. The children woke up **2)** .... (early) usual. They were excited because the snow was **3)** ..... (deep) ever before and they wanted to go outside and play. We dressed them in **4)** ..... (warm) clothes we could find, then they went out into the garden. We watched from the window as they built **5)** .... (big) snowman I have ever seen. As the snow was falling **6)** ..... (hard) ever, the children soon came inside to warm up. They were laughing as if they had heard **7)** .... (funny) joke ever told. They said that they thought winter was **8)** ..... (good) season of all.

16 **Put the adjectives in brackets into the *comparative* or *superlative* form, adding any necessary words.**

A: Well Mr Jones, we've interviewed the three **1)** ...*most likely*... (likely) candidates. Who do you think would be **2)** ..... (good) person for the job?

B: I have to say, I thought Mrs Shaw was **3)** .... (intelligent) of the three, but Mr Peters was a little **4)** ..... (nice) her.

A: That's true, and we do need someone who can work with people. However, I thought Miss Brown would be **5)** ..... (popular) the others with our clients.

B: I also thought that she was by far **6)** ..... (responsible) candidate.

A: Good. Thank you for your help, Mr Jones. Choosing who to employ is **7)** ..... (difficult) part of my job. It's always **8)** ..... (easy) when I hear someone else's views.

B: I'm glad I could help.

Types of Comparisons

*The sofa is **as comfortable as** the armchair.*
*The stool is **not as/so big as** the sofa.*
*The armchair is **less expensive than** the sofa.*

- **We use as + adjective + as to show that two people or things are similar in some way. In negative sentences, we use not as/so ... as.**
  *e.g. Paul is **as old as** Richard.*
  *Alison is **not as/so clever as** Cynthia.*

- **We use less + adjective + than for two people or things. It is the opposite of more...than.**
  *e.g. This film is **less exciting than** the other one we saw. (=The other film we saw was more exciting than this one.)*

- **We use the least + adjective + of/in for more than two people or things. It is the opposite of the most...of/in.**
  *e.g. The game we played yesterday was **the least interesting of** all we've played so far.*

- **We use comparative + and + comparative to show that something increases or decreases.**
  *e.g. He tried **harder and harder** until he opened the door.*
  *As time went by, he got **more and more impatient.***

- **We use the + comparative .., the + comparative to show that two things change together or that one thing depends on another thing.**
  *e.g. **The longer** he talked, **the more confused** they became.*

17 **Complete the sentences, using one of the adjectives from the list and *comparative + and + comparative.***

hot, hard, heavy, tired, cold, tall, pretty

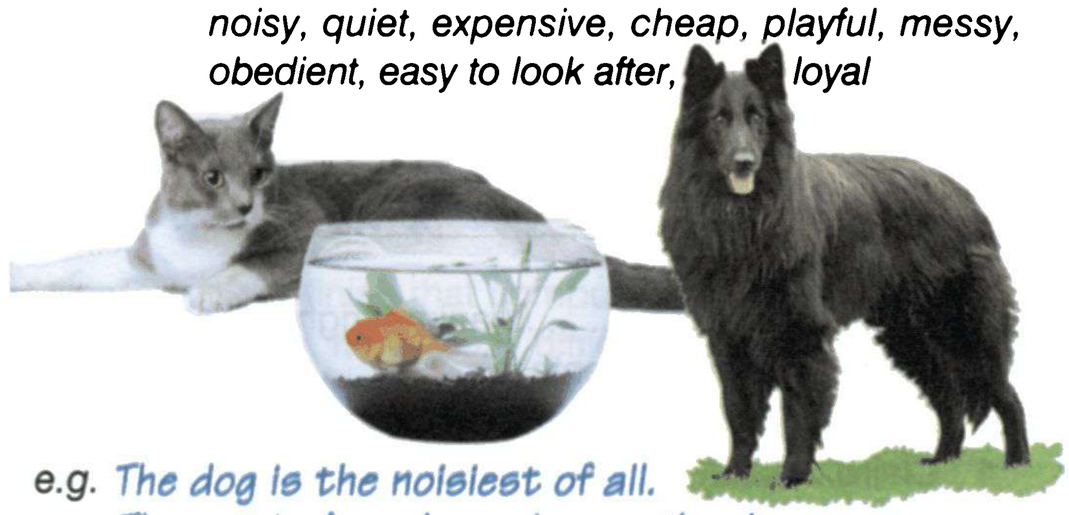
1 As I ran, my legs got ...*more and more tired*... .
2 Over the years, the trees grew ....
3 As we lay on the beach, we got ....
4 Emma's work is improving because she's studying ..... .
5 While I was walking in the snow, I got ...., so I decided to go home.
6 As she did her shopping, her bags got ....
7 As Jane grows up, she just gets ....

18 **Complete the sentences using *the + comparative*, as in the example.**

1 The children got noisy. The teacher got angry.
...*The noisier*... the children got, ...*the angrier*... the teacher got.
2 We worked hard. We earned lots of money.
..... we worked, ... money we earned.
3 I pushed the swing high. The little boy laughed a lot.
..... I pushed the swing, ... the little boy laughed.
4 If you eat lots of chocolate, you'll get fat.
..... chocolate you eat, ... you'll get.
5 If a car is new, it is valuable.
..... a car is, ... it is.
6 It grew dark. I became scared.
..... it grew, ... I became.

19 **Compare the following pets using the adjectives from the list.**

noisy, quiet, expensive, cheap, playful, messy, obedient, easy to look after, loyal



e.g. *The dog is the noisiest of all.*
The cat isn't as/so noisy as the dog.
.....
.....

20 **Put the adjectives in brackets into the *comparative* or *superlative* form.**

Dear Leo,

I'm writing to tell you about my new house. It's **1)** ...*the biggest*... (big) house I've ever lived in, but also **2)** .... (expensive). Still, it's much **3)** ..... (nice) than my last house. Although the garden is a little **4)** ..... (small), the rooms are much **5)** ..... (spacious) and there is much **6)** ..... (little) noise. The area I live in now is **7)** .... (peaceful) place I've ever lived in. The neighbours are **8)** ..... (quiet) here than anywhere else, and they are **9)** ..... (friendly) people you will ever meet.

There are lots of flowers here, so it's much **10)** .... (colourful) than my previous home, and there is a bus stop near my house, so it's **11)** ..... (convenient) than before because I don't have to take my car to work. All in all, I can say that finding this house is **12)** ..... (good) thing that's ever happened to me! I hope you will visit me here soon.

Love,
Helen

21 **Cross out the unnecessary word.**

1 Mark's voice is very much louder than Alan's.
2 Mrs Garrison is the most oldest teacher in the school.
3 This village is by far quieter than the one we live in.
4 Playing golf isn't as more tiring as playing football.
5 As time went by, it got darker and the darker.
6 The more you study, the better than your marks will be.
7 This task is the less difficult than the others.
8 He drives the far fastest of all.
9 Jane is as much tall as Sarah.
10 It was a quite an exciting film.

UNIT 13
Adjectives - Adverbs - Comparisons

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 Alan is friendlier than Brian.
as Brian **isn't as/so friendly as** Alan.
less Brian is **less friendly than** Alan.
2 I've never seen such a beautiful painting.
the It's **the most beautiful painting** I've ever seen.
3 Ellen has got the same number of CDs as Peter.
many Ellen has got **as many CDs as** Peter.
4 Can't you sing any louder than that?
loudest Is that **the loudest** you can sing?
5 As he grows older, he becomes more mature.
the The older he grows, **the more mature** he becomes.
6 Susan behaved very kindly to her guests.
kind Susan behaved **in a kind way/manner** to her guests.

Complete the sentences with two to five words, including the word in bold.

1 Jeff has read the same number of books as Carol.
many Jeff has read ..*as many books as*.. Carol.
2 As she works harder, she gets more tired.
the The harder she works, ... she gets.
3 Amanda is wealthier than James.
as James .... Amanda.
4 I've never heard such beautiful music.
the It's .... I've ever heard.
5 Colin spoke very politely to his boss.
polite Colin spoke .... to his boss.
6 Gary talks more quietly than Anne.
less Anne talks .... Gary.
7 Can't you run any faster than that?
fastest Is that .... you can run?
8 As it gets later, it gets darker.
the The later it gets, ... it gets.
9 Tony has eaten the same number of cakes as Ben.
many Tony has eaten .... Ben.
10 I've never seen such a pretty child.
the It's .... I've ever seen.

Prepositions

cheque **for**
clever **of** sb to do sth
contact **with** sb
jealous **of** sb/sth
know **of/about** sth
protect sb/sth **from/against**
shocked **at/by** sth
talk **to** sb **about** sth
live **on**
throw sth **at** sb/sth
throw sth **to** sb
(no) hope **of** sth

Fill in the correct *preposition*.

1 At the fair, John threw a ball ...*at*... a coconut to win a prize.
2 He threw the car keys ..... Alan.
3 I always talk ..... my best friends ..... my problems.
4 We were shocked ..... the damage caused by the storm.
5 She wears a hat ..... protect her hair ..... the rain.
6 Cathy was jealous ..... her sister, who was very pretty.
7 She didn't know anything ..... the surprise party.
8 I lost contact ..... my friend after she emigrated.
9 I wrote a cheque ..... £100.
10 It was clever ..... Sam to find this restaurant.
11 I manage to live ..... about £50 a week.
12 There was no hope ..... escape for the terrified prisoners.

Phrasal Verbs

stand by sb: support sb, esp in a difficult situation
stand for: hold an opinion
stand in (for): replace sb temporarily
stand up: rise to one's feet
stand up to: defend oneself against sb

Fill in the gaps with the correct *phrasal verb*.

1 It takes courage to ...*stand up to*... a bully. (defend yourself against)
2 That group ..... animal rights. (represents)
3 I know that my parents ..... always ..... me. (will support me in a difficult situation)
4 Claire ..... me while I was on holiday. (replaced me temporarily)
5 The children ..... when their teacher enters the room. (rise to their feet)

Revision Box

25 **Choose the correct answer.**

1 'Where's Melanie?'
'She ...B... in her bedroom, I think.'
A studied **B** is studying **C** studies

2 'Did you see James yesterday?'
'Yes. He ..... me that he's having a party on Saturday.'
A says **B** said **C** told

3 'I think I'm getting a cold.'
'You ..... take plenty of vitamin C.'
A ought to **B** can **C** may

4 'Who's that?'
'It's the man ..... I asked to fix my TV.'
A which **B** who **C** whose

5 'That's an unusual tablecloth.'
'Yes. It ..... by my grandmother.'
A makes **B** is made **C** was made

6 'Where is Dad?'
'He's in the garden, ... some apples from the tree.'
A picking **B** pick **C** to pick

7 'What are your plans for the future?'
'Well, by the time I'm thirty, I hope I ..... my own house.'
A will have been buying **B** will have bought
C have bought

8 'They have finished building the new theatre.'
'I know. It ..... by the mayor next month.'
A will be opened **B** is opened **C** is opening

9 'When did you call Simon?'
'I called him ..... I had put the shopping away.'
A after **B** by the time **C** while

10 'I wish I ..... to buy a new car.'
'You ought to save some money then.'
A afford **B** would afford **C** could afford

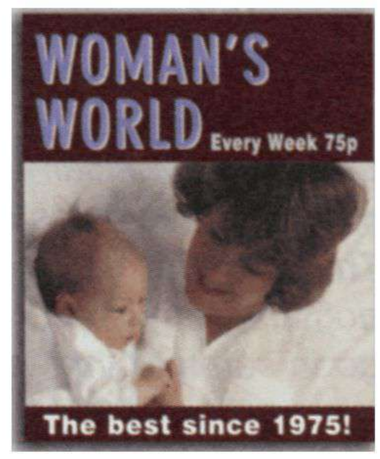
11 'I ..... finish that computer game yesterday.'
'Well done. It's a really difficult game.'
A can **B** was able to **C** could

12 'You look nice today. What's different?'
'Actually, I ..... my hair cut.'
A was having **B** have **C** have had

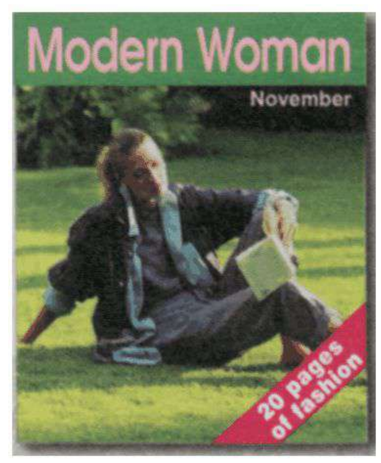
ORAL Activity

You are doing some research for your boss concerning women's magazines. Look at the information below and make comparisons using the adjectives in the list, as in the example.

cheap, expensive, thick, thin, old, popular



Price: 75p
No. of pages: 55
First published: 1975
Sales per issue: 9 million



Price: £1.50
No. of pages: 120
First published: 1990
Sales per issue: 7 million

Price: £2.50
No. of pages: 200
First published: 1960
Sales per issue: 8 million

e.g. S1: Woman's World is the cheapest of all.
S2: Internationale is more expensive than Modern Woman.

WRITING Activity

Your boss has asked you to write a report for him, comparing the three magazines. Look at the Oral Activity again and complete the report below.

To: Mr P. Collins
From: Mrs J. Harper
Date: 21st November

I studied three magazines for my research: Woman's World, Modern Woman and Internationale. Woman's World is the cheapest of all. It costs only 75 pence. Internationale is more expensive than Modern Woman .....
.....

UNIT 14
Pronouns - Possessives - Demonstratives - Quantifiers

Pronouns

*This is Emma and Bob. Emma loves romantic films, but Bob can't stand **them**. **She** likes classical music, but **he** hates **it**. **They** both love their dog and **they** take good care of **him**.*

Personal Pronouns

Personal pronouns are divided into subject pronouns (I, you, he, etc.), which go before verbs as subjects and object pronouns (me, you, him, etc.), which go after verbs or prepositions as objects.
*e.g. **I** like **him** a lot.*

subject pronouns: I , you, he, she, it, we, you, they
object pronouns: me, you, him, her, it, us, you, them

- **We do not use a noun and a personal pronoun together.**
  *e.g. **Laura** went out with Richard.*
  (NOT: ~~Laura she~~ went out with Richard.)
- **We use there + be to mention something for the first time or to say that something or someone exists. We use it + be to give more details about something or someone that has already been mentioned.**
  *e.g. **There is** a letter for you. **It is** from Tom.*
- **We can use it as the subject to talk about weather, distance, temperature and time.**
  *e.g. **It's windy** today. **It's a long way** to the airport. **It's hot** in here. **It's Monday**.*
- **We use it to talk about something that has already been made clear. We use one when it is not clear which thing in particular we are talking about.**
  *e.g. I can't find **the newspaper**. Where did you put **it**? (We use **it** because it is clear which newspaper we are talking about.)*
  *'Can I have **a dictionary**?' 'I'm sorry. I haven't got **one**.' (We use **one** because it is not clear which dictionary in particular we are talking about.)*

1 **Fill in the gaps with the correct subject or object pronoun.**

1 A: Do your brothers play football?
  B: Yes, ...*they*... play ..... all the time. ..... think .....'s a brilliant game.
2 A: Does Susan eat chocolate?
  B: Yes, ... eats ..... all the time. ..... says .....'s her favourite food.
3 A: Do your parents know Mr Jones?
  B: Yes, ... know ..... very well. ..... lives next door to ..... .
4 A: Does Claire like David?
  B: No, ... doesn't like ..... very much. ..... says .....'s too noisy.
5 A: Do you listen to rock music?
  B: Yes, ... listen to ..... all the time. ..... think .....'s fantastic.
6 A: Does Tony enjoy fishing?
  B: Oh, yes. ..... enjoys ..... very much. ..... says ....., relaxes him.

2 **Fill in the gaps with *there* or *it*.**

1 By the time I got home, ...*it*... was nearly ten o'clock.
2 'Is ..... your birthday today?' 'No, ... was last week.'
3 Come here, Simon. ..... is someone here to see you. I think ..... is your friend, Rod.
4 ..... wasn't warm enough to go to the beach, so we went to the cinema.
5 ..... wasn't very much money left after I had paid for the shopping.

3 **Fill in the gaps with *one* or *it*.**

1 A: I need a loaf of bread.
  B: I'll buy ...*one*... this afternoon.
2 A: Is the phone ringing?
  B: I can't hear ..... .
3 A: 'Titanic' is an amazing film.
  B: I know. I've seen ..... twice.
4 A: When was the last time you read a book?
  B: I haven't read ..... for months.
5 A: Have you got a car?
  B: No. I can't afford ..... .
6 A: Do you like the new Rolling Stones CD?
  B: I haven't heard ..... yet.
7 A: I need a dress for the party.
  B: I'll lend you ..... .

Possessive Adjectives/ Pronouns

*This is the Smith family. They are in **their** living room. **Their** daughter, Tina, is watching **her** favourite TV programme.*

- **Both possessive adjectives (my, your, etc.) and possessive pronouns (mine, yours, etc.) can be used to talk about ownership or the relationship between people. Possessive adjectives are followed by nouns, whereas possessive pronouns are not.**
  *e.g. This is **your** pen. It's **yours**.*

Possessive Adjectives		Possessive Pronouns	
my	our	mine	ours
your	your	yours	yours
his	their	his	theirs
her		hers	
its		–	

- **its = possessive adjective**
  *e.g. I saw a lovely dress in the shop window yesterday, but I didn't see **its** price.*
  it's = it is or it has
  *e.g. **It's** (it is) playing with the ball.*
  __It's__ (it has) got a hole in it.
- **We use the instead of a possessive adjective with prepositional phrases and verbs such as *hit, punch, slap, bite, touch, pat, sting*, etc. when we refer to parts of the body.**
  *e.g. The ball **hit** him on **the** head.*
  (NOT: The ball hit him on ~~his~~ head.)
  but *She's got a key in her hand. (NOT: in ~~the~~ hand)*
- **We use the word own in the following structures to emphasise the fact that something belongs to someone.**
  noun + of + my/your, etc. + own
  my/your, etc. + own + noun
  *e.g. I don't need to borrow my father's car because I've got a **car of my own**./I've got **my own car**.*

4 Fill in the correct *possessive adjective* or *pronoun*.

1 A: Have you met ...*your*... new neighbours yet?
  B: No. I've seen ..... children in the garden, though.
2 A: You took ..... coat home last night.
  B: I know, I'm sorry. I thought it was ..... because they're both black.
3 A: What's wrong with Rosie?
  B: Oh, she's been having problems with ..... back recently.
4 A: James is doing well at school.
  B: I know. ..... teacher says he's very advanced for his age.
5 A: Is this bag .....?
  B: Oh, yes, thank you. I nearly forgot it.
6 A: Julie and Frank are so lucky. ..... house is beautiful.
  B: Yes, and it's so much bigger than ..... . I envy them.
7 A: I like ..... shirt. It's like Sandra's.
  B: Actually, it is ..... . I borrowed it from her yesterday.
8 A: Why did you lend Tom ..... car?
  B: Because ..... is being repaired at the moment.

5 Fill in *its* or *it's*.

1 The car is nice to drive, but I don't like ...*its*... colour.
2 This town is wonderful. ..... got lots of shops!
3 I'm staying at home today because ..... cold outside.
4 Let's go in here. ..... my favourite restaurant.
5 A bird has built ..... nest in our garden.
6 The company I work for has changed ..... name.

6 Fill in a *possessive adjective* or *the*.

1 A dog bit him on ...*the*... leg.
2 I banged ..... head on the cupboard door.
3 Karen put ..... arm around Jane's shoulder.
4 Don't put ..... feet on the table!
5 You shouldn't have punched Tom in ..... stomach.
6 Paul patted Lisa on ..... shoulder.

7 Fill in the gaps with *of* where necessary, and *my, your*, etc. *own*.

1 John doesn't live with his parents any more. He's got a flat ...*of his own*... .
2 She doesn't travel by bus any more because she's got ..... car.

3 I don't need to borrow your umbrella. I've got one ..... .
4 Haven't you got ..... pen? You're always borrowing mine.
5 My job includes doing research in ..... time.
6 Sam is tired of using his friend's computer, so he is going to buy one ..... .
7 The couple moved into ..... house after they got married.
8 Don't let the dog sleep on your bed. It's got a bed ..... .

Possessive case

The possessive case can be used to talk about ownership or the relationship between people. It is formed in two ways:

1. with 's/' for people or animals

- **singular nouns + 's** *e.g. Jim's pen*
- **plural nouns ending in -s + '**
  e.g. the boys' hats, the cats' tails
- **plural nouns not ending in -s + 's**
  e.g. the children's toys
- **compound nouns + 's** *e.g. my father-in-law's house*
- **We use 's after the last of two or more names to show common possession.**
  e.g. ***John*** *and* ***Helen's*** *house. (The house belongs to both of them.)*
- **We use 's after each name to show individual possession.** *e.g.* ***Mary's*** *and* ***Diana's*** *bags. (Each girl has her own bag.)*

2. with of for inanimate things

- **of + inanimate thing or abstract noun**
  e.g. the windows ***of*** *the house*
  the cost ***of*** *living*
- **a/the/this/that + noun + of + possessive**
  e.g. He's ***a friend of Jack's****.* ***That friend of yours****.*

Note: When we refer to a certain place or time, the possessive case is formed as follows:

- **phrase of place (shop/home/business, etc.) + 's**
  e.g. at the ***baker's*** *(we mean the shop)/at Dave's (flat)*
- **phrase showing length of time/specific moment or event + 's/'**
  e.g. an ***hour's*** *delay/two* ***days'*** *work*
  last Sunday's *paper*
- **We can use either 's or of when we talk about places or organisations.**
  e.g. NASA's headquarters or the headquarters ***of*** *NASA*

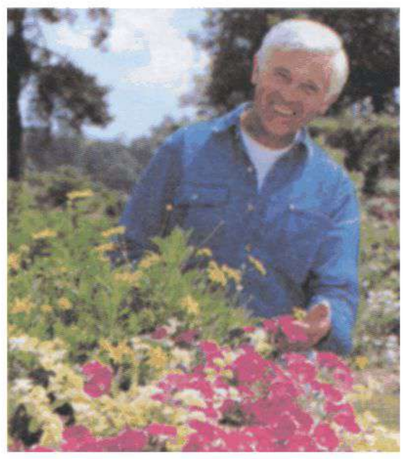
8 **Connect the nouns using -'s, -' or ...of....**

1 car/Helen ...*Helen's car*.....
2 the manager/the restaurant .....
3 shoes/women .....
4 the results/the test .....
5 bicycles/my daughters .....
6 secretary/the assistant manager
.....
7 the corner/the room .....
8 house/their parents .....
9 the back/the classroom .....
10 shoes/William .....
11 walk/an hour .....
12 partner/Jim .....
13 Rome/the streets .....
14 UN/headquarters .....

9 **Rewrite the sentences using the correct possessive form.**

1 Nobody went to **the meeting last week.**
...*Nobody went to last week's meeting*....
2 The **drive** to the airport takes **two hours**.
.....
3 They will get their exam results **six weeks from now**.
.....
4 I look after **James — Karen — children**.
.....
5 I received the letter in **the post — yesterday**.
.....
6 It's autumn. **The tree - the leaves** are falling off.
.....
7 Graham never listens to **his doctor - the advice**.
.....
8 Are you going to **Jane - Paula - the party?**
.....
9 He has never done a hard **day of work** in his life.
.....
10 At the moment I'm staying with **a friend - my**.
.....
11 I think I'll order **the special of today**.
.....
12 The man knocked on **the house - the door**.
.....
13 The ticket inspector looked at **the people - the tickets**.
.....
14 **Mrs Jones - Miss Smith - cars** are being serviced.
.....
15 **The sales target this month** is two million pounds.
.....

Reflexive Pronouns



Ken grew these flowers ***himself****.*

They are enjoying ***themselves****.*

Reflexive			Reflexive		
I	→	myself	it	→	itself
you	→	yourself	we	→	ourselves
he	→	himself	you	→	yourselves
she	→	herself	they	→	themselves

We use reflexive pronouns:

- **with verbs such as *behave, burn, cut, enjoy, hurt, introduce, kill, look at, teach*, etc., or with prepositions when the subject and the object of the verb are the same person.**

  e.g. ***Jill (subject)*** *has burnt* ***herself****.* ***(object)***
  You (subject) *should take care*
  of yourself*.* ***(object)***

- **with the preposition by when we mean *alone/without company* or *without help (on one's own).***

  e.g. Ben repaired the car ***by himself/on his own****.*
  (= Nobody helped Ben repair the car.)
  She likes being ***by herself/on her own*** *sometimes.*
  (= She likes being alone, without company.)

- **in the following expressions: *enjoy yourself* (have a good time), *behave yourself* (be good), *help yourself* (you are welcome to take something if you want).**

- **to emphasise the subject or the object of a sentence.**

  e.g. ***I myself*** *posted the letter. (= I posted the letter, nobody did it for me.)*
  Alice met the ***President himself****. (=She met the President, not somebody else.)*

Note: 1) We do not normally use reflexive pronouns with the verbs *concentrate, feel, meet and relax.*

e.g. You need to concentrate.
(NOT: ~~You need to concentrate yourself.~~)

2) The verbs *dress, wash* and *shave* are not normally followed by a reflexive pronoun. However, we can use a reflexive pronoun with these verbs when we want to show that someone did something with a lot of effort.

e.g. First Peter ***shaved*** *and then* ***dressed****.*
Although Mrs Harrison's arm was bandaged, she managed to ***wash herself****.*

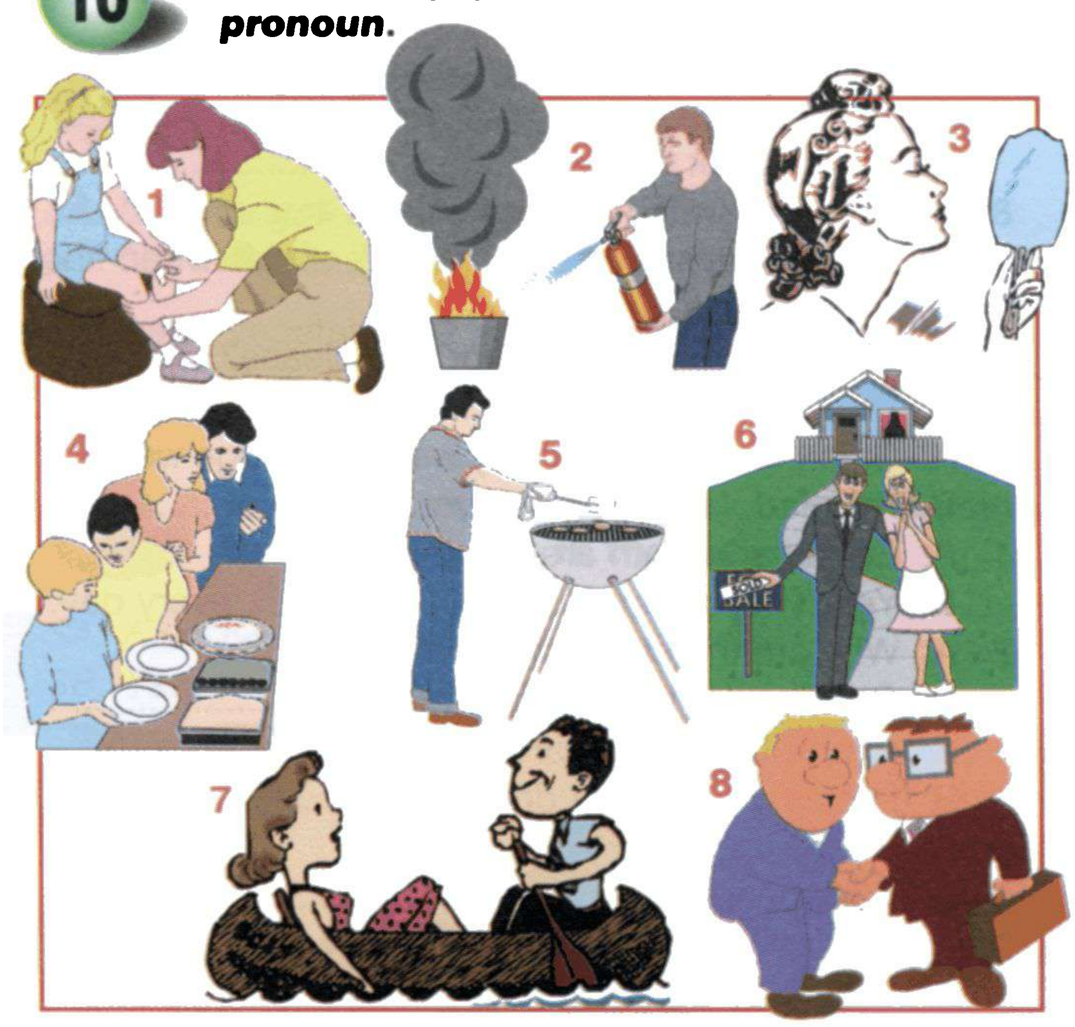
But we always say dry myself.

- **Each other means *one another*. Study the following examples:**

Janet and Beth are looking at ***themselves*** *in the mirror.*

They are looking at ***each other****.*

10 **Fill in the gaps with the correct *reflexive pronoun*.**



1 The girl has hurt .....herself..... .
2 He put the fire out by ..... .
3 She is looking at ..... in the mirror.
4 They are serving ..... .
5 He cooked the food by ..... .
6 They bought this house for ..... .
7 They are enjoying ..... .
8 He introduced ..... .

11 **In pairs, ask and answer questions using the prompts, as in the example.**

SA: *Did you buy that bag for your sister?*
SB: *No, I bought it for myself.*

1 Did you buy that bag for your sister?
2 Did Susan paint that picture for Lee?
3 Did Mum and Dad book these tickets for us?
4 Is John making that table for you?
5 Did you find a dress for Jackie?

12 **Fill in the appropriate *reflexive pronoun* or *each other/one another*.**

1 A: Shall I prepare Jerry's lunch?
B: No, it's alright. He's preparing it ...*himself*... .
2 A: Did Helen have her car repaired at the garage?
B: No. She repaired it ..... .
3 A: What a beautiful dress! Where did you buy it?
B: I didn't buy it. I made it ..... .
4 A: Who decorated your house for you?
B: No one. We decorated it ..... .
5 A: Are Beth and Jim working on the same project?
B: Yes, they have decided to help ..... .
6 A: Did you help Lucy and Greg to finish their homework?
B: No. They finished it ..... .
7 A: Charles and Bill are always fighting.
B: I don't think they like ..... .
8 A: Should I switch off the kettle?
B: No. It will switch ..... off when the water's boiled.
9 A: Can you iron this shirt for me, please?
B: Don't be so lazy! Iron it ..... .
10 A: Stuart and I are so happy with the garage we built.
B: I'm glad. I can't believe you built it .....!
11 A: Emma and Cath are good friends.
B: Yes. They phone ..... every day.
12 A: Why are the children shouting?
B: Oh! They're just teasing ..... .
13 A: Paul is only two years old.
B: I know, but he can dress ..... .
14 A: I'm leaving now.
B: Well, behave ..... at the party.
15 A: Sam is pleased to see Alan, isn't he?
B: Yes. They don't see ..... very often.
16 A: What have you done to your finger?
B: I cut ..... with a sharp knife.
17 A: Help ..... to more orange juice.
B: Thanks. I will.
18 A: Shall I come to the dentist's with you?
B: No, I'd rather go by ..... .
19 A: How did you get my sister's book?
B: She gave it to me ..... !

Demonstratives
(This - That / These - Those)

We use this/these:

- **for people or things which are near us.**

This is a flower, Jimmy.

- **for present or future situations.**
  *e.g. I'll talk to the manager **this** week.*
- **to refer to an idea we are about to mention.**
  *e.g. I'm sorry to say **this**, but you have to leave the flat.*
- **to introduce people, or to introduce oneself on the phone.**
  *e.g. 'Hello? **This** is Jack Kerns.'*
  *'Helen, **this** is Jeff and **these** are his lovely children.'*
- **when the speaker is in or near the place he/she is referring to.** *e.g. **This** office is very dark.*

that/those are used:

- **for people or things which are not near us.**

*Look at **that**! It's a deer.*

- **for past situations.** *e.g. We had a bad experience **that** day.*
- **to refer back to something mentioned before.**
  *e.g. 'She got the job.' '**That's** great.'*
- **when speaking on the phone to ask who the other person is.**
  *e.g. Who's **that** speaking?/ Who's **that**, please?'*

This, these, that and those are not always followed by a noun.
*e.g. **This** is really nice.*
*'**That** is all I have to say.'*

13 **Fill in the gaps with *this*, *that*, *these* or *those*.**

1 What are you doing ...*this*... afternoon?
2 Who is ..... man over there?
3 I'm really busy ..... days.
4 Hello? ..... is Emily. Can I speak to Joan?
5 In ..... days, people didn't have cars.
6 'Jim got married last week.' '..... 's wonderful!'

Some/Any/No

*There is **some** nice furniture in the room. There are **some** books on the table. There is **nobody** in the room. There isn't **anything** under the table.*

	Affirmative	Interrogative	Negative
Countable/ Uncountable	some	any	not any/no
People	someone/ somebody	anyone/ anybody	no one/not anyone nobody/not anybody
Things	something	anything	nothing/ not anything
Places	somewhere	anywhere	nowhere/not anywhere

- **Some, any and no are used with uncountable nouns (*coffee, sugar*, etc.) and plural countable nouns (*cars, flowers*, etc.).**
  e.g. ***some coffee, some cars***
- **Some and its compounds (someone/somebody, something, somewhere) are normally used in affirmative sentences.**
  *e.g. He's got **some** friends. There is **somebody** at the door.*
- **Any and its compounds are usually used in interrogative sentences. Not any is used in negative sentences.**
  *e.g. Have you got **any** money? He is **not anywhere**.*
  Any and its compounds are also used with negative words such as *without, never, seldom, rarely, hardly*, etc. *e.g. He left without **any** excuse. She has hardly **any** money left.*
- **No and its compounds are used instead of not any in negative sentences.**
  *e.g. They haven**'t got any** time./They'**ve got no** time. He didn**'t** say **anything**./He said **nothing**.*
- **We use a singular verb with compounds of *some, any* and *no*.**
  e.g. ***Someone is** calling for help. There **is nothing** on the table.*
- **Some and its compounds are also used in interrogative sentences when we make an offer or a request.**
  *e.g. Would you like **some** orange juice? (offer) Can I say **something**? (request)*
- **When any and its compounds are used in affirmative sentences, there is a difference in meaning. Study the following examples:**
  *a) You can take **any** sweets you like. (It doesn't matter which.)*
  *b) **Anyone/Anybody** can enter this competition. (It doesn't matter who.)*
  *c) I can give you **anything** you need. (It doesn't matter what.)*
  *d) We can go **anywhere** you like. (It doesn't matter where.)*
- **Every is used with singular countable nouns.**
  *e.g. **Every** citizen must pay taxes.*
- **The pronouns everyone/everybody, everything and the adverb everywhere are used in affirmative, interrogative and negative sentences and are followed by a singular verb.**
  *e.g. **Everybody/Everyone wants** to be happy. (NOT: ... ~~want to be happy~~)*
  ***Everything is** ready for the wedding.*

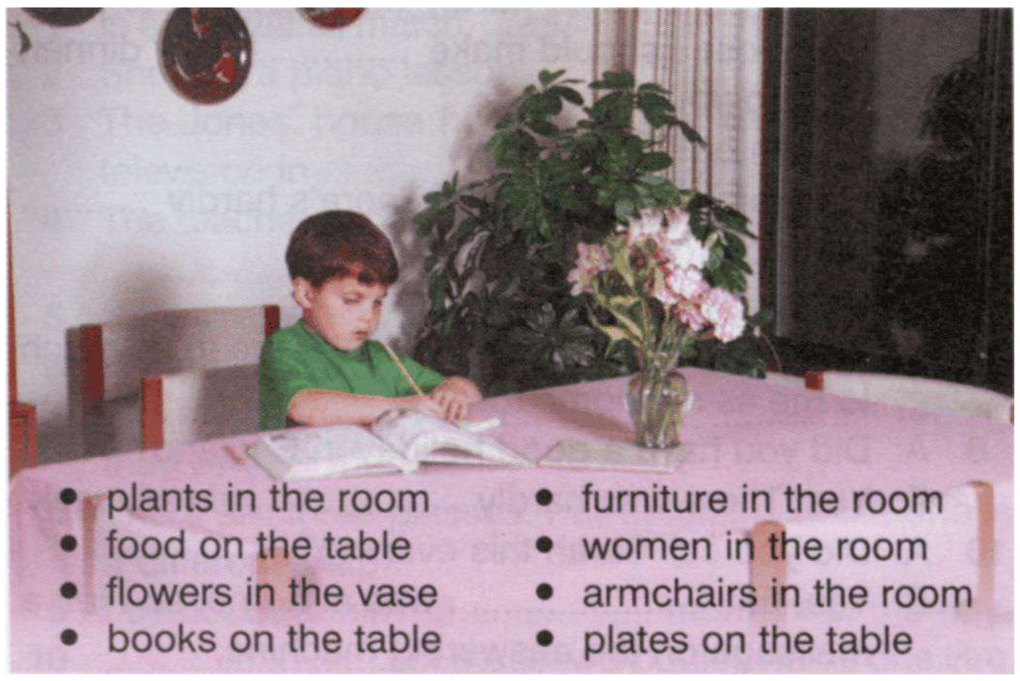
14 **In pairs, ask and answer questions using the prompts, as in the example.**

SA: *Did you get any sugar?*
SB: *No, I didn't. Will you get some for me?*

1 sugar **2** vegetables **3** fruit **4** envelopes **5** stamps
6 coffee **7** milk **8** strawberries

15 **In pairs, ask and answer questions using the prompts, as in the example.**

SA: *Are there any plants in the room?*
SB: *Yes, there are some.*



16 ***Frank and Kim are having a picnic by a lake.* Read the dialogue and underline the correct item.**

A: There's **1)** ***nothing/something*** I like more than having a picnic here by Lake Tahoe.
B: Yes, it's **2)** ***anything/something*** I really enjoy, too. It's great to go **3)** ***anywhere/somewhere*** where there is no noisy traffic and **4)** ***anything/nothing*** to disturb us from our lunch. I can't think of **5)** ***somewhere/anywhere*** I'd rather be than here.
A: I know. There's **6)** ***no one/somebody*** else here, so we can enjoy the peace and quiet.
B: Well, I'd like **7)** ***any/some*** more of that chicken. Is there **8)** ***no/any*** left?
A: Yes, there's plenty in this basket. But, there's **9)** ***some/no*** mayonnaise, I'm afraid.
B: That's okay. Wait a minute. Did you hear **10)** ***something/nothing***?
A: Don't be silly. It was **11)** ***anything/nothing***.
B: No, look! A group of school children are coming for a picnic, too!
A: Oh no! I can't think of **12)** ***something/anything*** worse! Let's go home!

17 **Fill in the gaps with *some*, *any*, *no* or one of their compounds.**

1 A: Is ...*anything*... the matter with Dawn? She looks upset.
B: She had an argument with her friend today.
2 A: I think ..... is trying to break into that house.
B: You're right. We should call the police.
3 A: We've got ..... time to make a cake before the party!
B: I'll go out and buy one then.
4 A: I'm thinking of moving to London.
B: Really? My boss has a house ..... near London.
5 A: It was very busy in town today.
B: I know. There was hardly ..... to park.
6 A: I suppose I should make ..... for dinner.
B: I'll help you if you like.
7 A: What's on TV tonight?
B: I looked in the TV guide. There's hardly ..... good on tonight.
8 A: Do you like living in Brighton?
B: Yes, but ..... will ever mean as much to me as my home town.
9 A: Did you have a good holiday in England?
B: Yes. There was hardly ..... rain all week.
10 A: Did you call Sarah this evening?
B: Yes, but ..... was at home, so I left a message on the answering machine.
11 A: Did you enjoy Tom's party?
B: No, it was boring. There was hardly ..... there.
12 A: There were ..... very frightening rides at the fairground.
B: Really? I wish I had come with you.

18 **Fill in the gaps with *any, anyone/anybody, anything* or *anywhere*.**

1 A: Shall we sit in the corner or by the window?
B: ...*Anywhere*... you want.
2 A: Who can I bring to the party?
B: ..... you like.
3 A: What do you want to watch on TV?
B: Oh, ... I don't really mind.
4 A: What time shall we go out tonight?
B: ..... time you like.
5 A: Where can I buy this book?
B: At ..... good bookshop in town.
6 A: Where shall I sit?
B: ..... at this table.
7 A: Can I join that club, too?
B: Of course! ..... can join the club.

19 **In pairs, ask and answer questions using the prompts, as in the example.**

1 Who / stay / at home tonight?
SA: Who's staying at home tonight?
SB: Everyone is staying at home tonight.
2 What / bother / Mary?
SA: What's bothering Mary ?
SB: Everything is bothering Mary .
3 Who / watch / TV at the moment?
4 Who / take / the exam today?
5 What / need / to be typed?
6 Who / come / to dinner tomorrow?
7 What / the matter / with Anne?
8 What / must / be cleaned?

20 **Fill in the gaps with *every* or one of its compounds, and the correct form of the verb in brackets.**

1 The meal is wonderful. ...*Everything tastes*... (taste) delicious!
2 The party is a great success! ..... (enjoy) themselves!
3 The photograph is lovely because .... (smile) in it.
4 My uncle brings me a present ..... time he ..... (visit) us.
5 Yesterday was terrible. ..... (go) wrong!

6 The lecture starts in half an hour and .... (wait) for the guest speaker to arrive.
7 I looked for a hotel to stay at, but .... (be) full.

21 **Choose the correct answer.**

1 'Did you buy a new skirt?'
'No. I looked in ...C... shop in town, though.'
A everything **B** everywhere **C** every

2 'Who is coming to your party?'
'I've invited ..... I know.'
A everything **B** everyone **C** everywhere

3 'Have you found your keys yet?'
'No. I've looked ....., but I can't find them.'
A everything **B** everywhere **C** every

4 'The children must have been hungry.'
'I know. They ate ..... on their plates.'
A every **B** everywhere **C** everything

5 'Where shall I put the shopping?'
'Put ..... in the kitchen, please.'
A everything **B** everywhere **C** everybody

6 'How often do you go to the gym?'
'I usually go ..... day.'
A everything **B** everywhere **C** every

7 'Do I have to tidy my room?'
'Yes. There are clothes and toys .....!'
A everyone **B** everywhere **C** every

8 'Is there a problem?'
'No, don't worry. ..... is fine.'
A Everywhere **B** Every **C** Everything

9 'Has Jim gone out again?'
'Yes. He's been out ..... night this week.'
A every **B** everything **C** everywhere

22 **Fill in the gaps with *any*, *every* or one of their compounds.**

1 He is rich. He can buy .....anything..... he wants.
2 You can choose ..... dress you like.
3 Luckily, ... passed the French exam.
4 My sister takes her dog ..... she goes.
5 ..... can learn to play a musical instrument.
6 ..... in this shop is half price.
7 I would do ..... for my best friend.
8 On New Year's Eve, there was snow ..... .
9 If you have a car, you can go ..... you like.
10 ..... song I hear reminds me of you.
11 I feel nervous. I don't know ..... here.
12 Have you got ..... you need?

Every - Each

*Mary invited **every** girl from the office to her party.*

***Each** girl brought her a present.*

- **Every is used with singular countable nouns. It refers to a group of people or things and means *all, everyone, everything*, etc.**
  e.g. ***Every citizen** has to pay taxes. (All citizens, as a group.)*
- **Each is used with singular countable nouns. It refers to the members of a group separately.**
  e.g. ***Each member** of the football team must sign a contract. (Each person separately.)*
- **Every one and each (one) can be followed by of. We normally use *each* when we talk about two people or things. We use *every* when we talk about three or more people or things.**
  e.g. *She bought two new dresses and she paid £200 for **each (one) of** them. (NOT: ... ~~every one~~ ...)*
  *Tom has been to a lot of parties this month. He enjoyed **every one of** them.*

23 **Fill in the gaps using *each* or *every*.**

1 In a basketball match, ...each... team has five players.
2 She has a piano lesson ..... Wednesday.
3 The Jones' house has ten rooms and they have a television in ..... room.
4 The teacher told us to spend five minutes on .... question.
5 He visits us ..... weekend.
6 My aunt gave ..... one of us a present.
7 I love this group. I've got ..... record they've ever made.
8 There are three glasses, but ..... one is a different shape.
9 I think about him ..... moment of the day.
10 ..... of these two bottles holds one litre.

A lot of - Much - Many

*There is **a lot of/lots of cake**.*
*Are there **many eggs**? Yes, there are **a lot**.*
*Is there **much orange juice**? Yes, there is **a lot**.*

- **A lot of/lots of are used with both plural countable and uncountable nouns. They are normally used in affirmative sentences. Of is omitted when a lot/lots are not followed by a noun.**
  *e.g. Mary's got **a lot of/lots of dresses**.*
  *There's **a lot of/lots of coffee** in the pot.*
  ***But:** Have you got many CDs? Yes, I've got **a lot**.*
- **Much and many are normally used in interrogative and negative sentences. Much is used with uncountable nouns and many with plural countable nouns.**
  *e.g. Is there **much cheese** in the fridge?*
  *There **isn't much cheese** left.*
  *Have you got **many toys**? I **haven't got many toys**.*
- **How much and How many are used in questions and negations.**

  How much + uncountable noun → amount
  How many + countable noun → number
  *e.g. '**How much milk** do you take in your tea?'*
  *'Just **a little**.'*
  *'**How many workers** were fired?'*
  *'**Four**.'*
- **Too many is used with plural countable nouns. It has a negative meaning and shows that there is more of something than is wanted or needed.**
  *e.g. She's got **too many books**. She doesn't know where to put them all.*
- **Too much is used with uncountable nouns. It has the same negative meaning as *too many*.**
  *e.g. You've put **too much salt** in the soup. We can't eat it.*

24 ***Kelly has decided to make a chocolate cake, but she doesn't know the quantities of the ingredients she must use.* Fill in the gaps with *how much* or *how many* to complete Kelly's questions.**

1 .....*How much*..... flour do I need to use?
2 ..... sugar shall I put in?
3 ..... eggs do I need to use?
4 ..... cocoa shall I add to the mixture?
5 ..... butter shall I use?
6 ..... milk do I need to put in?
7 ..... tins shall I put the mixture in?

25 **Fill in *many*, *much* or *a lot of*.**

1 A: Let's go for a walk.
  B: I can't. I've got ...*a lot of*... work to do.
2 A: Do you want to come in for a while?
  B: No, thank you. I haven't got ..... time.
3 A: Mr Brown looks very happy.
  B: Yes. He won ..... money last week.
4 A: You've got ..... pets!
  B: Yes, three dogs and four cats!
5 A: I must go to the bank today.
  B: I'll come with you. I haven't got ..... money either.
6 A: Have you got ..... lessons today?
  B: No. I'll be home at three o'clock.
7 A: Have you seen ..... horror films?
  B: No. I don't like horror films.
8 A: There isn't ..... coffee left.
  B: I know. I'll buy some today.
9 A: Are there ..... children in your class?
  B: Yes; about twenty-five.

26 **Fill in the gaps with *too much* or *too many*.**

1 A: Don't eat ...*too much*... ice cream before dinner.
  B: Don't worry, I won't.
2 A: There are ..... books in that bag.
  B: Don't worry. I can carry it.
3 A: I think I bought ..... bread today.
  B: Yes, we've already got some at home.
4 A: This tea is horrible.
  B: I put ..... milk in it, didn't I?
5 A: Can you see David?
  B: No, there are ..... people in front of me.
6 A: I don't feel very well.
  B: Well, I told you not to eat ..... chocolates.
7 A: Don't spend ..... time watching television.
  B: I'll turn it off after the news.

A few/Few - A little/Little

*Jim has got **a few stamps**. He can post all the letters.*

*Ben has got **(very) few stamps**. He can't post all the letters.*

*Alice has got **a little sugar**. She can make a cake.*

*Diana has got **(very) little sugar**. She can't make a cake.*

- **A few/Few are used with plural countable nouns (*books, plates, etc.*).**

  A few means *not many, but enough*.
  *e.g. We've got **a few** eggs. We can make an omelette.*

  Few means *hardly any, almost none* and can be used with very for emphasis.
  *e.g. There are **(very) few** apples in the box. It is almost empty.*

- **A little/Little are used with uncountable nouns (*tea, money, etc.*).**

  A little means *not much, but enough*.
  *e.g. She's got **a little** money. She can go shopping.*

  Little means *hardly any, almost none* and can be used with very for emphasis.
  *e.g. We've got **(very) little** time. We must hurry.*

27 **In pairs, ask and answer questions using the prompts below, as in the example.**

SA: Did you buy much milk?
SB: No, just a little.
SA: Did you buy many eggs?
SB: No, just a few.

1	milk	**4**	flowers	**7**	butter
2	eggs	**5**	magazines	**8**	napkins
3	flour	**6**	coffee	**9**	bread

28 **Fill in the gaps with *a few, very few, a little* or *very little*.**

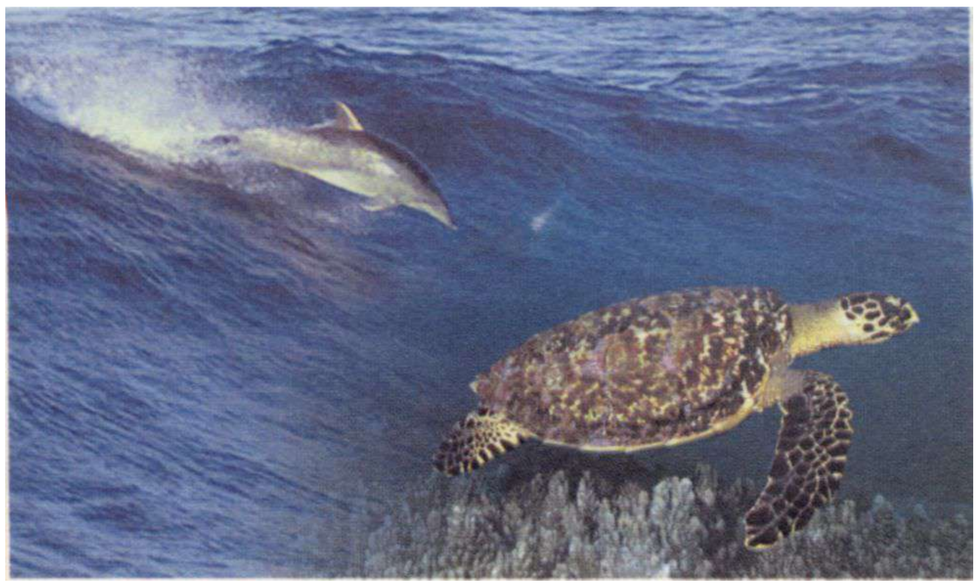
1 A: How was your exam today?
B: Actually, I would have liked ...*a little*... more time to finish it.
2 A: How do you like your tea?
B: With no sugar and just ..... milk, please.
3 A: Are you ready to take your driving test?
B: No. I think I need ..... more lessons.
4 A: Do you want me to bring anything for the party?
B: Well, I've got ..... glasses. Could I borrow some of yours?
5 A: Did you get that job?
B: No. I didn't get it because I've got ..... experience.
6 A: Why didn't Alan's business succeed?
B: Unfortunately, he had ..... clients.
7 A: Shall we go shopping this evening?
B: I'm sorry, I've got ..... time today.
8 A: Have you finished your garden yet?
B: Not yet, but I've planted ..... trees.
9 A: Are you hungry?
B: Not really. I'll just have ..... soup for lunch.
10 A: How was your first day at work?
B: Not very good, really. I made ..... mistakes.

29 **Fill in *many, few, much* or *little*.**

Elham is a small village and there are not **1)** ...*many*... houses there. There are a **2)** ..... shops in the village, but they do not sell **3)** ..... products. There isn't **4)** ..... to see or do there, so there is **5)** ..... chance of the village becoming a tourist attraction, but a **6)** ..... people take picnics there and enjoy the peace and quiet of a village where there is very **7)** ..... traffic.

Both/Neither - All/None - Either

BOTH / NEITHER



Both *of them* ***live*** *in water.*
Neither *of them* ***makes/make*** *a lot of noise.*
Both *the dolphin* ***and*** *the turtle* ***are*** *friendly animals.*
Neither *the dolphin* ***nor*** *the turtle* ***is*** *dangerous.*

ALL / NONE

All *of them* ***are*** *wild animals.*
None *of them* ***eats/eat*** *vegetables.*
All *of them* ***have got*** *sharp teeth.*

- **Both refers to two people, things or groups. It has a positive meaning and is followed by a plural verb.**
  e.g. ***Both cats*** *and* ***dogs are*** *affectionate pets.* ***Both of these books belong*** *to my father.* ***Both of them are*** *typists.*
- **Neither refers to two people, things or groups and has a negative meaning. Neither of + plural noun phrase can be followed by either a singular or plural verb in the affirmative.**
  e.g. ***Neither of the teams is/are playing*** *well this year.* ***Neither of them is/are*** *married.* ***Neither of the boys is/are*** *short.* ***BUT: Neither candidate is*** *suitable for the job.*
- **All refers to more than two people, things or groups. It has a positive meaning and is followed by a plural verb.** *e.g.* ***All the students are*** *present.* ***All of them are*** *young.* ***All of these pens are*** *red.*
- **None refers to more than two people, things or groups. It has a negative meaning and is followed by either a singular or plural verb in the affirmative.**
  e.g. ***None of these shirts fits/fit*** *me.* ***None of them has/have got*** *a sister.*
- **Both/All can go: a) after the verb to be, b) after the auxiliary verb, but before the main verb.**
  e.g. They ***are both/all*** *happy. They* ***have both/all passed*** *the test.*
- **Either refers to two people, things or groups and is followed by a singular countable noun.**
  e.g. We could stay at the Plaza Hotel or the Star Hotel. ***Either place*** *is fine with me.*

  Either of + plural noun phrase can be followed by either a singular or plural verb.
  e.g. ***Either of these two cars is/are*** *suitable for you.* ***BUT: Either car is*** *suitable for you.*

  We can use not ... either (of) instead of neither (of).
  Either can also be used at the end of a negative sentence.
  e.g. I looked at two watches, but I did ***not*** *buy* ***either of*** *them.*
  John doesn't like coffee, and I don't ***either****.*
- **Both ... and is followed by a plural verb.**
  e.g. Judy is British. Laura is British. ***Both*** *Judy* ***and*** *Laura* ***are*** *British.*
- **Neither ... nor/Either ... or take either a singular or plural verb, depending on the subject which follows *nor* or *or*.**
  e.g. ***Neither*** *Daniel* ***nor*** *Mark* ***drinks*** *coffee. (NOT: ~~Neither Daniel nor Mark don't drink coffee.~~)*
  Either my parents or John's parents are *going to take us to the airport.*

30 Respond to each question using *either* and *both*, as in the example.

1 Shall we watch a comedy or a horror film?
Well, we could watch either./Well, we could watch both.
2 Shall I make tuna or cheese sandwiches?
3 Shall I buy brown bread or white bread?
4 Shall I plant roses or tulips in the garden?
5 Shall we take flowers or fruit to the hospital?
6 Shall I paint the ceiling or the walls this afternoon?
7 Shall we have toast or cereal for breakfast?
8 Shall I get a doll or a puzzle for Kim?

31 Fill in the gaps with *either* or *neither*.

1 I looked at two sweaters, but I didn't buy ...*either*... of them.
2 ..... of my parents wanted to see the film.
3 I'll buy ..... flowers or chocolates for Mother.
4 ..... Bill nor Ted has seen this play.
5 I have got two watches, but ..... of them works properly.

32 Fill in the gaps with *both*, *all*, *neither*, *either* or *none*.

Dear Beth,

Thank you for your letter. It was good to hear **1)** ...*all*... your news. I get lots of letters, but **2)** ..... of them cheer me up as much as yours.

Bill and I are **3)** ..... very tired at the moment. He's very busy because he's been promoted to manager of his firm. I've started a new job, so I don't have much spare time, **4)** ..... . I love my job and **5)** ..... of the people I work with are friendly, but the long hours seem to take up **6)** ..... of my energy.

My parents are coming to visit us tomorrow. **7)** ..... of them have seen the new house yet, so I'll have to show them **8)** ..... around. Bill has decorated **9)** ..... of the rooms, so **10)** ..... of them looks the way they did when we moved in. I hope **11)** ..... you and Toby will be able to visit us again soon, then you can see **12)** ..... the changes.

Write soon. I'm looking forward to **13)** ..... hearing from you or seeing you soon.

With love,
Chloë

33 Choose the correct answer.

1 'Why didn't you go to the party?'
'Because ...*C*... of my friends was invited.'
A both **B** either **C** none

2 'Have you got any brothers?'
'I've got two. ..... of them are older than me.'
A Either **B** Both **C** All

3 'You don't need to buy a new skirt. You have lots already.'
'I know, but ..... of them fits me any more.'
A none **B** all **C** both

4 'Mum, did you make a chocolate cake today?'
'Well, I made two cakes, but ..... of them was chocolate.'
A neither **B** both **C** either

5 'There are some very nice shoes in that shop.'
'I know, but ..... of them are very expensive.'
A all **B** neither **C** either

6 'How many people do you work with?'
'Only two, but ..... of them have more experience than I do.'
A either **B** all **C** both

34 Rewrite the sentences using *both ... and*, *neither ... nor* or *either ... or*.

1 John hasn't got any money. Paul hasn't got any, either.
...*Neither John nor Paul has got any money.*...
2 Marion likes swimming. Linda likes swimming, too.
.....
3 Carol doesn't go to the gym. Anne doesn't, either.
.....
4 Fiona has got curly hair. Angela has got curly hair, too.
.....
5 John will go to the shop, or else I will.
.....
6 Claire is going to pick the children up, or else Simon is going to.
.....
7 Colin doesn't know how to drive. Jane doesn't, either.
.....
8 My sister is making dinner, or else my father is.
.....
9 Ben wants to buy a bicycle. Adam wants to buy one, too.
.....
10 Sam cut the grass, or else Paul did.
.....
11 Mary is going to take the dog for a walk, or else I will.
.....

UNIT 14
Pronouns - Possessives - Demonstratives - Quantifiers

Fill in the gaps with the correct *pronoun*.

1 A: This food is wonderful.
B: Yes, but don't eat so fast. You'll make ..*yourself*.. ill.
2 A: What shall we do tonight?
B: Well, Caroline has invited ..... to her house. Shall ..... go?
3 A: Is that Mary and Alex's car?
B: No. ..... is blue.
4 A: Is that bird alright?
B: No. I think ..... wing is broken.
5 A: Is that your sister's new leather jacket?
B: Yes. And those black leather trousers are ....., too.
6 A: Should I leave my job?
B: Well, the decision is ....., but I wouldn't advise it.
7 A: Has Adam gone out?
B: Yes. I told ..... not to come home late.
8 A: Is this David's jacket?
B: No, it's ..... . I bought it yesterday.
9 A: Do you tidy John's and Peter's rooms?
B: No, they tidy their rooms ..... .
10 A: Where did Emily go yesterday?
B: I don't know. ..... didn't tell me.
11 A: Did you get the cake from the baker's?
B: No, I made it ..... .
12 A: Is that my lunch?
B: No. ..... is on the kitchen table.
13 A: Where is Adam?
B: ..... is playing golf today.

Fill in the gaps with the correct missing word(s).

A: Can I borrow **(1)** ...*some*... money, please?
B: Well, I haven't got **(2)** ..... money at the moment, but I can lend you **(3)** ..... later on.
A: Thanks, Ruth. I'll give it back to you in **(4)** ..... days.
B: Alright. Actually, can you do **(5)** ..... for me?
A: Yes, what is it?
B: Well, I'm moving house tomorrow and I've got **(6)** ..... of boxes and furniture to move. Could you help me, please?
A: Yes, we can use my van. How **(7)** ..... boxes are there?
B: About twenty, I think.
A: That's no problem. Is there **(8)** ..... else I can help you with?
B: No, there's **(9)** ..... else. Thanks, Andy.

Prepositions

attitude **towards/to** sb/sth	capable **of** doing sth
aware **of** sth	consist **of** sth
care **about** sb/sth	difference **between**
care **for** sb/sth	insist **on** sth
take care **of** sb/sth	cause **of** sth

Underline the correct preposition.

1 My grandfather is perfectly capable ***of/at*** looking after himself.
2 Nobody seems to care ***for/about*** good manners these days.
3 Nurses care ***for/about*** the sick and injured.
4 The difference ***among/between*** Carl and Matthew is that Matthew has dark hair and Carl has fair hair.
5 The cause ***for/of*** the fire was a gas leak.
6 I didn't approve of his attitude ***in/towards*** his work.
7 He was not aware ***of/about*** the strike.
8 My family consists ***of/from*** myself, my parents and my sister.
9 He insisted ***in/on*** having a telephone in his bedroom.
10 Martha takes good care ***of/for*** her children.

Phrasal Verbs

take after sb: look or behave like a relative

take away: remove

take down: write down

take off: 1) remove an item of clothing (opp: put on)
2) (of aeroplanes) leave the ground

take sb out: take sb to a restaurant, etc.

take over: fill a position after sb else has left

take up: begin a hobby, sport, job, etc.

Fill in the correct particle.

1 I'm going to take my parents ...*out*... tonight.
2 Find some paper and take ..... these details.
3 Sarah took ..... jogging in order to lose weight.
4 Norman takes ..... his father in appearance.
5 As the plane took ....., all the lights went out.
6 The new manager will take ..... next week.
7 Charlie took ..... his coat and sat down.
8 The dustmen are coming to take ..... the rubbish.

Revision Box

39 **Choose the correct answer.**

1 I know someone ...C... lives on a farm.
A which **B** whose **C** who

2 We will go to the restaurant ..... the play is over.
A while **B** whenever **C** when

3 ..... I got home, the children were already asleep.
A By the time **B** Until **C** By

4 They left early ..... be late for the competition.
A in order that **B** so as not to **C** in case

5 I didn't sleep very well ..... the storm last night.
A because of **B** because **C** as

6 Take your umbrella ..... it rains later.
A in order not to **B** so that **C** in case

7 He had ..... much experience that they gave him the job.
A so **B** such an **C** such

8 ..... she went to bed late, she wasn't tired the next day.
A But **B** Although **C** Despite

9 She is ..... pretty child!
A such a **B** so **C** such an

40 **Rewrite the sentences using *have something done*.**

1 Jane's shoes were cleaned yesterday.
...Jane had her shoes cleaned yesterday.....

2 Mr Brown's house has been decorated recently.
.....

3 Simon's book is being published next month.
.....

4 Cindy's kitchen window was broken in the storm.
.....

5 Mrs Andrews' car is being repaired at the moment.
.....

6 Daniel's new CD will be released soon.
.....

7 Celia's flat is cleaned every week by Mrs O'Donnell.
.....

8 Anna's purse was stolen while she was shopping.
.....

ORAL Activity

Look at the pictures and the prompts given, and compare the two houses using both/both ... and, or neither/neither ... nor, as in the example.

e.g. Both Oak Cottage and Ivy House are situated in the Barham area.

- situated in Barham area ✓
- have large gardens ✓
- have garages ✗
- have four bedrooms ✓
- are on a main road ✗
- have real fireplaces ✓

WRITING Activity

You are an estate agent. You have a customer who you think would be interested in the houses above, so you are writing to tell him about them. Look at the information in the Oral Activity again and complete the letter.

Dear Mr Johnson,

I am writing to inform you about two attractive properties which have recently come on the market, Oak Cottage and Ivy House. Both are situated in the Barham area. Both houses .....
.....
.....
.....
.....

I hope these properties will be of interest to you.

Yours sincerely,
J. White

J. White

UNIT 15
Questions and Answers

Questions with Yes/No Answers

*'**Is she** a typist?' '**Yes, she is.**'*
*'**Does she work** for a company?' '**Yes, she does.**'*
*'**Has she finished** her work?' '**No, she hasn't.**'*

- **Questions with *Yes/No* answers begin with an auxiliary or modal verb (*is, are, do, does, can,* etc.) which is followed by the subject. We usually answer these questions with Yes or No.**
  e.g. *'**Are you** tired?' '**Yes, I am.**'*
  *'**Can you** drive a car?' '**No, I can't.**'*
- **When the main verb of the sentence is in the present simple, we form the question with do or does. When the main verb is in the past simple, we form the question with did.**
  e.g. *'**Does Marie** own a house?' '**Yes, she does.**'*
  *'**Did you post** the letter?' '**No, I didn't.**'*

Negative Questions

***Isn't it** a lovely place!*
***Wouldn't it be** nice to come here more often?*

- **Negative questions are formed with not, but there is a difference in the word order between the full form and the short form.**

  Full form: auxiliary + subject + not + verb
  e.g. ***Do you not like** their new house?*
  Short form: auxiliary + n't + subject + verb
  e.g. ***Don't you like** their new house?*
- **We use negative questions in speech**
  a) to ask for confirmation *e.g. **Didn't Kim come back** yesterday?* **and b) to express:**
  - **surprise.** *e.g. **Don't you know** how to boil an egg?*
  - **admiration.** *e.g. **Isn't he** a great cook!*
  - **annoyance.** *e.g. **Can't you be** quiet for one minute!*

1 **Write *questions* and *answers* for the following statements, as in the example.**

1 Paul was tired when he got home.
..*Was Paul tired when he got home? Yes, he was...*
2 They live in London.
.....
3 She can't play the piano.
.....
4 The film starts at nine o'clock.
.....
5 You had an English lesson last night.
.....
6 She has got blue eyes.
.....
7 We didn't want to go to the beach.
.....
8 He should follow the doctor's advice.
.....

2 **Write the short form of the following *negative questions*.**

1 Can they not decide where to go on holiday?
...*Can't they decide where to go on holiday?...*
2 Did Claire not invite you to her party?
.....
3 Do you not enjoy watching horror films?
.....
4 Have you not finished your homework yet?
.....
5 Can she not go to town on her own?
.....
6 Does he not know where we live?
.....
7 Has Sue not done the shopping for you?
.....
8 Did he not give you any details?
.....

Wh- Questions

*'**How many people** are there in the picture?' 'Three.'*
*'**Where** are they?' 'They're in the street.'*
*'**What** are they doing?' 'They're talking.'*

Wh- questions begin with a question word such as who, what, where, when, etc. We put the auxiliary or modal verb before the subject.

question word + auxiliary/modal + subject

- **Who is used without a noun to ask about people.**
  *e.g. '**Who** do you want to see?' 'The manager.'*
- **Whose is used to ask about possession.**
  *e.g. '**Whose** is that coat?' 'It's Mary's.'*
- **What is used alone or before a noun to ask about things.**
  *e.g. '**What** are you looking for?' 'A tin opener.'*
  *'**What colour** hair has he got?' 'Brown.'*

  What is also used to ask about people, animals or things when there is an unlimited choice of answers.
  *e.g. **What** books do you like reading? (There are many books to choose from. – unlimited choice)*
- **Which is used alone, or before nouns, *one/ ones* or *of*, to ask about people, animals or things.**
  *e.g. **Which** is your car? **Which car** is yours?*
  *'**Which one** do you like best?' 'The blue one.'*
  *'**Which of** these houses is suitable for a family?*

  Which is normally used when there is only a limited choice of answers.
  *e.g. **Which** shirt do you like best - the blue or the white one? (There are only two shirts to choose from. – limited choice)*
- **where**
  *e.g. '**Where** shall I put these?' 'On my desk.'*
- **when**
  *e.g. '**When** are you leaving?' 'Tomorrow.'*
- **why**
  *e.g. '**Why** did they leave?' 'Because they were tired.'*
- **How is used alone or before an adjective/ adverb.**
  *e.g. a) '**How** did you get here?' 'By train.'*
  *b) '**How old** is Jane?' 'She's twenty.'*
  *c) '**How fast** can you run?' 'Not very fast.'*
- **how long**
  *e.g. '**How long** have you been studying here?' 'Three weeks.'*
- **how long ago**
  *e.g. '**How long ago** did you get married?' 'Two years ago.'*
- **how often**
  *e.g. '**How often** does Keith go to the gym?' 'Three times a week.'*
- **How much is used with uncountable nouns.**
  *e.g. '**How much** sugar do you need?' 'Very little.'*
- **How many is used with countable nouns.**
  *e.g. '**How many** eggs do you want?' 'Ten.'*

Fill in the gaps with the correct *question word(s)*.

A: Now for the general knowledge part of the quiz. **1)** ...*What*... is the capital of Egypt?
B: Cairo.
A: That's correct. **2)** ..... can you see the Mona Lisa?
B: In the Louvre, in Paris.
A: Well done, that's right. **3)** ..... wrote 'Romeo and Juliet'?
B: Charles Dickens.
A: No, that's incorrect. It was Shakespeare. **4)** ..... are the Olympic Games held?
B: Every four years.
A: Correct. **5)** ..... did the Second World War begin?
B: I think it was in 1939.
A: Yes, you're right. And the final question in this round is: **6)** ..... players are there in a hockey team?
B: Eleven.
A: Correct. Well, at the end of that round, Contestant 2 has the most points, so he goes through to the final round to play for our star prize.

Fill in *who, whose, what, which, where, when, how long, how often, what time, why, how much* or *how many*.

1 '...*Which*... is your jacket?' 'It's the red one.'
2 '..... is your birthday?' 'It's next week.'
3 '..... is Mary?' 'She's in her bedroom.'

4 '..... have you been waiting?'
'Only five minutes.'
5 '..... party are you going to tonight?'
'Alison's.'
6 '..... do you go shopping?'
'Once a week.'
7 '..... are you doing at the moment?'
'I'm watching TV.'
8 '..... are you writing to?' 'Uncle Tom.'
9 '..... do you start work?'
'At nine o'clock in the morning.'
10 '..... pieces of toast do you want?'
'Two, please.'
11 '..... isn't she at work today?'
'Because she's ill.'
12 '..... did you spend last month?'
'About £500.'

Fill in the gaps with *what, which* or *how*.

1 A: ...*What*... do you want to do when you leave school?
B: I'm not really sure. I'd like to be a vet.
2 A: ..... bag do you prefer – the black one or the brown one?
B: I like the black one best.
3 A: ..... old are you?
B: It was my birthday last week. Now I'm fifteen.
4 A: ..... did you get my telephone number?
B: I looked in the staff address book.
5 A: ..... shall we do on Saturday?
B: Let's just stay at home and watch a video.
6 A: ..... house did you prefer – the one we saw first or second?
B: I didn't like either. We'll have to keep looking.
7 A: ..... many pairs of shoes did you buy last year?
B: Only two. One in the summer and one in the winter.
8 A: ..... is your favourite food?
B: Roast chicken.

Write *questions* to which the words in bold are the answers.

1 **The tiger** is the largest member of the cat family.
..*Which is the largest member of the cat family?*..
2 A mature male tiger weighs **between 160 and 230 kg**.
.....
3 Tigers are usually **orange with black stripes**.
.....
4 Tigers live **in Russia, China, India and South-East Asia**.
.....
5 **The Javan tiger, the Bali tiger and the Caspian tiger** are extinct.
.....
6 Tigers eat **a variety of smaller animals, including deer**.
.....
7 Tigers can produce young **at any time of year**.
.....
8 Tigers usually have **two or three** cubs at a time.
.....
9 Tigers live **for an average of eleven years**.
.....
10 Tigers are hunted **for sport or for their fur**.
.....

Write *questions* to which the words in bold are the answers.

Claudette is **32 years old**. She lives **in Paris, France,** and has lived there **since she was 5 years old**. Claudette works as **a lawyer** for a successful law firm, and she travels to work **by car** every day. Claudette is married. Her husband's name is **Jean**. They have **two** dogs. She loves **to take the dogs for long walks** every evening **after work**. Claudette has several hobbies, such as **reading** and **playing the piano**, but **her favourite hobby is cooking**. Jean thinks this is good, too, **because he gets to eat the wonderful meals she makes**.

1 ...*How old is she?*.....
2 .....
3 .....
4 .....
5 .....
6 .....
7 .....
8 .....
9 .....
10 .....
11 .....
12 .....

Subject / Object Questions

- **Subject questions are questions we ask when we want to know the subject of the sentence. These questions usually begin with the words who, what or which. In subject questions, the verb is in the affirmative form.**

  e.g. ***Who gave*** *you this ring?*
  (NOT: ~~Who did give you this ring?~~)
  What caused *it?*
  (NOT: ~~What did cause it?~~)

subject	verb	object
Keith	knows	Pamela.
Who	knows	Pamela?

- **Object questions are questions we ask when we want to know the object of the sentence. These questions usually begin with the words who, what or which. In object questions, the verb is in the interrogative form.**

  e.g. ***Who are you going to*** *invite to the party?*
  What did he say*?*

subject	verb	object
Keith	knows	**Pamela.**
Who	does Keith know?	

Note: In object questions if a verb is followed by a preposition, the preposition usually comes at the end of the question.

e.g. Who are you ***talking to****?*

Write *questions* to which the words in bold are the answers.

1 **The Petersons** have bought a dog.
...*Who has bought a dog?*...
2 The Petersons have bought **a dog**.
...*What have the Petersons bought?*...
3 Rachel is writing **a letter**.
.....
4 **Rachel** is writing a letter.
.....
5 **Brian** likes this car.
.....
6 Brian likes **this car**.
.....
7 Dad broke **the window**.
.....
8 **Dad** broke the window.
.....
9 **Mother** will make a birthday cake.
.....
10 Mother will make **a birthday cake**.
.....
11 **Robin** is going to bake some biscuits.
.....
12 Robin is going to bake **some biscuits**.
.....

Write *questions* to which the words in bold are the answers.

1 Wendy doesn't agree with **her friend's decision**.
...*What doesn't Wendy agree with?*...
2 James is listening to **some old records**.
.....
3 Sharon is waiting for **the bus**.
.....
4 The boys were talking about **football**.
.....
5 She has got a letter from **her pen-friend**.
.....
6 Martin is thinking about **his holiday**.
.....
7 This jacket belongs to **Stacey**.
.....
8 Pauline was married to **Nigel**.
.....

Complete the *questions*.

1 There are two books. The one on the table is Sue's.
a) 'Which ..*book is Sue's*..?' 'The one on the table.'
b) 'Whose .....*book is on the table*.....?' 'Sue's.'
2 Steven wrote four letters.
a) 'Who .....?' 'Steven.'
b) 'How many .....?' 'Four.'
3 Teresa is going to wash the car.
a) 'Who .....?' 'Teresa.'
b) 'What .....?' 'The car.'
4 Kate visited John in hospital yesterday.
a) 'Who .....?' 'Kate.'
b) 'Who .....?' 'John.'
5 David has taken Frank's new CD.
a) 'Whose .....?' 'Frank's.'
b) 'Who .....?' 'David.'
6 Alice is going to the cinema tonight.
a) 'Who .....?' 'Alice.'
b) 'Where .....?' 'The cinema.'

UNIT 15
Questions and Answers

Indirect Questions

Indirect questions are introduced with: Do you know ...?, Can/Could you tell me ...?, Have you any idea ...? We use indirect questions when we ask for information politely. The word order in indirect questions is the same as in statements (subject + verb).

Compare:

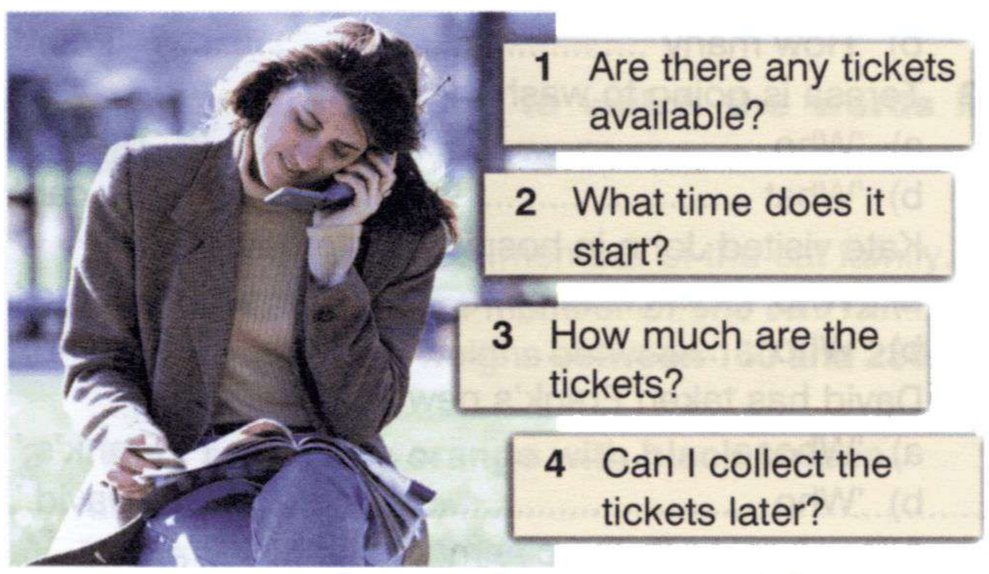
a) ***Where is Helen?***
Do you know where Helen is?
(NOT: ~~Do you know where is Helen?~~)

b) ***Did he phone?***
Have you any idea if/whether he phoned?

11 **Turn the following into *indirect questions*.**

1 Where's the police station?
Do you know *where the police station is?*
2 Why are there no buses today?
Have you any idea .....
3 Who won the star prize?
Can you tell me .....
4 Did the window cleaner come today?
Do you know .....
5 How much does this vase cost?
Could you tell me .....
6 How do they know the results already?
Have you any idea .....
7 What's the time?
Could you tell me .....
8 Are the shops open tomorrow?
Can you tell me .....

12 **Turn the girl's *questions* into *indirect* ones.**



e.g. Could you tell me if there are any tickets available?

I think so / I'm afraid so, etc.

- **We can use so to avoid repeating a clause after the following verbs and expressions: *be afraid, believe, expect, guess, hope, imagine, suppose, think, it seems/appears*, etc.**
  *e.g. 'Will he arrive early?' 'I **hope so**.'*
  (=I hope he will arrive early.)

- **We can form negations in two ways:**
  a) negative verb + so
  *e.g. 'Is she French?' 'I **don't think so**.'*
  b) positive verb + not
  *e.g. 'Did you get the job?' 'I'**m afraid not**.'*

The negative of the verbs *appear, believe, seem* and *suppose* is formed in either way.
e.g. 'Will they stay here for long?'
*'I **don't believe so**.' or 'I **believe not**.'*

The negative of the verbs *expect, imagine* and *think* is usually formed with *negative verb+ so*.
*e.g. 'Is John coming tonight?' 'I **don't think so**.'*

The negative of the verbs *be afraid, guess* and *hope* is formed with *positive verb + not*.
e.g. 'Do you have to take the test again?'
*'**I hope not**.'*

13 **Write answers to the questions using the words in brackets and any other necessary words.**

1 A: Is Jane coming to the party?
B: ..*No, I don't think so*.... (No/ think). She's got flu
2 A: Have you got a spare pen I can borrow?
B: ..... (No/afraid). I've only got one.
3 A: Is it going to snow today?
B: ..... (Yes/believe). It's very cold.
4 A: Is Frank coming to work today?
B: ..... (No/think). He would have been here by now.
5 A: Are you going out to dinner on your birthday?
B: ..... (Yes/expect). I usually do.
6 A: Are you ready to leave?
B: ..... (Yes/suppose). Let's go.
7 A: Is Mary at home?
B: ..... (No/suppose). No one is answering the telephone.
8 A: Are you going on holiday this summer?
B: ..... (Yes/hope). I've been saving money since January.

Question Tags

It isn't a dog, ***is it****?*

They are peacocks, ***aren't they****?*

- **Question tags are short questions at the end of statements. They are mainly used in speech when we want to confirm something or when we want to find out if something is true or not.**
- **Question tags are formed with the auxiliary or modal verb from the main sentence and the appropriate subject pronoun.**
  e.g. ***Karen is*** *learning to drive,* ***isn't she****?*
  Mark can't *ride a horse,* ***can he****?*
- **When the verb of the sentence is in the present or past simple, we form the question tag with do/does or did and the subject pronoun.**
  e.g. ***John doesn't like*** *golf,* ***does he****?*
  They left *for Milan,* ***didn't they****?*
- **A positive statement is followed by a negative question tag, and a negative statement is followed by a positive question tag.**
  e.g. ***He won*** *the prize,* ***didn't he****?*
  She ***didn't tell*** *the truth,* ***did she****?*
- **When the sentence contains a word with a negative meaning like never, hardly, seldom or rarely, the question tag is positive.**
  e.g. They ***hardly*** *ever go to the theatre,* ***do they****?*
- **Some verbs/expressions form question tags differently. Study the following examples:**

I am → aren't I?	*I am thin,* ***aren't I****?*
Imperative → will/won't you?	*Stop talking,* ***will/won't you****?*
Don't → will you?	*Don't talk,* ***will you****?*
Let's → shall we?	*Let's go out,* ***shall we****?*
I have (got) → haven't I? *(=I possess)*	*She has got a bike,* ***hasn't she****?*
I have → don't I? (other meanings)	*You have lunch at three o'clock,* ***don't you****?*
There is/are → isn't/aren't there?	*There is an envelope on the desk,* ***isn't there****?*
This/That is → isn't it?	*This is Pam's shirt,* ***isn't it****?*

Intonation

- **When we are sure of the answer and expect agreement, the voice goes down in the question tag.**
  e.g. This isn't a sparrow, ***is it****?*

- **When we aren't sure of the answer and want to check information, the voice goes up in the question tag.**
  e.g. This is a turtle, ***isn't it?***

14 **Underline the correct answer.**

1 A: You haven't seen my bag anywhere, ***haven't you/have you***?
  B: No. You didn't leave it in the car, ***did you/didn't you***?
  A: Oh, I remember. I put it under the seat, ***didn't I/did I***?
  B: I see. Take the keys and go and get it.

2 A: You know about cars, ***don't you/do you***?
  B: I know a little bit, but not very much.
  A: Oh. You haven't got the phone number of a good mechanic then, ***haven't you/have you***?
  B: No, I'm sorry. You'll have to ask someone else.

3 A: I'll see you at Christmas, Tony.
  B: You won't forget to write, ***won't you/will you***?
  A: Of course not. I've got your address ***have I/haven't I***?
  B: Yes. I gave it to you yesterday, ***didn't I/did I***?

15 **Fill in the correct *question tags* and *short answers*.**

1 'Diana has got blonde hair, ...*hasn't she*...?'
  'Yes, ...*she has*... .'
2 'Don't be late, ...?'
  'No, ...'
3 'Julie is a hairdresser, ...?'
  'Yes, ...'
4 'You've been to France, ...?'
  'Yes, ...'
5 'She doesn't work here, ...?'
  'No, ...'
6 'They went out, ...?'
  'Yes, ...'
7 'That's Mike's car, ...?'
  'Yes, ...'

8 'They've gone on holiday, ...?'
'No, ... They're at home.'
9 'You don't like coffee, ...?'
'No, ...'
10 'Simon lives in Spain, ...?'
'No, ... He lives in Italy.'
11 'Jane doesn't look happy, ...?'
'No, ...'
12 'That film was terrible, ...?'
'Yes, ...'
13 'Beth's got a new job, ...?'
'Yes, ...'
14 'She works in a school, ...?'
'Yes, ...'
15 'There's a book on the table, ...?'
'No, ... There's one on the chair.'
16 'She isn't going out tonight, ...?'
'Yes, ... She's going to the cinema.'
17 'Sally has got a dog, ...?'
'Yes, ...'
18 'Your father is a dentist, ...?'
'No, ... He's a vet.'
19 'They used to spend a lot of time together, ...
.....?' 'Yes, ...'

Fill in the *question tags*, then read the sentences aloud with the correct *intonation*.

sure	not sure	
	✓	1 You haven't got time to help me, ...have you...?
	✓	2 There's some milk in the fridge, ... ?
✓		3 She's finished the report, ... ?
✓		4 Dad will take me to the airport, ... ?
	✓	5 They're coming soon, ... ?
✓		6 You go to work by taxi, ... ?
	✓	7 You live in London now, ... ?
	✓	8 They got married last year, ... ?
✓		9 They know each other already, ... ?
✓		10 That girl's very tall, ... ?

Prepositions

charge sb **for** sth	conscious **of** sth
charge sb **with** sth	unconscious **of** sth
connection **between**	die **of** sth
speak to sb **about** sth	divide sth **into** sth
in connection **with** sth	grateful **to** sb **for** sth

Fill in the correct preposition(s).

1 There is no connection ..*between*.. the two crimes.
2 Caroline was very grateful ..... Rob ..... helping her with her homework.
3 He charged me ..... two coffees when I had only had one.
4 The men were charged ..... manslaughter.
5 They divided the cake ..... two pieces.
6 He was arrested in connection ..... the attack.
7 The old man died ..... a heart attack.
8 The lecturer spoke to the class ..... art.
9 He was unconscious ..... being watched.

Phrasal Verbs

turn down:	1) refuse sb's offer 2) reduce (volume, heat, etc.) (opp: turn up)
turn on:	switch on (lights, a radio, etc.) (opp: turn off)
turn to:	go to sb for help
turn up:	1) (of an opportunity) arise 2) arrive 3) increase (volume, heat, etc.)
turn sth out:	produce sth

Fill in the gaps with the correct phrasal verb.

1 I ...*turn to*... my parents in times of trouble. (go to for help)
2 I waited for an hour, but nobody ..... . (arrived)
3 Jim invited me to dinner, but I had to ..... him ..... . (refuse his invitation)
4 This company ..... the best equipment on the market. (produces)
5 She ..... the lights and saw her husband asleep. (switched on)
6 He is working as a waiter until a better job .... (arises)
7 Jim ..... the volume ..... so he could listen to the news. (increased)
8 It's hot! Can you ..... the heating? (reduce)

Revision Box

19 **Put the verbs in brackets into the correct tense.**

1 A: If they had been on time we ...*wouldn't have missed*... (not/miss) the play.
B: Well, there's no point worrying about it now.
2 A: If Janet ..... (not/pass) the exam, what ..... (she/do)?
B: She'll probably take it again next month.
3 A: If you ..... (find) some money, what ..... (you/spend) it on?
B: Nothing. I would take it to the police station.
4 A: She wouldn't have invited me if I .... (not/meet) her in town.
B: Well, it's a good thing you saw her.
5 A: What ..... (we/say) if John .... (ask) about the party?
B: We'll pretend we don't know anything about it.
6 A: If you ..... (not/work) on Saturday, what ..... (you/do)?
B: I would spend the day relaxing at home.
7 A: If I ..... (not/stop) to talk, I wouldn't have missed the bus.
B: Don't worry. Another bus is coming soon.
8 A: Politicians have very public lives.
B: Yes. If I ..... (work) as a politician, I ..... (want) some privacy.

20 **Underline the correct answer.**

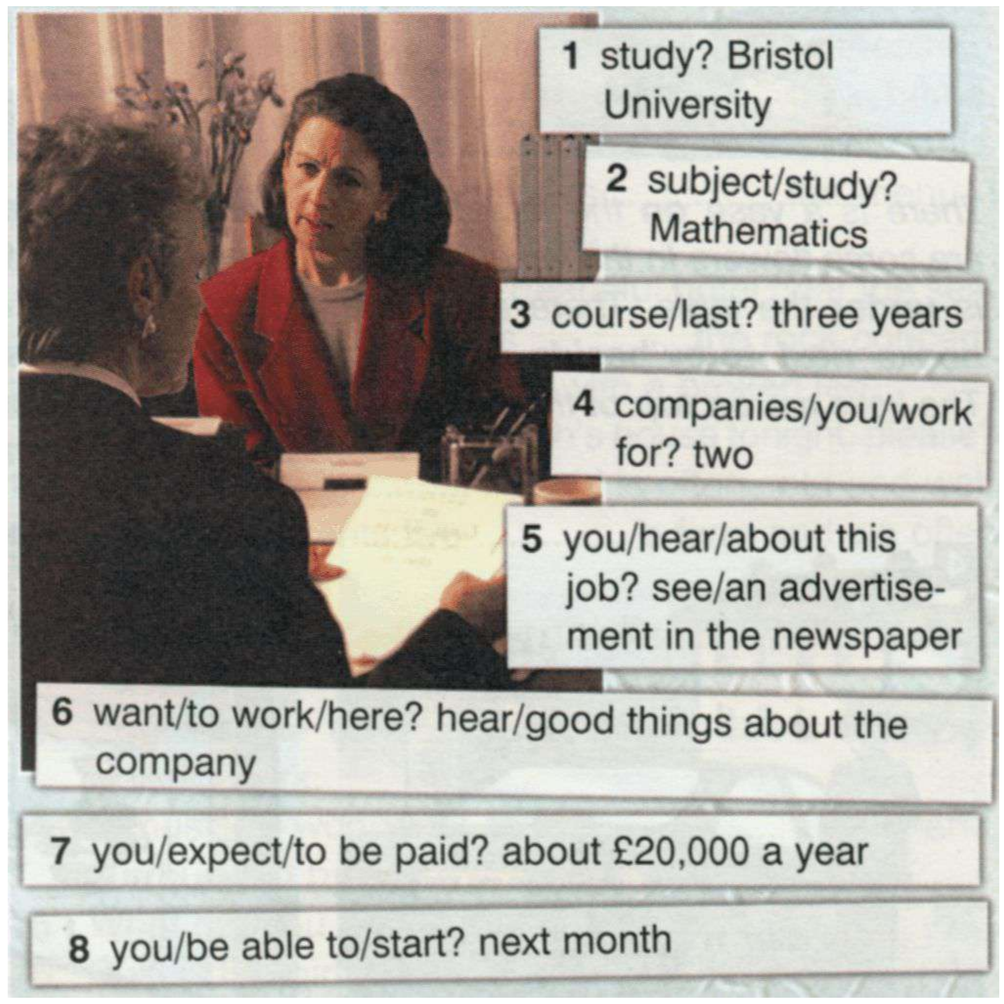
1 A: How ***may***/***must*** I help you, sir?
B: I'd like to buy a new sports car, please.
2 A: You ***needn't***/***couldn't*** buy any milk today.
B: I know. There is plenty in the fridge.
3 A: We ***may***/***must*** hurry up. The meeting starts soon.
B: Okay. I'm coming now.
4 A: ***Can***/***Shall*** I borrow your pen, please?
B: Yes, of course.
5 A: You ***will***/***mustn't*** be late for your interview.
B: Don't worry. I'll be there early.
6 A: ***Shall***/***Will*** I mow the lawn today?
B: Yes, the grass is very long.
7 A: What shall we do tonight?
B: We ***have to***/***could*** go out for dinner.
8 A: ***Will***/***Shall*** you do something for me, please?
B: I'm busy now. I'll help you in a moment.

ORAL Activity

Mrs Peterson is the manager of a large firm. Today, she is interviewing Miss Lamport for the position of Accounts Manager. Use question words from the list and the prompts below to ask and answer questions, as in the example.

where, how much, which/what, how many, why, when, how long, how

e.g. SA: Where did you study?
SB: I studied at Bristol University.



WRITING Activity

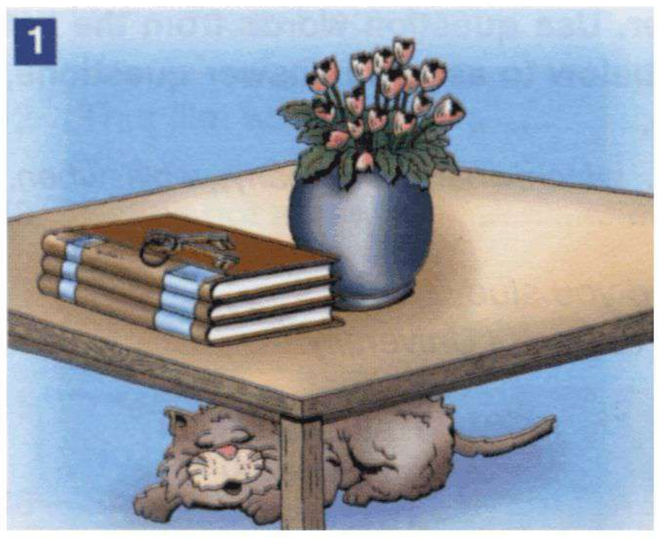
Mrs Peterson also asked Miss Lamport a few more questions. Look at the prompts and write out her questions and Miss Lamport's answers.

- drive / car?
- speak / foreign languages?
- use / computer?
- where / live?
- enjoy doing in your spare time?
- work well under pressure?

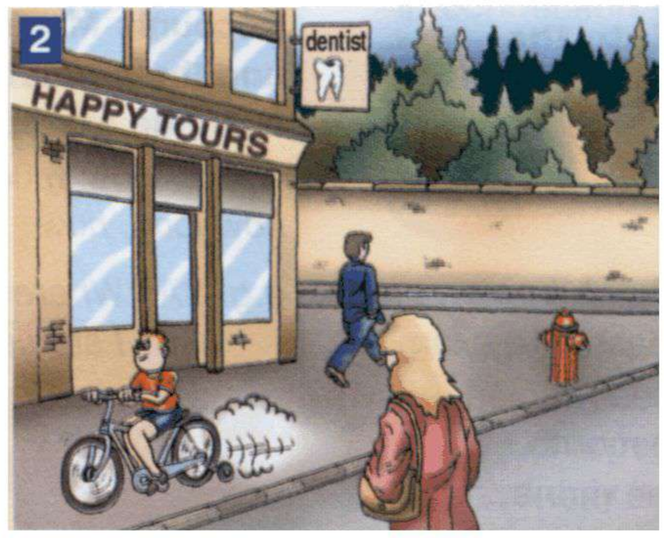
.....
.....
.....
.....
.....

UNIT 16
Prepositions - Linking Words

Prepositions of Place and Movement

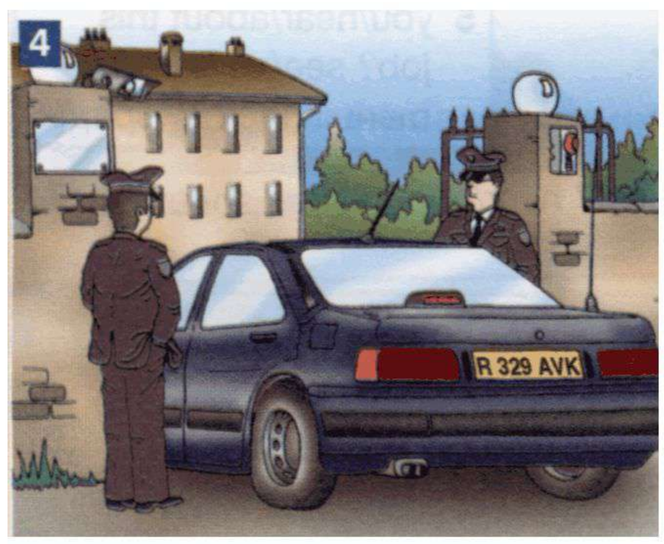


*There is a vase **on** the table. There are some flowers **in** the vase. The cat is **under** the table. There are some books **next to/by/beside** the vase. The keys are **on top of** the books.*

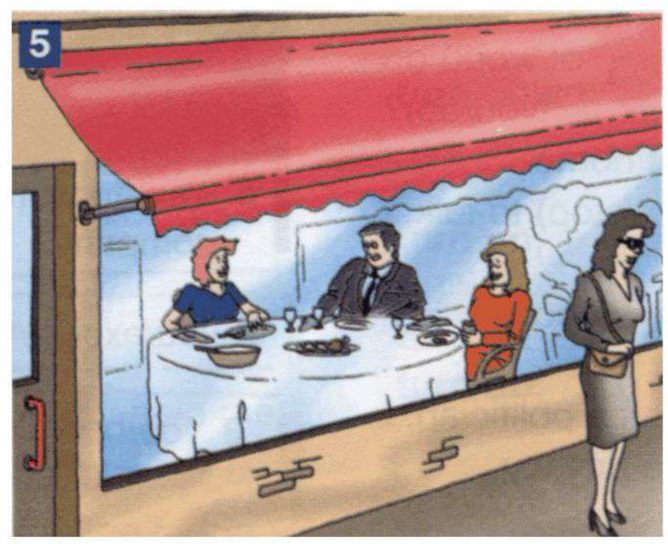


*The dentist's is **above/over** the travel agent's. The travel agent's is **below** the dentist's. A man is walking **past** the travel agent's. A woman is walking **across** the street. A boy is cycling **along** the pavement.*

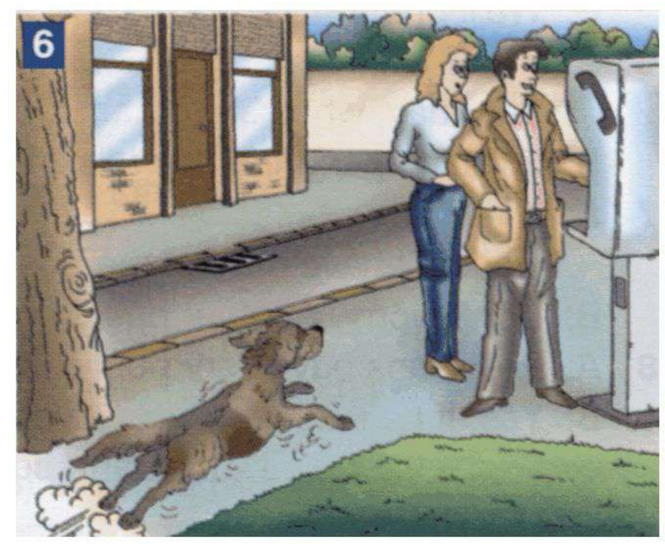
*The bus is going **from** London **to** Heathrow Airport. The bus driver is leaning **against** the bus. There is a man **at** the bus stop. He's taking some money **out of** his pocket.*



*A car is going **through** the gateway. The guards are standing **opposite** each other. The building is **beyond** the gateway.*



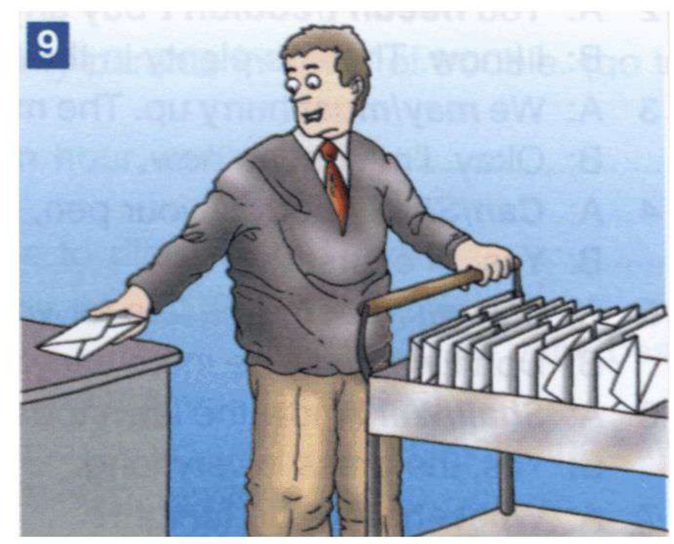
*There are some people **inside** the restaurant. A man is sitting **between** two women. A woman is waiting **outside** the restaurant.*



*The man is standing **in front of** the woman. The woman is standing **behind** the man. The dog is running **towards** them.*

*The clown is standing **among** the children. They are all running **round/around** him.*

*The woman is going **up** the steps and the man is coming **down** the steps.*



*He's taking the letters **off** the trolley and putting them **onto** the desks.*

Prepositions - Linking Words

At

We use at:

- **when we are thinking about a particular point or position.**
  *e.g. The postman is **at** the door.*
- **to say where an event takes place.**
  *e.g. There were a lot of people **at** the party/**at** the conference/**at** the concert/**at** the theatre.*
- **in the expressions: *at school/university/college, at work, at home, at the top of, at the bottom of, at sea* (= on a voyage), *at the station/airport, at the seaside*, etc.**
- **with addresses when we mention the house number.**
  *e.g. I live **at** 18 King Street* (**But:** *in King Street*)
- **to talk about a person's house or business.**
  at Joan's (house), at the doctor's, at the newsagent's

In

We use in:

- **in the expressions: *in the middle, in the sea, in the sky, in bed, in hospital, in prison, in a newspaper/magazine/book, in a picture/photo, in a street, in the world, in the lesson, in the country, in one's hand*, etc.**
- **with the names of towns, cities, countries and continents.**
  ***in** Stratford, **in** Milan, **in** Egypt, **in** Asia*

Note:

We use in when we are thinking about the building itself. However, we use at when we are thinking about the normal function of the building.

*e.g. It was very hot **in** the cinema.*
(Inside the building.)
*My parents are **at** the cinema.*
(They are watching a film.)

On

We use on:

- **in the expressions: *on the left/right, on a platform/page/screen/island/beach/coast, on a map, on a farm, on a menu, on the first/second*, etc. *floor***
  on a chair* But: *in an armchair
  on/at the corner of a street
  but *in the corner of a room,*
  go/run, etc. round a corner

Note:

When we talk about a means of transport, we use the preposition *by*.

by car / bus / train / taxi / plane / boat
But: on foot

But, we do not use the preposition *by* when there is an article (a/an/the), a possessive adjective (my, your, etc.) or the possessive case before the means of transport.

***on the** train (NOT: ~~by the train~~)*
***in your** car (NOT: ~~by your car~~)*
***on the** eight o'clock bus / **in a** taxi / **on the** plane / **in Richard's** car*

Fill in the gaps with *in*, *at* or *on*.

1 I have to be ...*at*... the airport two hours before my flight leaves.
2 Simon called while you were ..... the theatre.
3 I went to visit Joanne, but she wasn't ..... home.
4 I wouldn't like to be ..... sea in weather like this.
5 There were so many dishes ..... the menu, I couldn't decide what to have.
6 I'd love to stay ..... a beautiful hotel near the sea.
7 I got several autographs ..... the rock concert.
8 Jason is ..... hospital with a broken leg.
9 Mum, can I stay ..... Sarah's house tonight, please?
10 The weather ..... Ireland is often cold and wet.
11 My grandparents live ..... a farm and we often visit them there.
12 She waited ..... the platform to see the train come in.
13 I get off the train ..... Baker Street and then walk to work.
14 It must be wonderful to live ..... an island, surrounded by water.
15 What did you learn ..... school today?
16 Suki is the girl sitting ..... my left.
17 Tony is ..... the dentist's having a tooth taken out.
18 After dinner, Grandad fell asleep ..... his armchair.
19 I lived ..... India until I was twelve years old.

Fill in the gaps with *at* or *in* and one of the places from the list.

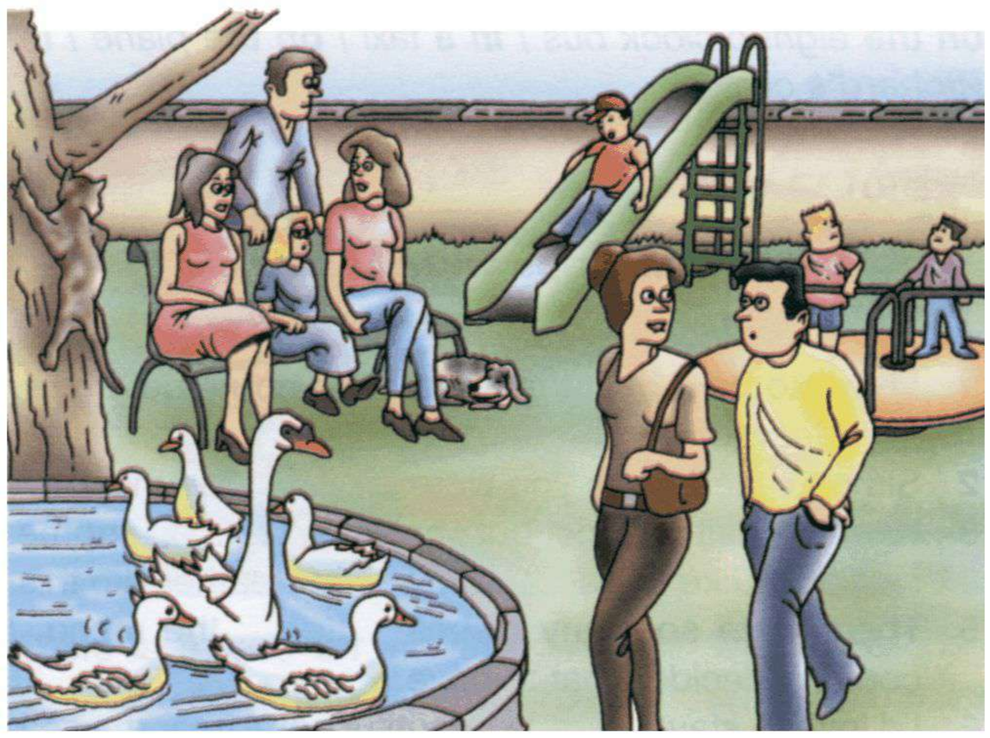
the café, the theatre, the park, the police station, the garage, the library

1 My car broke down on the way to work. I've left it ...*at the garage*... to be repaired.
2 I fell asleep ..... today as I haven't been sleeping so well lately.
3 Jackie loves watching plays. She is .... now, watching 'Romeo and Juliet'.
4 Tony was buying a coffee when it started to rain. He waited ..... until the rain stopped.
5 The man who stole Jane's handbag has been found. He is being questioned ..... .
6 I hate it when people leave their rubbish ....; it looks so ugly.

UNIT 16
Prepositions - Linking Words

Look at the picture and fill in the gaps with a suitable *preposition* from the list.

behind, among, down, round, between, up, in, under, towards, on



1 A boy is going ...*down*... the slide.
2 Two women are sitting ..... the bench. A girl is sitting ..... them.
3 Two children are going ..... on the roundabout.
4 A cat is climbing ..... the tree.
5 There is a dog ..... the bench.
6 There is a pond ..... the park.
7 There is a swan ..... the ducks.
8 A man and a woman are walking ..... the pond.
9 There is a man standing ..... the bench.
10 There are some ducks ..... the pond.

Underline the correct *preposition*.

1 The children climbed ***under***/***over*** the wall to escape from the angry gardener.
2 She walked quickly ***past***/***along*** the shops without looking in the windows.
3 The current is very strong. It would be dangerous to swim ***through***/***across*** this river.
4 She got dressed quickly and ran ***up***/***down*** the stairs to the kitchen.
5 Fiona is going to come to the party ***by***/***in*** her car.
6 I saw a man walking ***from***/***towards*** me smiling, but I didn't recognise him.
7 We tried to push our way ***through***/***towards*** the crowds to see our favourite singer.
8 There was no way to cross the lake, so we had to walk ***through***/***round*** it.
9 The boy got ***over***/***out of*** bed and went to the window.
10 I put the bags ***onto***/***into*** the table, then I put the shopping away.
11 You will see the post office on your right when you go ***through***/***round*** the corner.
12 She looked ***along***/***into*** her crystal ball and told the girl her fortune.

Fill in the gaps with the correct *preposition*.

1 There is a man standing ...*at*... the entrance to the museum.
2 There was a note ..... the top of the page I was reading which I couldn't understand.
3 The phone rang ..... the middle of the night, waking everyone in the house.
4 It's very tiring to spend eight hours checking information ..... a computer screen.
5 Yesterday was a lovely day and we could see children playing ..... the beach.
6 I can't find the place you're talking about ..... the map.
7 There's a new shop ..... the corner of the street.
8 Jenny is coming ..... the six o'clock bus. I'm meeting her ..... the bus station.

Fill in the gaps with *opposite, in, on, under, over, next to, in front of* or *between*.

Mrs Shaw has a beautiful living room. There is a large fireplace **1)** ...*between*... two lamps. **2)** ..... the fireplace there is a bronze plate. **3)** ..... the fireplace there is a low table with a plant **4)** .... it. There is a colourful rug **5)** ..... the table. **6)** ..... the long sofa there is a comfortable armchair. There is another table **7)** ..... the armchair. There is a fire **8)** ..... the fireplace, so the room is nice and warm.

7 Look at the picture and fill in the gaps with a suitable *preposition* from the list.

out of, along, below, across, above, at, past, from ... to, against, outside

1 There is a man waiting ...*at*... the bus stop.
2 The bus is going ..... London ..... Manchester.
3 Two girls are walking ..... the pavement.
4 Two men are walking ..... the street.
5 A woman is coming ..... the post office.
6 The post office is ..... the hairdresser's.
7 The hairdresser's is ..... the post office.
8 A man is leaning ..... the lamp-post.
9 A girl is standing ..... the shop.
10 An old woman is walking ..... the post office.

8 Underline the correct *preposition*.

1 Put the table ***among/between*** the sofa and the TV, please.
2 Mum keeps the saucepans ***over/in*** the cupboard ***above/towards*** the cooker.
3 I've already put clean sheets ***on/above*** your bed.
4 Someone hid the newspaper ***in/under*** the armchair.
5 Spending too much time ***on/in front of*** the TV is bad for your eyes.
6 Dinner's ready. We can all sit ***to/at*** the table.
7 I always end up sitting ***behind/between*** tall people at the cinema. That's why I can never enjoy the film.
8 There's a newsagent's ***in/on*** the corner of Lowther Street and Simpson Road.
9 My school is ***near/through*** my house. It only takes five minutes to walk there.
10 The train from England to France goes ***across/through*** the Channel Tunnel.

9 Fill in the correct *preposition*.

A This morning I heard a knock **1)** ...*on*... the door. When I went to look, someone had pushed an envelope **2)** ..... the letterbox. I opened it to see what was **3)** ..... it. There was a birthday card from my friend.

B Tom enjoys going **1)** ..... the airport. He loves standing **2)** ..... the window, watching the planes taking off and landing. He would love to travel **3)** ..... a plane.

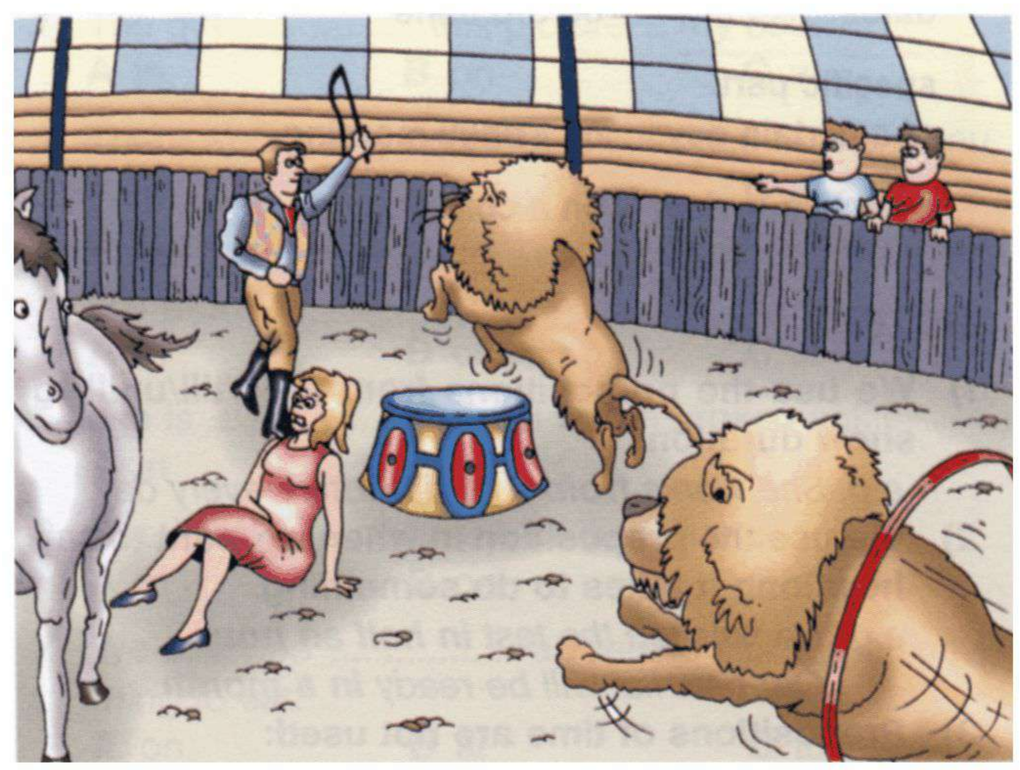
C Susan was standing **1)** ..... the street when the bus came **2)** ..... the corner. The driver drove **3)** ..... a puddle and Susan was covered in water!

D While Terry was tidying his bedroom yesterday he looked **1)** ..... the bed and found his favourite toy. He put it **2)** ..... the toy box which was **3)** ..... the wardrobe and the desk.

E I sit **1)** ..... my desk every afternoon. I keep all my papers **2)** ..... the drawers, along with some pens. Hanging from the ceiling **3)** ..... the desk is a very bright light. The chair that I sit **4)** ..... is soft and comfortable.

10 Look at the picture and fill in the gaps with a suitable *preposition* from the list.

off, through, onto, opposite, next to, in



1 A lion is jumping ...*onto*... the trapezium.
2 A woman has fallen ..... the horse.
3 There are two children standing ..... each other.
4 The lion is jumping ..... the hoop.
5 The lion-tamer is standing ..... the lion.
6 The lion-tamer has a whip ..... his hand.

UNIT 16
Prepositions - Linking Words

Prepositions of Time

AT	
the time:	at two o'clock
holidays:	at Christmas at Easter at the weekend
in the expressions:	at the moment at present at dawn at noon/at lunchtime at night at midnight

IN	
months:	in March/July, etc.
seasons:	in (the) winter/spring/autumn, etc.
years:	in 1998/2004, etc.
centuries:	in the 21st century
in the expressions:	in the morning/afternoon/evening in an hour in a minute in a week/few days/month/year

ON	
days:	on Monday, on New Year's Day
dates:	on 3rd June
specific part of a certain day:	on Friday morning
adjective + day:	on a cold day

NOTE:

1) **We use the prepositions from ... to/till/until to show duration.**
   *e.g. She works **from** 9 **to/till/until** 5 every day.*
2) **We use the preposition in when we want to say how long it takes to do something.**
   *e.g. He finished the test **in half an hour**.*
   *Our new flat will be ready **in a month**.*
3) **Prepositions of time are not used:**
   a) **with the words today, tomorrow, tonight and yesterday.**
   *e.g. I'll see you **tomorrow morning**.*
   b) **with the words this, last, next, every, all, some, each, one and any.**
   *e.g. He has a music lesson **every Tuesday**.*

11 **Fill in the gaps with *in, on* or *at* and one of the phrases from the list.**

the weekend, the morning, 1066, Easter, Tuesdays, prehistoric times, ten minutes, my birthday, the moment, lunchtime, eight o'clock, the 60's

1 My favourite programme starts ...*at eight o'clock*... every Wednesday night.
2 I'm having a party ..... . I'll be twenty-five years old.
3 I'm going to bed. I have to get up early ....
4 ....., we eat chocolate eggs to symbolise new life.
5 William of Normandy conquered Britain ...., at the Battle of Hastings.
6 Tim and I are going away ..... . We'll be spending Saturday and Sunday in the mountains.
7 I have to work late ..... because that's the day we order new stock.
8 ....., the hippies went to peace rallies and wore flowers in their hair.
9 I'll meet you ..... . Come to my office at twelve o'clock.
10 The bus leaves ..... and you're still not ready!
11 ....., people lived in caves and hunted wild animals for food.
12 I'm rather busy ....., but I'll call you later this evening.

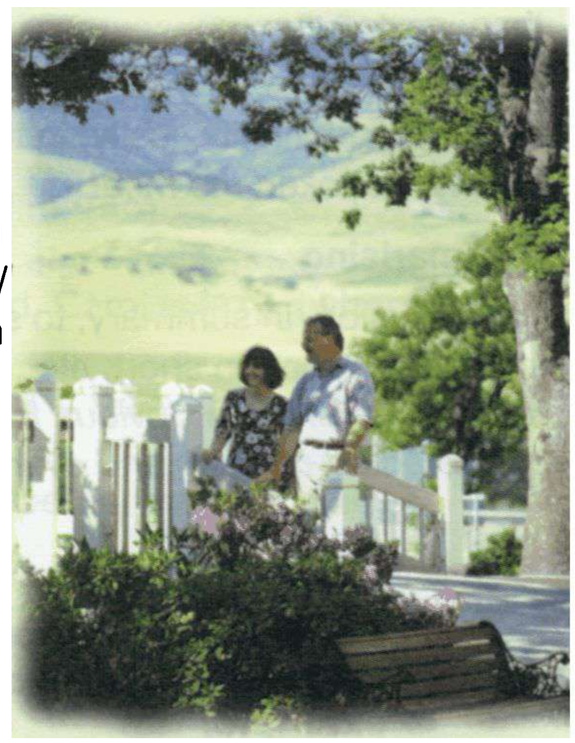
12 **Fill in the gaps with the correct preposition where necessary.**

1 A: It took me half an hour to walk home.
  B: What? You shouldn't be walking home alone ...*at*... night!
2 A: How did you meet Sandra?
  B: We met at a party ..... New Year's Eve.
3 A: Where is Paul? We're supposed to be going out.
  B: He'll be here ..... a minute. He's just gone to the shops.
4 A: When shall I visit you next?
  B: Oh, ... any Tuesday will be fine.
5 A: When is Terry's birthday?
  B: I'm not sure. I think it's ..... September.
6 A: I don't want to have my tooth taken out.
  B: Don't get upset. It will be over ..... a second.
7 A: You'll have to let me know how the meeting goes.
  B: Yes. I'll call you ..... tomorrow evening.
8 A: Are the banks open on Saturdays?
  B: Yes. They're open ..... nine ..... twelve.

9 A: What's wrong with Sally?
B: She's got flu. She'll be better ..... a few days.

10 A: When are you going on holiday?
B: We're leaving ..... Friday evening.

Underline the correct *preposition*.



Jeff and Celia are walking **1)** ***in/at*** the village. They often do this **2)** ***at/in*** the weekend. They walk from their house **3)** ***against/to*** the park, and then they go back again. Today, it is very sunny. Jeff and Celia have stopped to look at the flowers. They are standing **4)** ***under/over*** the branches of a large tree. They have just walked **5)** ***above/across*** the small white bridge **6)** ***in/among*** the park. There is a wooden bench **7)** ***near/behind*** the flowers, which Celia likes to sit **8)** ***at/on*** when she gets tired.

Choose the correct answer.

1 They moved to this town ...C... 1992.
A at **B** on **C** in

2 I found my keys ..... the sofa.
A under **B** between **C** among

3 It's very dark when you drive ..... a tunnel.
A onto **B** down **C** through

4 The thief climbed ..... the wall and escaped.
A into **B** over **C** near

5 Mr Jones has a meeting ..... three o'clock this afternoon.
A at **B** in **C** on

6 They are having a party ..... Saturday night.
A at **B** in **C** on

7 There is a secret door ..... the bookcase.
A across **B** at **C** behind

8 The woman walked ..... the house and got into her car.
A out of **B** over **C** along

Fill in the gaps with *out of, towards, through, along, past, to* or *over*.

Gary and Anita are walking **1)** ...along... the pavement side by side as they go **2)** ..... the bridge **3)** ..... their office. They are walking **4)** ..... a man who is working on his laptop computer. Anita enjoys walking **5)** ..... the city, but Gary doesn't like the traffic or the noise. He tries to get **6)** ..... the city every weekend and go **7)** ..... his house in the country.

Choose the correct answer.

1 My uncle and aunt live ...B... a farm in Norfolk.
A in **B** on **C** at

2 The girl ..... this picture is my cousin.
A in **B** on **C** at

3 There were many delicious dishes ..... the menu.
A in **B** on **C** at

4 I met some interesting people ..... the party last night.
A in **B** on **C** at

5 Jim is ..... hospital with a broken ankle.
A in **B** on **C** at

6 She lives ..... 37, Millfield Road.
A in **B** on **C** at

7 We stopped ..... a roadside café for something to eat.
A on **B** at **C** to

8 Dad likes to relax ..... his favourite armchair when he comes home from work.
A in **B** on **C** at

9 I saw the job advertised ..... today's newspaper.
A in **B** on **C** at

10 His office is through the door ..... the right.
A in **B** on **C** at

UNIT 16
Prepositions - Linking Words

Linking Words

Linking words show the logical relationship between sentences or parts of a sentence.

Positive Addition

and, both ... and, too, besides (this/that), moreover, what is more, in addition (to), also, as well as (this/that), furthermore, etc.
*He's **both** handsome **and** rich.*

Negative Addition

neither ... nor, nor, neither, either
***Neither** Helen **nor** Laura speaks German.*

Contrast

but, although, in spite of, while, whereas, despite, even though, on the other hand, however, etc.
*Roger is talented, **but** not experienced.*

Giving Examples

such as, like, for example, for instance, especially, in particular, etc.
*All the students passed the test, but the girls **in particular** performed well.*

Cause/Reason

as, because, because of, since, for this reason, due to, so, as a result (of), etc.
*She took a taxi **because** she was late.*

Condition

if, in case, provided (that), providing (that), unless, as/so long as, otherwise, or (else), etc.
*He took his credit card with him **in case** he ran out of cash.*

Purpose

to, so that, so as (not) to, in order (not) to, in order that, in case, etc.
*Cindy wrote down Mary's phone number **so that** she could call her the following week.*

Time

when, whenever, as, as soon as, while, before, until/till, after, since, etc.
*Diana did not set up her own business **until/till** she felt she was ready for it.*

Place

where, wherever
*She couldn't remember **where** she had parked her car.*

Exception

except (for), apart from
*We had a lovely holiday, **apart from** the time we got lost and had to ask for directions.*

Relatives

who, whom, whose, which, what, that
*That's the ring **which** once belonged to a member of the Royal Family.*

Listing Points/Events

to begin: initially, first, at first, firstly, to start/begin with, first of all
***First of all**, I prepared the menu.*

to continue: secondly, after this/that, second, afterwards, then, next
***Then**, I bought the food.*

to conclude: finally, lastly, in the end, etc.
***Finally**, I cooked the meal.*

Summarising

in conclusion, in summary, to sum up, on the whole, all in all, altogether, in short, etc.
***In conclusion**, it is obvious that the environment must be protected by each and every one of us.*

Read the sentences and underline the correct *linking word/phrase*, as in the example.

1 She went to bed ***because/in short*** she felt ill.
2 It's John's birthday, ***so/for example*** he is having a party.
3 This car is fast. ***In addition to/However***, it is very expensive.
4 She phoned her friend ***in case/in order to*** tell her the news.
5 ***All in all/Although*** Simon is young, he is very sensible.
6 I screamed ***when/then*** I saw the spider in the bath.
7 Some animals, ***such as/moreover*** bears, hibernate during the winter months.
8 ***Afterwards/In conclusion***, I believe that all weapons should be banned.
9 I can't help you, ***but/as*** I know someone who can.
10 You can borrow my car ***apart from/as long as*** you drive carefully.
11 I washed the dishes ***despite/while*** Sam made the beds.
12 We all enjoyed the film, ***whereas/apart from*** James, who was bored.

Join or link the sentences using the word(s) in brackets.

1 Claire cleaned the windows. Lucy washed the car. **(while)**
...Claire cleaned the windows while Lucy washed the car....

2 He put on his coat. He went outside. **(then)**
.....

3 She started to make the dinner. He got home. **(as soon as)**
.....

4 They had lunch. They watched television. **(after that)**
.....

5 Susie is very beautiful. She is extremely intelligent. **(what is more)**
.....

6 Mark missed the bus. He got to work on time. **(although)**
.....

7 It was cold. We lit a fire. **(so)**
.....

8 Jane works very hard. Carol is lazy. **(whereas)**
.....

9 He went to the doctor's. He had the flu. **(because)**
.....

10 I like Martin. He can be annoying at times. **(however)**
.....

Underline the correct *linking word/phrase*.

Doreen is 77 years old. She has white hair **1)** ***and/also*** blue eyes. She is a kind, friendly lady **2)** ***who/which*** likes talking to people **3)** ***and/but*** making new friends. **4)** ***As well as/In addition***, she enjoys going shopping. **5)** ***However/Moreover***, she cannot walk very far **6)** ***as a result/due to*** her age, **7)** ***in case/so*** her daughter takes her into town every Saturday. They look in the shops, **8)** ***then/after this*** go for a coffee together.

Join or link the sentences using the correct word(s) in the brackets.

1 Jane lives in London. Sue lives in Manchester. **(too/whereas)**
...*Jane lives in London, whereas Sue lives in Manchester*....

2 We decided to go to the beach. It was a lovely day. **(because/in addition)**
.....

3 I went to work today. I felt ill. **(and/even though)**
.....

4 Many people own computers these days. They are very useful machines. **(for example/since)**
.....

5 Ice hockey is an exciting sport. It can be very dangerous. **(on the other hand/then)**
.....

6 Dogs can be obedient pets. They come to you when you call them. **(for example/whereas)**
.....

Join or link the sentences using a suitable word or phrase from the list.

although, because, so, as, before, even though, as well as, furthermore

1 He brushed his teeth. He went to bed.
...*He brushed his teeth before he went to bed*....

2 She is very friendly. She is kind.
.....

3 Tom is studying hard. He has to take his exams next week.
.....

4 They were wearing T-shirts. It was cold outside.
.....

5 It was raining. I took my umbrella with me.
.....

6 Our new house is big. It is very beautiful.
.....

7 He put the kettle on. He wanted a cup of tea.
.....

8 She has a lot of problems. She is always cheerful.
.....

Fill in the correct word/phrase from the list.

a) furthermore, finally, first of all, which, and, on the whole

There are many disadvantages to having a car. **1)** ...*First of all*..., cars cause pollution, **2)** ..... damages the environment. **3)** ....., there is so much traffic that the roads are blocked **4)** ..... there is never anywhere to park. **5)** ....., cars are expensive to run. **6)** ....., I think that public transport is far more efficient.

b) and, because, moreover, to begin with, however, after that

Yesterday was my first day at my new job. **1)** ....., I was very nervous **2)** ..... I didn't know anybody. **3)** ....., I had heard that the boss was very impatient. **4)** ....., when I met the boss, I discovered that he was an old school friend of mine. **5)** ....., everything went very well **6)** ..... I enjoyed my first day after all!

UNIT 16
Prepositions - Linking Words

23 Underline the correct word/phrase.

A There are a number of reasons for moving the business. **1)** ***In spite of/First of all***, the building it is in now is too small for the number of staff working there. **2)** ***Furthermore/For instance***, the new offices are nearer the centre of town, **3)** ***so/but*** they are easier for customers to find. **4)** ***As a result/ Finally***, the new building is modern and attractive, **5)** ***so that/whereas*** the offices used now are in need of repair.

B The play was not a great success. **1)** ***Although/To begin with***, the actors had not rehearsed properly. **2)** ***As a result/Afterwards***, they kept forgetting their lines. **3)** ***Moreover/After that***, we could hardly see the actors **4)** ***all in all/due to*** the poor stage lighting. **5)** ***Next/To sum up***, the whole evening was a disaster, **6)** ***even though/apart from*** the interval, when delicious ice creams were on sale.

C **1)** ***Because of/Such as*** his pleasant nature, John Rangeley is an asset to the company. **2)** ***In addition/In order that***, he is both hard-working and ambitious. **3)** ***On the whole/Although*** his job is very demanding, he never complains, **4)** ***because of/since*** he is a truly good-natured person.

24 Replace the words in bold with appropriate synonyms from the list.

for instance, due to the fact that, so long as, while, in order that, until, apart from, that, at last, in short

1 Jim works hard, **whereas** his brother, Phil, doesn't.
..*Jim works hard while his brother, Phil, doesn't*...
2 I'll help you **provided** I have enough time.
.....
3 They were tired **because** they had been working hard all day.
.....
4 Don't open the oven door **before** the cake is cooked.
.....
5 **Finally**, they reached the top of the mountain.
.....
6 They all enjoyed the party **except for** Alice, who had a headache.
.....
7 **In summary**, the day was a huge success.
.....
8 That's the book **which** you gave me for my birthday.
.....
9 Jim is very generous. **For example**, he often gives his family presents.
.....
10 I got some money from the bank **so that** I could pay the bills.
.....

25 Choose the correct answer.

There are several advantages to owning a dog.
1) ...*B*..., dogs are obedient animals. **2)** ....., they come when called and can be trained to obey their owner's commands. **3)** ....., dogs are very loyal animals. They love their owners and **4)** ....., can be very good company. **5)** ....., dogs help their owners to keep fit **6)** ..... they need regular exercise.
7) ....., keeping a dog can be expensive, as there are frequent vet's bills. **8)** ....., if you want to go on holiday, you have to pay to put your dog in kennels.
9) ....., I believe that, **10)** ..... dogs are expensive pets, they can provide a lot of happiness.

1	**A** So that	**B** Firstly	**C** On the whole
2	**A** Since	**B** Such as	**C** For example
3	**A** Besides this	**B** In order to	**C** All in all
4	**A** because	**B** wherever	**C** as a result
5	**A** Apart from	**B** Furthermore	**C** To sum up
6	**A** because	**B** and	**C** so
7	**A** Since	**B** In conclusion	**C** On the other hand
8	**A** Also	**B** Because	**C** For this reason
9	**A** Although	**B** To sum up	**C** Secondly
10	**A** moreover	**B** although	**C** due to

26 Correct the mistakes in bold.

A There are many reasons why people watch television. **1)** ~~**Finally**~~ *Firstly*, it is very relaxing, **2)** **but** viewers don't have to make an effort. **3)** **Whereas**, television is entertaining **4)** **but** there are many different shows to watch. **5)** **Firstly**, television provides useful up-to-date information.

B The tourist industry has several good points. **1)** **Then**, it brings money to a country and improves its economy. **2)** **Firstly**, tourism creates jobs **3)** **in case** staff are needed in hotels, restaurants, shops and so on. **4)** **Moreover**, tourism can lead to peaceful areas being destroyed **5)** **and** make space for hotels or amusement parks.

Prepositions

amazed **at/by** sth	(un)friendly **to** sb
bored **with** sth	change sth **for** sth
disappointed **with** sth	escape **from** sb/sth
excited **about** sth	forgive sb **for** sth
impatient **with** sb/sth	happen **to** sb/sth

Fill in the correct *preposition*.

1 She was very excited ...*about*... her holiday.
2 She wanted to change her car ..... a motorbike.
3 The explorers escaped ..... the savage lions.
4 Nobody knows what happened ..... my jacket. It's just vanished.
5 My English teacher is very impatient ..... students who don't do their homework.
6 He was bored ..... his work, so he applied for a new job.
7 He was disappointed ..... his new computer game. It was very easy.
8 He was amazed ..... the beautiful scenery.
9 Peter couldn't forgive Tom ..... breaking his new toy.
10 My History teacher is very friendly ..... the class.

Phrasal Verbs

call for:	require; demand
call in:	visit sb briefly
call off:	cancel
call out:	1) shout 2) send for sb in an emergency
call over:	ask sb who is not nearby to come closer

Fill in the correct *particle*.

1 The police were called ...*out*... after the burglary was discovered.
2 Owning a pet calls ..... a lot of responsibility.
3 They called ..... the meeting because the manager couldn't attend.
4 Emma called ..... for help when she fell and hurt her leg.
5 Brian called ..... on his way home from work.
6 Mother called the children ....., saying it was time to go home.

Revision Box

Fill in *a*, *an* or *the* where necessary.

Dear Gail,

How are you? I want to tell you all about **1)** ...*the*... trip I took to **2)** ..... London recently with my family. We went to **3)** ..... station very early in **4)** ..... morning and got on **5)** ..... first train which was going to London. **6)** ..... journey was pleasant because we had **7)** ..... lovely view of **8)** ..... English countryside.

London is fantastic. We visited **9)** ..... Covent Garden, which is **10)** ..... area full of lovely shops. I bought **11)** ..... old necklace which was very expensive. We also saw **12)** ..... Houses of Parliament and **13)** ..... Buckingham Palace. We didn't see **14)** ..... Queen, though! I bought you **15)** ..... present too, so I'll give it to you the next time we meet. I hope you had **16)** ..... enjoyable holiday in Spain.

Love,
Fiona

Choose the correct answer.

1 'That book is Jane's.'
'Okay. I'll give it to ...*C*... .'
A she **B** hers **C** her

2 'I'm late for work.'
'You ..... apologise when you get there.'
A would rather **B** had better **C** would

3 'I cut my hair myself.'
'Really? How brave! I ..... by a hairdresser.'
A cut mine **B** have mine cut **C** am cutting mine

4 'That's my neighbour, Alice.'
'Oh, yes. She moved in last week, ...?'
A hasn't she **B** didn't she **C** did she

5 'Did you put salt in this sauce?'
'Yes, but only ..... .'
A a little **B** little **C** a few

6 'The concert was very good, wasn't it?'
'Yes. The orchestra played very ..... .'
A well **B** good **C** nice

7 'What did you buy at the market?'
'I got ..... oranges and a cabbage.'
A a little **B** some **C** an

Revision 4 (Units 1 - 16)

Choose the correct answer.

1 At eight o'clock this morning, they ...B... breakfast .
A have been having **B** were having
C have had

2 You ..... tidy your room more often.
A didn't need to **B** mustn't **C** must

3 I often ..... games with my sister when I was a child.
A have played **B** was playing **C** played

4 Can I have ..... envelope, please?
A an **B** a **C** –

5 The lesson starts ..... three o'clock this afternoon.
A on **B** at **C** in

6 If you ..... the money, where would you go?
A have **B** had **C** would have

7 I've got time tomorrow, so I ..... the shopping if you like.
A will do **B** am doing **C** have done

8 Hang the picture on the wall, ... the fireplace.
A between **B** under **C** above

9 You ..... me!
A criticise always **B** are always criticising
C always are criticising

10 The boys are playing football ..... Saturday.
A on **B** in **C** at

11 I bought ..... bread at the baker's this morning.
A an **B** some **C** a

12 ..... sugar shall I add to the cake mixture?
A How often **B** How many **C** How much

13 Are these your chocolates? May I have ....., please?
A it **B** ones **C** one

14 I'm not sure ..... David lives.
A where **B** wherever **C** when

15 ..... my bedroom and the bathroom are painted white.
A Both **B** All **C** Neither

16 It was a ..... idea to have a party for your birthday.
A best **B** good **C** well

17 They insisted on their photographs ..... immediately.
A developed **B** be developed
C being developed

18 James is by far ..... athlete in the school.
A the good **B** best **C** the best

19 ....., they painted the ceiling, then they did the walls.
A First of all **B** Then **C** Finally

20 John fell ..... his bicycle and hurt his knee.
A off **B** around **C** down

21 There are ..... letters on the table. They're for you.
A no **B** any **C** some

22 The sea is ..... in this area.
A quite a clean **B** quite clean **C** clean quite

23 It's getting ..... colder. I think it's going to snow.
A coldest and **B** cold and **C** colder and

24 If you are ready, we can ..... now.
A leaving **B** leave **C** to leave

25 There are many guests in the hotel. ..... one has their own room.
A Each **B** Every **C** Any

26 He kicked the ball ..... the field.
A between **B** across **C** under

27 He's a very ..... man.
A interesting old **B** old interesting
C old and more interesting

28 They have gone on holiday, ...?
A they haven't **B** have they **C** haven't they

29 Are these keys .....?
A yours **B** your **C** you

30 Her hair is not ..... Catherine's.
A so long **B** as long as **C** long as

31 He acts ..... he were my friend, but he isn't.
A as though **B** as **C** though

32 I'm tired. I'm not going out ..... evening.
A these **B** this **C** that

33 They ..... playing a game.
A said **B** told **C** suggested

34 It's no use ..... the hedges cut until next month.
A have **B** to have **C** having

35 This is the man ..... dog I look after sometimes.
A whose **B** who's **C** which

Write questions to which the words in bold are the answers.

1 **James** has written three letters so far today.
...*Who has written three letters so far today?*...

2 We have been waiting **for three hours**.
.....

3 Paul and Tom are going **to the bank**.
.....

4 The baby is **six months** old.
.....

5 The Browns have been **to France**.
.....

6 Sally is **in her bedroom**.
.....

7 Jack **plays chess** on Sunday afternoons.
.....

8 Dad listens to the radio **in the mornings.**
.....

Underline the correct preposition.

1 Put the bags ***on/in*** the floor in the kitchen, please.
2 That train goes ***for/from*** Leeds to Liverpool.
3 My alarm clock is ***into/beside*** my bed.
4 The play begins ***to/at*** 7 o'clock this evening.
5 The man climbed ***up/on*** the ladder to the roof.
6 There was a queue of people ***along/outside*** the door.
7 It is very dark when you drive ***through/behind*** a tunnel.
8 We are going on holiday ***in/at*** August this year.
9 Walk ***over/round*** the corner and you will see the park.
10 The bed is ***between/among*** the desk and the wardrobe.

Underline the correct preposition.

1 The storm was the cause ***for/of*** the power cut.
2 We gave the assistant a cheque ***for/from*** £60.
3 Mum divided the pie ***into/to*** six pieces.
4 I wanted to talk to the teacher ***of/about*** my homework.
5 Pam threw the ball ***at/to*** Jim, but he didn't catch it.
6 There is no hope ***of/for*** talking to Bill today. He's too busy.
7 Steve was concentrating so hard that he was unconscious ***of/to*** the phone ringing.
8 We were disappointed ***with/for*** the results of the competition.
9 I can't leave him alone. He isn't capable ***to/of*** looking after himself.
10 I would like to change this shirt ***for/to*** a bigger size, please.

Fill in the gaps with the correct particle from the list.

out, for, up, off, down

1 They called ...*off*... the wedding at the last minute.
2 This organisation stands ..... the care of the environment.
3 You must stand ..... when you meet your boss.
4 She called ..... to her brother, but he didn't hear her.
5 They offered him a job, but he turned it ..... .
6 You should take ..... swimming. It's good exercise.
7 The plane took ..... an hour ago.
8 Before you leave, take ..... the notes from the board.
9 Can you turn ..... the oven please because I don't want the meat to burn.
10 The police have called ..... another investigation of the crime.

Complete the sentences using two to five words, including the word in bold.

1 'Don't forget to phone Bill,' she said to Ron.
reminded She ...*reminded Ron to phone*... Bill.
2 Joe is happier than William.
as William .....
..... Joe.
3 Yesterday, we wrote the article.
was The article .....
yesterday.
4 It isn't necessary for you to help me.
have You .....
me.
5 I've never seen such beautiful flowers.
the They are .....
..... I've ever seen.
6 I have got the same number of friends as you.
many I have got .....
..... you.
7 I want to become a doctor, but I haven't got any qualifications.
wish I .....
the qualifications to become a doctor.
8 Can't you come to see me any sooner?
soonest Is that really .....
you can come to see me?
9 As they grow older, they grow taller.
the The older they grow, ...
..... they grow.
10 Take your gloves. It might get cold.
case Take your gloves .....
..... gets cold.
11 He's never flown a plane before.
first It's the ..... a plane.
12 It's a long time since we went on holiday.
have We ..... on
holiday for a long time.
13 The dishes need washing.
washed The dishes need ..... .
14 The skirt is so long that I can't wear it.
too The skirt is .....
..... to wear.

Irregular Verbs

Infinitive	Past	Past Participle
be	was	been
bear	bore	born(e)
beat	beat	beaten
become	became	become
begin	began	begun
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
build	built	built
burn	burnt (burned)	burnt (burned)
burst	burst	burst
buy	bought	bought
can	could	(been able to)
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
dream	dreamt (dreamed)	dreamt (dreamed)
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
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 (hanged)	hung (hanged)
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	laid
lead	led	led
learn	learnt (learned)	learnt (learned)
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read	read
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
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown
shut	shut	shut
sing	sang	sung
sit	sat	sat
sleep	slept	slept
smell	smelt (smelled)	smelt (smelled)
speak	spoke	spoken
spell	spelt (spelled)	spelt (spelled)
spend	spent	spent
spill	spilt	spilt
split	split	split
spoil	spoilt (spoiled)	spoilt (spoiled)
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
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
win	won	won
write	wrote	written

APPENDICES

Appendix 1

Present Simple

1) **Most verbs take -s in the third person singular.**
   I believe - he believes
2) **Verbs ending in -ss, -sh, -ch, -x and -o, take -es.**
   I kiss - he kisses, I blush - he blushes, I reach - he reaches, I fax - he faxes, I do - he does
3) **Verbs ending in a consonant + y, drop the -y and take -ies.**
   I fly - he flies
4) **Verbs ending in a vowel + y, take -s.**
   I pray - he prays

Present Continuous

1) **Verbs ending in -e, drop the -e and take the -ing suffix.**
   leave - leaving ***but*** *see - seeing*
2) **Verbs ending in one stressed vowel between two consonants, double the last consonant and take the -ing suffix.**
   put - putting ***but*** *open - opening*
3) **Verbs ending in -l, double the -l and take the -ing suffix.**
   travel - travelling
4) **Verbs ending in -ie, drop the -ie and take -y + ing.**
   lie - lying

Past Simple

1) **Verbs ending in -e, take only -d.**
   believe - believed
2) **Verbs ending in a consonant + y, drop the -y and take -ied.**
   fry - fried
3) **Verbs ending in a vowel + y, take -ed.**
   play - played
4) **Verbs ending in one stressed vowel between two consonants, double the last consonant and take -ed.**
   ban - banned ***but*** *open - opened*
5) **Verbs ending in -l, double the -l and take -ed.**
   quarel - quarelled

Appendix 2

Present Simple		Present Continuous		Future Simple	
Affirmative	**Negative**	**Affirmative**	**Negative**	**Affirmative**	**Negative**
I study	I don't study	I am studying	I'm not studying	I will study	I won't study
You study	You don't study	You are studying	You aren't studying	You will study	You won't study
He studies	He doesn't study etc.	He is studying	He isn't studying etc.	He will study	He won't study etc.
She studies	**Interrogative**	She is studying	**Interrogative**	She will study	**Interrogative**
It studies		It is studying		It will study	
We study	Do I study?	We are studying	Am I studying?	We will study	Will I study?
You study	Do you study?	You are studying	Are you studying?	You will study	Will you study?
They study	Does he study? etc.	They are studying	Is he studying? etc.	They will study	Will he study? etc.

Future Continuous		Future Perfect	
Affirmative	**Negative**	**Affirmative**	**Negative**
I will be studying	I won't be studying	I will have studied	I won't have studied
You will be studying	You won't be studying	You will have studied	You won't have studied
He will be studying	He won't be studying etc.	He will have studied	He won't have studied etc.
She will be studying	**Interrogative**	She will have studied	**Interrogative**
It will be studying		It will have studied	
We will be studying	Will I be studying?	We will have studied	Will I have studied?
You will be studying	Will you be studying?	You will have studied	Will you have studied?
They will be studying	Will he be studying? etc.	They will have studied	Will he have studied? etc.

Future Perfect Continuous

Affirmative	Negative
I **will have been** studying	I won't have been studying
You will have been studying	You won't have been studying
He will have been studying	He won't have been studying etc.
She will have been studying	**Interrogative**
It will have been studying	
We will have been studying	Will I have been studying?
You will have been studying	Will you have been studying?
They will have been studying	Will he have been studying? etc.

Present Perfect

Affirmative	Negative
I **have** studied	I haven't studied
You have studied	You haven't studied
He **has** studied	He hasn't studied etc.
She has studied	**Interrogative**
It has studied	
We have studied	Have I studied?
You have studied	Have you studied?
They have studied	Has he studied? etc.

Present Perfect Continuous

Affirmative	Negative
I **have been** studying	I haven't been studying
You have been studying	You haven't been studying
He has been studying	He hasn't been studying etc.
She **has been** studying	**Interrogative**
It has been studying	
We have been studying	Have I been studying?
You have been studying	Have you been studying?
They have been studying	Has he been studying? etc.

Past Simple

Affirmative	Negative
I studied	I **didn't** study
You studied	You didn't study
He studied	He didn't study etc.
She studied	**Interrogative**
It studied	
We studied	**Did** I study?
You studied	Did you study?
They studied	Did he study? etc.

Past Continuous

Affirmative	Negative
I **was** studying	I wasn't studying
You **were** studying	You weren't studying
He was studying	He wasn't studying etc.
She was studying	**Interrogative**
It was studying	
We were studying	Was I studying?
You were studying	Were you studying?
They were studying	Was he studying? etc.

Past Perfect

Affirmative	Negative
I **had** studied	I hadn't studied
You had studied	You hadn't studied
He had studied	He hadn't studied etc.
She had studied	**Interrogative**
It had studied	
We had studied	Had I studied?
You had studied	Had you studied?
They had studied	Had he studied? etc.

Past Perfect Continuous

Affirmative	Negative
I **had been** studying	I hadn't been studying
You had been studying	You hadn't been studying
He had been studying	He hadn't been studying etc.
She had been studying	**Interrogative**
It had been studying	
We had been studying	Had I been studying?
You had been studying	Had you been studying?
They had been studying	Had he been studying? etc.

PROGRESS TESTS

Progress Test 1 (Units 1-2)

1 Choose the correct answer.

1 Computers ..... more and more efficient.
A are becoming **B** become **C** is becoming

2 Paul ..... to Tina when I saw him.
A is talking **B** was talking **C** talks

3 Richard ..... very hard at the moment.
A is working **B** works **C** has worked

4 Sam ..... to school every day.
A was walking **B** is walking **C** walks

5 We ..... to Austria last winter.
A have gone **B** went **C** go

6 The bank ..... by the time I got there.
A closes **B** closed **C** had closed

7 Tina ..... while Bob was watering the plants.
A cooked **B** was cooking **C** has been cooking

8 I ..... Italian for three years now.
A learn **B** am learning
C have been learning

9 Jason ..... Amanda since he was five years old.
A has known **B** knows **C** have known

10 They ..... for three hours when they stopped for a rest.
A have been driving **B** had been driving
C were driving

11 World War II broke ..... in 1939.
A out **B** up **C** down

12 The River Amazon ..... into the Atlantic Ocean.
A is flowing **B** flows **C** flowed

13 Dad ..... to work by the time I woke up.
A is going **B** has already gone
C had already gone

14 My cousin works ..... a law firm.
A to **B** on **C** for

15 Fay ..... every day for the last six months.
A exercises **B** is exercising
C has been exercising

16 They often ..... on holiday abroad when they were single.
A went **B** go **C** have gone

17 It's hard to concentrate ..... your work when there is a lot of noise.
A in **B** on **C** to

18 They ..... in that house for five years.
A have lived **B** are living **C** live

19 Mary ..... to Singapore at 3:00 tomorrow morning.
A flies **B** was flying **C** is flying

2 Complete each sentence with two to five words, including the word in bold.

20 She's never baked a cake before.
first It's .... baked a cake.

21 When did you order the book?
since How long .... ordered the book?

22 I've never heard such a funny story.
ever It's the funniest .... heard.

23 I haven't eaten fish for a few months.
time The last ..... was a few months ago.

24 When did he start his training course?
ago How long .... his training course?

25 She started learning Japanese six months ago.
been She .... for six months.

26 They haven't finished playing the game yet.
still They ..... the game.

27 We didn't start eating until all the people had arrived.
before We waited until all the people .... eating.

28 When did you last see Christopher?
since How long is it ..... Christopher?

3 Put the verbs in brackets into the correct tense.

29 Sam and Fred ..... (often/go) fishing together.

30 The team ..... (practise) every day.

31 We ..... (play) on the beach when it started to rain.

32 She ..... (take) the exam last year.

33 Mr Johnson ..... (open) a new shop in the village next month.

34 By the time I arrived, the lesson .... (already/start).

35 I'm lost. I ..... (drive) around here for an hour.

36 They ..... (stand) on the platform for an hour when the train came.

37 They ..... (show) a new comedy at the cinema this week.

38 Lilian ..... (seldom/be) late for work.

39 The mechanic ..... (repair) my car at the moment.

40 My parents ..... (just/move) to a beautiful house in the country.

Progress Test 2 (Units 3-4)

Choose the correct answer.

1 'What are your plans for the summer?'
'I ..... with my cousins in the country.'
A will have stayed **B** will stay
C am going to stay

2 'Did you see Jason yesterday?'
'No, but I ..... him this evening.'
A will probably see **B** will have seen
C will have been seeing

3 'Are you ready to go?'
'Yes. I ..... in a few minutes.'
A will be leaving **B** am leaving **C** will leave

4 'What are you thinking about?'
'My holiday. This time next week I ..... in the Seychelles.'
A will be relaxing **B** will relax **C** am relaxing

5 'I would like ..... for a picnic tomorrow.'
'That's a good idea.'
A going **B** go **C** to go

6 'Please knock before ..... the room.'
'I will.'
A to enter **B** entering **C** enter

7 'You had better ..... your homework before dinner.'
'Okay. I've almost finished it.'
A finish **B** to finish **C** finishing

8 'Where have you been?'
'I went to the bank ..... some money.'
A getting **B** to get **C** get

9 'How long has Sarah worked for that company?'
'She ..... there for two years by the end of this month.'
A has been working **B** will work
C will have been working

10 'I saw the lightning ..... the tree last night.'
'Yes, it was a terrible storm, wasn't it?'
A hitting **B** to hit **C** hit

11 'I'm exhausted.'
'You'll soon get used to ..... long hours.'
A have worked **B** working **C** work

12 'The children's party finishes at 6 o'clock.'
'Okay. I ..... them up on my way home.'
A will be picking **B** will pick **C** pick

13 'I listen ..... the radio every morning.'
'Do you? I read the newspaper.'
A in **B** at **C** to

14 'How do I get to the ice-rink from here?'
'Get ..... a number 7 bus. It will take you there.'
A on **B** from **C** in

Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

15 They managed ..... (open) the door.
16 The boys were too tired ..... (play) football.
17 You must ..... (listen) carefully.
18 I fancy ..... (go) to a nightclub later tonight.
19 ..... (walk) is a good form of exercise.
20 I went to the post office ..... (buy) some stamps.
21 Penny mentioned ..... (go) to the cinema at the weekend.
22 You had better ..... (phone) your parents now.
23 There's no point in ..... (complain) about it .
24 They ran outside only ..... (find) that the car had gone.
25 I haven't decided where ..... (put) the picture yet.
26 They usually go ..... (shop) on Fridays.
27 She advised us ..... (speak) to the boss.
28 Joe went to work without ..... (have) breakfast this morning.
29 He wants to know how ..... (build) a wall.
30 My parents let me ..... (have) a party for my friends.
31 They are glad ..... (be) home again.
32 Jim would like ..... (start) his own business.

Complete each sentence with two to five words, including the word in bold.

33 Playing football near the road is dangerous.
to It is .... football near the road.

34 This coat is too small for me to wear.
enough This coat .... for me to wear.

35 The exercise is so difficult that I can't do it.
too The exercise is ..... to do.

36 The man made us tidy the garden.
made We .... the garden by the man.

37 Talking is not allowed during the exam.
talk Nobody .... during the exam.

38 The house needs tidying.
tidied The house needs ..... .

39 Saving some money for the future is useful.
to It is .... some money for the future.

40 The teacher made them do the exercise again.
made They ..... the ..... exercise again by the teacher.

Progress Test 3 (Units 5-6)

1 Choose the correct answer.

1 They have got a huge house. They ..... be rich.
A needn't **B** can **C** must

2 ..... you open the window, please?
A Shall **B** Can **C** Must

3 The new stadium ..... last month by the mayor.
A was opened **B** is opened **C** is opening

4 Jim has applied ..... a new job.
A for **B** to **C** from

5 They are giving .. .. a CD with that magazine this month.
A away **B** off **C** back

6 You ..... walk on the grass in the park.
A needn't **B** must **C** mustn't

7 They teased Colin ..... his new haircut.
A of **B** for **C** about

8 Your report must ..... by Friday evening.
A have finished **B** being finished
C be finished

9 They ..... have given me a lift home, but they did.
A should **B** needn't **C** must

10 The windows ..... once a month.
A clean **B** are cleaned
C are being cleaned

11 The fire went ..... very quickly last night.
A after **B** out **C** off

12 Tom ..... run very fast when he was twenty.
A can't **B** could **C** can

13 The bills ..... by Friday.
A will have been paid **B** are paid
C are being paid

14 My teeth ..... by the dentist tomorrow
A are being checked **B** are checked
C will have checked

15 I ..... tidy my room today. My mother said so.
A can **B** must **C** have to

16 ..... you help me with the cooking, please?
A Should **B** Shall **C** Will

17 I insist on my money ..... immediately.
A to be refunded **B** be refunded
C being refunded

18 We were surprised ..... his reaction to the news.
A of **B** at **C** for

19 The test papers ..... now.
A were handed out **B** are being handed out
C is handed out

2 Rewrite the sentences in the *passive*.

20 Did Molly paint this picture?
.....

21 They didn't buy that house.
.....

22 Sophie has made all of these cakes.
.....

23 Must you write those letters tonight?
.....

24 I felt as though someone was watching me.
.....

25 Did someone send you a parcel?
.....

26 People say that he is very rich.
.....

27 We won't tidy the garden this afternoon.
.....

28 Cathy had bought a present for Mike.
.....

29 Have you cut the grass yet?
.....

3 Complete each sentence with two to five words, including the word in bold.

30 You aren't allowed to open this envelope.
mustn't You .... this envelope.

31 Perhaps Jane has gone out.
may Jane ..... out.

32 Yesterday, we elected the new chairman.
was The new chairman .....
..... yesterday.

33 Tom wrote the poem which won the competition.
by The poem which won the competition
..... Tom.

34 I advise you to go to bed early tonight.
should You .....
..... early tonight.

35 They will fire you if you continue to come in late.
be You .....
..... if you continue to come in late.

36 Eric doesn't like people pointing at him.
being Eric ..... pointed at.

37 It's possible that they left early this morning.
could They .....
... . this morning.

38 I lost my keys while I was shopping.
were My keys .....
..... while I was shopping.

39 It isn't necessary for you to work late tonight.
have You ..... late tonight.

40 She covered the cake with icing.
with The cake ..... icing.

Progress Test 4 (Units 7-8)

1 Choose the correct answer.

1 'Do you like my new jacket?'
'Yes. It's very similar ..... mine, actually.'
A at **B** with **C** to

2 'Can I go to the park?'
'You can't go ..... you have done your homework.'
A while **B** until **C** after

3 'I depend ..... public transport to get to work.'
'You ought to save up and buy a car.'
A on **B** to **C** in

4 'You had better ..... to John this week.'
'I've already written him a letter.'
A write **B** wrote **C** to write

5 'Did you enjoy your stay in the hotel?'
'Yes. They were ..... friendly people that we felt very welcome.'
A such a **B** so **C** such

6 'If I ..... enough time, I would visit you every day.'
'Don't worry. Once a week is enough.'
A have **B** had **C** have had

7 '..... you are tired, I'll wash the dishes.'
'Thank you.'
A Because of **B** Since **C** Due to

8 'Paul is ill at the moment.'
'Yes. He's suffering ..... a very bad cold.'
A of **B** for **C** from

9 'I got lost on the way to the theatre.'
'If you had taken the map, you ..... lost.'
A wouldn't have got **B** won't get
C wouldn't get

10 'Do you like your new job?'
'Yes. I'm enjoying it ..... it is very tiring.'
A whereas **B** even though
C despite

11 'Let's have pizza for lunch.'
'Actually, I would rather ..... a burger.'
A had **B** to have **C** have

12 'I can't find my history textbook.'
'I'll help you look ..... it.'
A for **B** to **C** after

13 'What are you doing tonight?'
'I don't know. I can't make ..... my mind!'
A up **B** out **C** in

14 'Suppose you ..... a million pounds, what would you do with it?'
'I'd spend it all!'
A win **B** won **C** had won

2 Underline the correct word(s).

15 I will have made the coffee **by the time/no sooner** you've cleared the table.
16 A lot of snow fell **by/during** the night.
17 She called me **as soon as/until** she got back.
18 He phoned **to/so that** ask me a question.
19 They ran **in order not to/in case** miss the bus.
20 We took our umbrellas **so that/in case** it rained.
21 They will be in the meeting **before/until** three o'clock.
22 You must be back **by/until** nine o'clock tonight.
23 They opened the window **to/for** let in some fresh air.
24 It started to rain **as/during** they were walking home.
25 They spoke quietly **so as not to/in case** disturb us.
26 Check your work carefully **before/ago** you hand it in.
27 She is training a lot **so as to/so that** she can win the competition.
28 We went to the café **to/for** a cup of coffee.
29 I can't go out **as long as/unless** I ask my mum first.
30 I'll make dinner **providing/supposing** you do the washing-up.

3 Rewrite the sentences using the word(s) in brackets.

31 She got up early because it was a beautiful day. **(since)**
.....
32 Were I you, I would ask for some help. **(if)**
.....
33 She laughed because the joke was funny. **(as)**
.....
34 He was shy and, as a result, he didn't make friends easily. **(as)**
.....
35 If you don't call me, I'll get the bus home. **(unless)**
.....
36 It was very cold, so they stayed indoors. **(because)**
.....
37 He was late, therefore he didn't have time for breakfast. **(the reason why)**
.....
38 He couldn't go to work because he was ill. **(due to)**
.....
39 Had he not been late, he would have heard the news. **(if)**
.....
40 She was tired, so she went to bed early. **(the reason for)**
.....

Progress Test 5 (Units 9-10)

1 Choose the correct answer.

1 She ..... him that she would be late.
A tells **B** said **C** told

2 He ran ..... the thieves, but they got away.
A after **B** across **C** away

3 Excuse me, could you ..... me the way to the bank, please?
A tell **B** told **C** say

4 I can't decide ..... which outfit to wear.
A from **B** of **C** on

5 They ..... to hit us if we didn't give them the money.
A offered **B** threatened **C** suggested

6 This is the man ..... car was stolen last week.
A which **B** who **C** whose

7 I ..... good morning to him, but he ignored me.
A say **B** said **C** told

8 My pen has run ..... ink, so I can't finish this letter.
A away **B** into **C** out of

9 If we can't find a hotel, I'm sure Bill will put us ..... .
A out **B** up **C** down

10 Mark put ..... some good ideas at today's meeting.
A up **B** back **C** forward

11 She was astonished ..... the number of presents she received.
A about **B** at **C** with

12 He ..... for breaking the window.
A admitted **B** apologised **C** accused

13 The table ..... he bought had been damaged.
A who **B** where **C** that

14 He asked her ..... she had any experience in banking.
A why **B** that **C** if

15 The security guards prevented us ..... entering the building.
A from **B** to **C** of

16 She ..... that he was always taking her things.
A complained **B** denied **C** boasted

17 The girl ..... lives next door wants to be a singer.
A which **B** who **C** where

18 The reason ..... he left is that he felt ill.
A why **B** who **C** when

19 I haven't heard ..... Katie since she moved away.
A of **B** to **C** from

20 This record reminds me ..... my youth.
A of **B** into **C** with

2 Change from direct into reported speech.

21 Mike said to me, 'I'm going to a party tonight.'
.....

22 'Are you busy right now?' Chris asked Terry.
.....

23 'Put your hand down,' the teacher said to John.
.....

24 'Don't move!' the police officer said.
.....

25 Gillian said, 'Let's go for a walk.'
.....

26 'Give me the box, please,' Alison said to the girl.
.....

27 Barbara said, 'I've booked a table at the restaurant.'
.....

28 'Why are you hiding?' the old woman asked her.
.....

29 Lisa said, 'Shall we go out tonight?'
.....

30 'Please, please let me go,' he said to them.
.....

3 Complete each sentence with two to five words, including the word in bold.

31 'I feel very ill,' he said to her.
complained He ..... very ill.

32 The woman sold me the car. She was very helpful.
who The .....
..... the car was very helpful.

33 'I'll punish you if you misbehave again,' she told me.
threatened She .....
..... if I misbehaved again.

34 London is the city he was brought up in.
where London is .....
..... brought up.

35 'You took my best dress!' she said to her sister.
of She .....
..... her best dress.

36 This is Michael. His parents run a hotel.
whose This is Michael .....
..... a hotel.

37 'Don't forget to take your keys,' Mum said to me.
reminded Mum .....
..... my keys.

38 He can't swim. This explains why he is scared of water.
which He can't swim, ...
..... scared of water.

39 'Let's go for a walk,' he said.
going He ..... for a walk .

40 This is the book. My friend wants to borrow it.
that This is .....
..... my friend wants to borrow.

Progress Test 6 (Units 11-12)

1 Choose the correct answer.

1 'Tomorrow's game is very important.'
'I know. The team ..... training hard at the moment.'
A were **B** is **C** was

2 'I thought you didn't have any money.'
'Actually, I found ..... money in my jacket pocket.'
A some **B** an **C** a

3 'I don't like to rely ..... other people.'
'No. It's important to be independent.'
A to **B** on **C** at

4 'Why have you taken a second job?'
'I need the money. I've fallen ..... with my mortgage payments.'
A out **B** for **C** behind

5 'That was a wonderful meal.'
'Yes. I'm impressed ..... the quality of the food in this restaurant.'
A about **B** of **C** by

6 'Do you like these trousers?'
'No. I prefer the black ..... .'
A one **B** ones **C** an

7 'I don't like the shed in our garden.'
'Why don't you ..... it taken down?'
A having **B** had **C** have

8 'Where would you like to go on holiday?'
'I would love to go to ..... Egypt.'
A the **B** a **C** –

9 'Your hair is too long.'
'I know. I ..... it cut tomorrow.'
A will be having **B** am having **C** have

10 'John is recovering from his injuries.'
'Yes. I went to ..... hospital to visit him yesterday.'
A a **B** – **C** the

11 'Why are you so late?'
'I was helping my brother to set ..... his tent in the garden.'
A out **B** up **C** back

12 'I'm fed up ..... my job.'
'Why don't you find something else, then?'
A of **B** with **C** for

13 'You are good friends with Sue, aren't you?'
'Oh, yes. We've never fallen ..... about anything.'
A out **B** in with **C** for

14 'Yellow ..... my favourite colour.'
'I prefer blue.'
A is **B** are **C** were

15 'I'm thinking of ..... a new bath installed.'
'That's a good idea.'
A have **B** to have **C** having

2 Underline the correct word.

16 My hair **is**/**are** too long. I must have it cut as soon as possible.
17 My shoes **is**/**are** falling apart.
18 These scissors **is**/**are** broken.
19 Claire speaks **–**/**the** Russian very well. She has been studying it for six years.
20 Kate's earrings **is**/**are** beautiful. They were given to her by her sister.
21 My best trousers **is**/**are** in the wash.
22 Peter hasn't been to **the**/**–** bank yet.
23 The police **is**/**are** questioning the suspect at the moment.
24 The stairs **is**/**are** slippery because they have just been mopped.
25 Bob went to **the**/**–** Rome last month. He liked it because it is an amazing city.
26 Would you like **a**/**–** sandwich?
27 **A**/**The** nearest bus stop is at the end of the street.
28 She has just bought **a**/**an** amazing outfit. It must have cost her a fortune.
29 I need a book about **the**/**–** animals.
30 **The**/**–** moon is very bright tonight. You don't need to take a torch with you.

3 Rewrite the sentences using *'have something done'*.

31 Jim's dog has been treated for fleas.
.....
32 Sarah's clothes have been mended.
.....
33 Helen's wedding dress will be made by a famous designer.
.....
34 The Browns' new furniture is being delivered this afternoon.
.....
35 Tom's computer has just been repaired.
.....
36 Sam's teeth are checked twice a year.
.....
37 My hair is cut every five weeks.
.....
38 Jason's house will be painted next week.
.....
39 Caroline's book was published last year.
.....
40 Tina's car is being serviced at the moment.
.....

Progress Test 7 (Units 13 - 14)

1 Choose the correct answer.

1 By the time they came, ... was too late to go out.
A they **B** it **C** there

2 The pillows on my bed are very ..... .
A soft **B** softly **C** softer

3 He wrote out a cheque ..... £200.
A to **B** of **C** for

4 Have you seen ..... wallet? I can't find it anywhere.
A your **B** my **C** our

5 She is always jealous ..... other people.
A to **B** of **C** for

6 The ball hit me in ..... eye.
A my **B** the **C** one

7 I woke up so late that I ..... had time for breakfast.
A harder **B** hard **C** hardly

8 David is ..... tall as his father.
A much **B** a lot **C** as

9 I wore the ..... clothes I could find.
A smart **B** smarter **C** smartest

10 I'm standing ..... the manager while she is away.
A up to **B** for **C** in for

11 Jane is much ..... than her sister.
A pretty **B** prettier **C** prettiest

12 My house is very ..... the post office.
A near **B** nearly **C** nearest

13 ....., we heard a loud noise.
A Sudden **B** Suddenly
C More suddenly

14 James takes ..... his father in looks.
A after **B** down **C** off

15 There is a big difference ..... independence and selfishness.
A about **B** of **C** between

16 The ..... bicycles are in the garden, where they left them.
A boys **B** boy's **C** boys'

17 She took ..... sewing in order to keep busy.
A down **B** up **C** off

18 He made this table ..... .
A herself **B** himself **C** itself

19 James is very ..... .
A clever **B** cleverly **C** cleverest

20 ..... is someone at the door.
A It **B** He **C** There

2 Put the adjectives in brackets into the *comparative* or *superlative form*, adding any necessary words.

21 Belgium is one of ..... (small) countries in Europe.

22 Call me if you need any ..... (far) assistance, won't you?

23 I'm laughing because Joe has just told me .... (funny) joke I've ever heard.

24 That was by far ..... (good) film I've ever seen.

25 My sister is ..... (young) me.

26 I think rock music is much ..... (good) pop music.

27 That was ..... (boring) lecture we've ever been to.

28 Julie is a lot ..... (clever) Susan.

29 Is this dress ..... (pretty) the other one?

30 This book is far ..... (interesting) the other one.

3 Complete each sentence with two to five words, including the word in bold.

31 James is taller than Anthony.
as Anthony ..... James.

32 Kate likes chocolate. John likes chocolate, too.
and Both .... chocolate.

33 Sam has written the same number of letters as Alan.
many Sam has written .... Alan.

34 Colin is more friendly than Steve.
less Steve ..... Colin.

35 I've never heard such a silly story.
the That's ..... I've ever heard.

36 She answered the phone nervously when it rang.
nervous She answered the phone .... when it rang.

37 I've never met such an independent girl.
the She's .... I've ever met.

38 Can't you shout any louder than that?
loudest Is that ..... you can shout?

39 As we got closer, we got more scared.
the The closer we got, ... we got.

40 Sue doesn't go to school. Lee doesn't, either.
nor Neither Sue ..... to school.

Progress Test 8 (Units 15 - 16)

1 Choose the correct answer.

1 She's a very clever woman, ... ?
A is she **B** isn't she **C** didn't she

2 The men were walking ..... the street.
A along **B** towards **C** over

3 She was very excited ..... her birthday party.
A about **B** with **C** for

4 We all like chocolate ..... David, who hates it.
A although **B** but **C** apart from

5 I turned ..... the volume to hear my favourite song.
A on **B** up **C** down

6 ..... you finished that report yet?
A Didn't **B** Haven't **C** Hasn't

7 We were disappointed ..... the hotel. It wasn't very nice.
A for **B** about **C** with

8 He was offered a job in America, but he turned it ..... .
A down **B** up **C** off

9 ..... is Claire talking to?
A What **B** Who **C** Whose

10 I have got an interview ..... Monday afternoon.
A at **B** on **C** in

11 Being a parent calls ..... a lot of patience.
A in **B** for **C** out

12 ..... do you go to the cinema?
A How often **B** How long **C** How many

13 I was conscious ..... somebody following me.
A with **B** of **C** for

14 The clothes are ..... the washing machine.
A in **B** at **C** under

15 I will call ..... at the chemist's on my way home.
A in **B** out **C** over

16 You haven't seen Paul today, ... ?
A have you **B** haven't you **C** did you

17 There was no connection ..... the two robberies.
A of **B** with **C** between

18 I went to the doctor's ..... I felt ill.
A due to **B** so **C** because

19 Tony made lunch ..... I cut the grass.
A while **B** when **C** afterwards

20 Dogs are very loyal pets. ....., they can guard your property.
A Because **B** What is more **C** Even though

2 Write questions to which the words in bold are the answers.

21 Paul is riding **a bicycle**.
.....

22 **Paul** is riding a bicycle.
.....

23 Stuart goes to the dentist's **once a year**.
.....

24 Jack stayed at **Susan's** house.
.....

25 She is writing a letter to **her cousin**.
.....

26 I am writing to my cousin **because it's her birthday**.
.....

27 Katie is going **to work**.
.....

28 He has been working here **for a few weeks**.
.....

29 That dress cost **less than £30**.
.....

30 He went home **by bus**.
.....

3 Link the sentences using the correct word(s) in brackets.

31 Jack likes football. Terry likes basketball. **(too/ whereas)**
.....

32 Computers are very useful. You can store a lot of information on them. **(for example/whereas)**
.....

33 She wore a coat. It was warm outside. **(and/even though)**
.....

34 I studied hard. I wanted to pass the exam. **(because/in addition)**
.....

35 He locked the doors. He didn't want to be burgled. **(on the other hand/since)**
.....

36 I love tea. Sarah loves coffee. **(too/whereas)**
.....

37 I had a shower. I went to bed. **(but/then)**
.....

38 He didn't have much money. He bought me a present. **(because/although)**
.....

39 Simon is tired. He is ill. **(however/as well as)**
.....

40 We all had a lovely time. Peter was in a bad mood. **(whereas/apart from)**
.....

Word List

A

achievement
actually
adult
afford
ahead
alarm
alien
alike
allergic
alternative sources
amazing
ambassador
anniversary
announce
applaud
appointment
archer
argue
arrest
as a matter of fact
association
attach
attempt
attend
attract
audition
average
award

B

ball
ban
band
barrel
be aware of
be under way
beard
beyond
bill
blame
blanket
blast
block of flats
blow up
blurred
blush
boil
bomb squad
book
booklet
border
boring
bother
bottle
brakes
bridesmaid
briefcase
bronze
bully
burst its banks
butler
by heart

C

campsite
cancel
cast
castle
catering company
caterpillar
cathedral
cave
cellar
ceremony
chairman
charity
chase
cheetah
cherry
chess
chestnut
chew
childishly
choice
choir
citizen
claim responsibility
client
cloth
coach
coal
collect
colonise
colony
combine
commander
commercial
companion
complicated
compose
concentrate
confused
congratulate
contact
contain
contest
contestant
convenient
conversation

corridor
cosy
cottage
cough
council
count sb in
countryside
courier
course
court
crash of thunder
creature
credit card
creep
crew
crops
cruise ship
Crusader
crush
cub
cure
currently

D

deck
decorate
decrease
delicious
deposit
depressed
design
destruction
develop
diary
disappointed
disaster
disgrace
display
distance
distinguished
dive
dormant
doubt
drug
dry cleaner's
dust

E

earthquake
election campaign
emigrate
empty
engaged
entertain
entire
entrance
environmental
equip
equipment
erupt
eventually
evidence
evil
excel
execute
execution
executive
exhausted
exhibition
existence
expand
expedition
experiment
expert
explode
extensively
extinct
extract

F

fabric
fabulous
false
faulty
female
fence
ferment
file
fill
film
filthy
fingerprints
fireworks
fishing rod
flash of lightning
flat tyre
float
for a while
fraud
fuel

G

generous
get in shape
getaway
giggle
glamorous
graduate
grin
guide

gunpowder

H

hammer
hand over
hand in
harvest
hatch
have the use
hay
hay fever
heart attack
heating
heatwave
highwayman
hire
home ground
hook
hopefully
huge
human
hunt
hurry up

I

icing
imaginative
immigrant
improve
in advance
in cash
in horror
incredible
ingredients
inhabitation
inherit
innocence
install
instruction manual
instruction
interrogate
interrupt
introduce
invest
issue

J

jar
jellyfish
jewellery
jog
judge
jumper
junk food

K

keep fit
keyhole
kidnapper
kitten
knit
knock over

L

laboratory
landlord
laser beams
last
lawn
lawnmower
lay
lay eggs
leading
leading role
lean
lecture
lecturer
lifejacket
lifetime
lift
likely
literature
litter
loan
logging
loss
lost property office
lottery

M

mail train
mailbag
main branch
make redundant
make time
manslaughter
mature
mayor
mean
memo
mess
message
messy
mew
midnight
mine
minor
misbehave
mission

missionary
misunderstanding
misunderstand
motion picture
mould
mousetrap
mow
muddy

N

nanny
natural resources
naughty
newsreader
note

O

obey
object
office block
olive oil
on show
open top car
operate
order
out of breath
out of your sight
outdoors
outstanding
overflow
overlook
oversleep
overtime
overturned
ozone layer

P

paella
paintbrush
parade
paramedics
pay rise
payable
peacefully
peak
pebble
penicillin
per
perform
perfume
personality
persuade
pet shop
petrol tank
pick sb up
pick up
pie
pipe
pitch
pitchfork
plaster
plastic surgery
plot
plumber
poetry
pond
poorly paid
pouch
power cut
power steering
pray
prediction
prefer
prehistoric
premises
pretend
priceless
print
privacy
process
product
promotion
props
protest
provide
public
publish
pull
pull down
pull one's hair
purify
purse
put in place
put one's foot down

Q

qualified
question
queue

R

radiator
raise money
receipt
reception
recognition
record
recover
rectangular
recycle

Red Cross
redundancy
refer to
regularly
reliable
relief
relieved
rent
replace
report
representative
rescue
rescuer
reservation
reserve
resident
response
restore
reunion
reveal
ripe
roadblock
roommate
royal party
rubbish bin
run a business
rush of air
rusty

S

safety
sales
sample
Saturn
scared
scarf
scary
scenery
schedule
school report
scissors
script
scrub
seafood
seaweed
security guard
see through
seed
sergeant
serve
shake hands
shed
shell
shelter
shipwreck
shoulder
shower
shy
sign
significantly
silk
single room
site
skating
slavery
slow down
smash
sneeze
sniff
soapy
soil
soldier
source
space
spacious
spare
species
speech
spell
spicy
spill
spokesman
squeak
staff
star
staring
statement
statue
stay up
steak
steel
steep
still
sting
stock
store
storm
straw
stream
stretch
strict
strike
stuff
stuffing
submarine
suffer injuries
sulphur dioxide
sun roof
sunbathe
superbly
surface

surgeon
surrounded
suspect
swing

T

tablecloth
tablet
take for granted
talented
target
taste
tasteless
taxes
tease
tell off
temperature
tend
theft
throw a party
thunder
tidy
tiny
torch
travel agent's
treat
trial
trip over
troops
try out
tune
turkey
tutor
twins
tyre

U

underground
unite
unsuitable
upset

V

valuable
value
vineyard
volcanic eruption
volcano
volume
vote for

W

waiting room
wallet
wardrobe
ward
warehouse
water heater
watering can
waterproof
weather forecast
wedding
what a shame
wheel
whistle
wonder
worth
wrecked

X

X-ray

Key to the Exercises

UNIT 1: Present Forms

1

+ s stops, drives, freezes, types
ss, sh, ch, x, o + **es** does, misses, fixes, teaches, crashes
vowel + y + **s** plays, stays, prays
consonant + ~~y~~ ➡ **ies** fries, cries, flies

2

+ ing drinking, throwing, applying
~~ie~~ ➡ **y + ing** tying, dying
~~e~~ ➡ **ing** writing, typing
double consonant + ing running, cancelling, sitting

3

3 Chicks hatch from eggs.
4 Kangaroos do not/don't live in Spain.
5 Plants need water to grow.
6 Rain falls from clouds.
7 Astronauts do not/don't travel in submarines.
8 Cows do not/don't lay eggs.
9 Pandas do not/don't live in Italy.
10 Elephants do not/don't eat meat.
11 Fish do not/don't walk on land.
12 The sun does not/doesn't set in the east.
13 Bees do not/don't give milk.
14 Caterpillars turn into butterflies.
15 Wool comes from sheep.

4

2 The climate is getting warmer every year.
3 More young people are buying cars nowadays.
4 More wild animals are becoming extinct these days.
5 Computers are becoming faster every year.
6 Cities are growing bigger every year.

5

A 2 are becoming
3 is developing
4 are learning

Present Continuous:
changing or developing situations

B 1 boils 3 drops
2 freezes 4 is

Present Simple: general truth and laws of nature

C 1 is 4 begins
2 has 5 try
3 is

Present Simple: review

D 1 kicks 4 passes
2 passes 5 shoots
3 runs 6 scores

Present Simple: sports commentary

6

(Ss' own answers)

7

2 No, I **never** do.
3 He **never** arrives on time.
4 I **usually** do my shopping on Fridays.
5 No, he **seldom** does.
6 You should **always** listen to your parents' advice.

8

S3: She normally gets to work by 9 in the morning.
S4: She usually has dinner at 6 in the evening.
S5: She often watches TV in the evening.
S6: She never goes to bed before 11 in the evening.

(Ss' own answers)

9

2 leaves 7 are/'re organising
3 goes 8 hopes
4 usually has 9 is going
5 often visits 10 are/'re having
6 enjoys

10

S3: He has lunch at the/his studio.
S4: He is/'s working outdoors at the moment.
S5: He is/'s flying to Milan on Saturday.
S6: Philip is a teacher.
S7: He works from 9 to 6.
S8: He has lunch at school.
S9: He is/'s practising a new play with the/his students at the moment.
S10: He is/'s getting married next month.

11

2 am/'m seeing
3 see
4 are/'re having
5 has
6 does not/doesn't fit
7 smells
8 is/'s smelling
9 are you looking
10 look
11 think
12 am/'m just thinking
13 feels
14 am/'m feeling
15 is
16 is/'s being
17 love
18 do not/don't understand
19 are/'re having
20 tastes

12

2 for
3 for
4 Since
5 for
6 since
7 for
8 for
9 since
10 for

13

2 SA: The fridge is empty. Haven't you done the shopping?
SB: No, I haven't done it.
3 SA: There is no electricity. Haven't you paid the bill?
SB: No, I haven't paid it.
4 SA: It's raining. Haven't you brought your umbrella?
SB: No, I haven't brought it.
5 SA: The cat is hungry. Haven't you fed it?
SB: No, I haven't fed it.
6 SA: The bedroom is a mess. Haven't you tidied it?
SB: No, I haven't tidied it.
7 SA: The landlord is on the phone. Haven't you paid the rent?
SB: No, I haven't paid it.
8 SA: I can't see anything. It's dark. Haven't you brought your torch?
SB: No, I haven't brought it.

14

Alice has taken up tennis.
They have hired a butler.
Mrs Parker has lost weight.
They have moved to a bigger house.
Mr Parker has grown a beard.
They have all bought new clothes.
Chris has joined the pony club.
They have bought some nice furniture.

15

2 SA: Tom and Jerry are swimming.
SB: Yes, they've been swimming since 10 o'clock this morning.
3 SA: Miss Houston is reading her book.
SB: Yes, she's been reading her book since 10 o'clock this morning.
4 SA: Sandra and Helen are talking.
SB: Yes, they've been talking since 10 o'clock this morning.
5 SA: Mr Burrows is walking on the deck.
SB: Yes, he's been walking on the deck since 10 o'clock this morning.
6 SA: Tim and Alan are playing chess.
SB: Yes, they've been playing chess since 10 o'clock this morning.

16

2 has/'s been working
3 has/'s been walking
4 has/'s been snowing
5 have/'ve been jogging
6 has/'s been trying

17

S3: Kim has/'s been cleaning the house since 8 o'clock / for three hours.
S4: She has/'s cleaned four rooms so far.
S5: Bob has/'s been examining patients since 10 o'clock / for an hour.
S6: He has/'s examined three patients so far.
S7: John has/'s been delivering parcels since 7 o'clock / for four hours.
S8: He has/'s delivered thirty parcels so far.
S9: Helen has/'s been drawing pictures since 10 o'clock / for an hour.
S10: She has/'s drawn four pictures so far.

18

2 How long, since
3 so far, yet
4 just, already
5 for
6 ever
7 recently, yet, already
8 already, just
9 always
10 already
11 for
12 just

19

1 've been
2 's been using
3 've been working
4 's lost
5 've always believed
6 's been teaching/ 's taught
7 's opened
8 haven't tasted
9 've been looking
10 've been cleaning
11 's just drunk
12 've just moved

20

2 's just received
3 's decided
4 's been going
5 's been trying
6 's already planned
7 's sold
8 's bought

21

2 've been to
3 Have ... been
4 's been
5 's gone to
6 've gone

22

2 A
3 B
4 B
5 C
6 A
7 A
8 B
9 C
10 A
11 B
12 A
13 C

23

2 has been working
3 is doing
4 am leaving
5 has finished
6 looks
7 has washed
8 has been talking
9 arrives
10 have read
11 are you going
12 have been searching
13 haven't seen
14 speaks
15 are moving

24

1 B: 've just finished
2 A: have you been
B: 've been cleaning
3 A: Are you doing
B: haven't made
4 A: Has she lost
B: 's been exercising
5 A: Are you
B: 've just started
6 B: 's washing
7 A: is
B: 've liked
8 A: Have you done
B: 'm doing

25

2 are you doing, 'm writing
3 plays
4 have been
5 has just decorated
6 sing
7 are you speaking
8 has won
9 has drunk
10 is living
11 usually change
12 normally cut
13 has been studying
14 are playing
15 has been reading
16 leaves
17 Does your mother work
18 Do you drink
19 are making
20 are moving

26

2 've been
3 haven't written
4 've been planning
5 'm looking forward
6 hope

27

2 've been travelling
3 'm planning
4 'm leaving
5 Have you arranged
6 is
7 have you bought
8 'm going
9 'm going
10 'm meeting

28

2 A
3 B
4 A
5 A
6 A
7 B
8 C

29

1 They have **gone** to the shops.
2 Joe **is playing** in the garden at the moment.
3 I **go** to work by car every day.
4 The builders **have finished** the block of flats already.
5 He **has broken** his arm.
6 Sam **has** just finished reading a very interesting book.
7 Water **boils** at 100°C.
8 John **has been living/has lived** here since 1986.
9 I **have been studying/have studied** this subject for five years.
10 Who **has been using** my scissors?

30

2 ... have/'ve ever met ...
3 ... has/'s been repairing ...
4 ... the first time they ...
5 ... has not/hasn't finished decorating ...
6 ... have/'ve never read ...
7 ... has/'s been playing ...

Prepositions

31

2 at
3 to
4 in
5 for
6 to
7 at
8 from

Phrasal Verbs

32

2 up
3 into
4 into
5 down
6 down
7 out

Oral Activity

2 S1: Many different species of fish live on coral reefs.
S2: However, fish are dying because fishermen are destroying coral reefs.
S1: But, some fishermen have stopped fishing near coral reefs.
3 S1: Many people use coal and oil as fuel for heating in their homes.
S2: However, coal and oil supplies are decreasing.
S1: But, many people have changed to other sources of fuel for heating.
4 S1: Ocean life produces 90% of our oxygen.
S2: However, we are polluting the oceans with rubbish.
S1: But, we have begun to recycle rubbish instead of throwing it all away.

Writing Activity

(Suggested answer)

... many different species of fish live on coral reefs. However, the fish are dying because fishermen are destroying coral reefs. Fortunately, some fishermen have stopped fishing near coral reefs.

It is also true that many people use coal and oil as fuel for heating in their homes.

However, coal and oil supplies are decreasing. Luckily, many people have changed to other sources of fuel for heating.

Finally, ocean life produces 90% of our oxygen. However, we are polluting the oceans with rubbish. The good thing is that we have begun to recycle rubbish instead of throwing it all away...

UNIT 2: Past Forms

1

-e ➡ **d**	completed, hired, promised
double consonant + **ed**	rubbed, travelled, referred
consonant + ~~y~~ ➡ **ied**	tried, cried, tidied
vowel + y + **ed**	prayed, played, destroyed

2

/ **ɪd** / (after / t /, / d /)	presented, started, needed,attracted, protested, pretended
/ **t** / (after / k / , / s /, /tʃ /, / ʃ /, / f /, / p/)	attached, jumped, crashed,looked, kissed
/ **d** / (after all other sounds)	preferred, arranged, watered, cleaned

3

Infinitive	Past	Past Participle
begin	began	begun
blow	blew	blown
creep	crept	crept
dig	dug	dug
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
hang	hung	hung
pay	paid	paid
ride	rode	ridden
shake	shook	shaken
speed	sped	sped
throw	threw	thrown

(Ss make own sentences)

4

2 heard
3 opened
4 was opening
5 were trying
6 climbed
7 crept
8 was standing
9 saw
10 was moving
11 was holding
12 knew
13 were looking

5

2 SA: What was Mrs Scott doing?
SB: She was watching TV.
3 SA: What was Grandma doing?
SB: She was knitting.
4 SA: What was Lisa doing?
SB: She was writing a letter.
5 SA: What were Tom and Paul doing?
SB: They were playing with their toys.
6 SA: What was the cat doing?
SB: It was sitting by the fire.

6

A 2 was 3 appeared 4 produced

Use – 1, 2, 3, 4 - past simple used to talk about the life of a person who is no longer alive

B 1 happened
2 was sitting
3 were watching
4 went out
5 became

Use – 1 - past simple for an action which happened at a definite past time
– 2 - past continuous to describe the setting etc. in the introduction to a story
– 3 - past continuous for an action which was in progress when 2 other actions (4 + 5) interrupted it

C 1 were playing
2 were talking
3 was enjoying
4 heard
5 rushed

Use – 1, 2 - past continuous to describe the setting in the introduction to a story/for 2 simultaneous past actions
– 3 - past continuous for an action which was in progress when another action (4) interrupted it
– 5 - past simple for an action which happened at a definite past time (time implied)

D 1 lived/used to live
2 hunted/used to hunt
3 used
4 made/used to make
5 had

Use – 1, 2, 3, 4, 5 - past simple for actions which happened at a definite past time/for past habits/states which are now finished. It can be replaced by 'used to'.

A S3: **Next,** he **drove** to work.
S4: **After that**, he **talked** to some clients.
S5: **Then**, he **had** a lunch break.
S6: **Next**, he **prepared** a speech.
S7: **Finally**, he **drove** home.

B SA: What was he doing at a quarter to nine in the morning?
SB: He was driving to work.
SA: What was he doing at half past eleven in the morning?
SB: He was talking to some clients.
SA: What was he doing at a quarter to two in the afternoon?
SB: He was having a lunch break.
SA: What was he doing at half past four in the afternoon?
SB: He was preparing a speech.
SA: What was he doing at six o'clock in the evening?
SB: He was driving home.

2 As/When/While Cathy was washing the dishes, she dropped a glass.
Cathy was washing the dishes when she dropped a glass.
3 As/When/While the children were playing, their father came home.
The children were playing when their father came home.
4 As/When/While Robert was driving home, he got a flat tyre.
Robert was driving home when he got a flat tyre.
5 As/When/While Mick and Charlie were leaving the bank, the police surrounded them.
Mick and Charlie were leaving the bank when the police surrounded them.

2 was driving, remembered
Driving to work was the longer action.
3 was cooking, came
Cooking dinner was the longer action.
4 heard, was sitting
Sitting in the garden was the longer action.
5 was typing, arrived
Typing a letter was the longer action.
6 was digging, found
Digging in the garden was the longer action.
7 was riding, noticed
Riding her bicycle was the longer action.
8 was doing, rang
Doing my homework was the longer action.

2 saw
3 was walking
4 did you see
5 was driving
6 stepped
7 was
8 Was the driver speeding
9 did not/didn't look
10 tried
11 Did anyone else see

A

2	pulled	7	was turning
3	was falling	8	heard
4	was blowing	9	was walking
5	looked	10	smiled
6	was waiting	11	said

B

1	picked	7	saw
2	threw	8	was heading
3	was getting	9	stopped
4	had	10	was sitting
5	started	11	opened
6	heard	12	said

C

1	stepped	5	were shaking
2	closed	6	found
3	was	7	was looking
4	was beating	8	were following

12 **(Ss' own answers.)**

13
2 I didn't use to have a dog.
3 I used to eat junk food.
4 I didn't use to go to the gym every night.
5 I used to be shy.
6 I didn't use to live in a big house.
7 I used to have long hair.
8 I didn't use to eat lots of vegetables.

14
2 A 4 B 6 C 8 A
3 C 5 B 7 A

15
2 working 6 washing
3 walk 7 playing
4 walking 8 play
5 wash

16
A 2 met
B 1 has/'s lost 2 did she lose
C 1 was 2 worked
D 1 had 2 enjoyed

17
2 had been eating
3 had been screaming
4 had been watching
5 had been trying
6 had been reading

18
A 2 arrived
3 had already rung
4 had started
5 were working
6 walked
B 1 got
2 were dancing
3 was wearing
4 had bought
5 was wearing
6 felt
7 was looking

19
2 **She hung out the washing** happened first.
After she (had) hung out the washing, it began to rain.
3 **Fiona tidied the house** happened first.
Fiona had tidied the house by the time the children arrived home./By the time the children arrived home, Fiona had tidied the house.
4 **The guests left** happened first.
When the guests had left, she started cleaning.
5 **The girls (had) put on their uniforms** happened first.
The girls (had) put on their uniforms before they went to school.
6 **The meeting started** happened first.
The meeting had already started when the lights went out.

20
1 had been trying
2 had been sitting
3 had just started, had only been playing
4 had dusted, had put away
5 had been cleaning
6 had been waiting

21
2 went, did you see
3 had made
4 were you doing, was watching
5 have been repairing
6 did, got, set off, had been driving, realised
7 have just heard, got

22
2 called
3 was working
4 had blown down
5 did you manage
6 did
7 was
8 asked
9 did you call
10 wanted
11 closed down
12 had been having
13 decided
14 had been hoping/ was hoping
15 was/had been
16 has now found

23
2 had been waiting
3 had passed
4 was walking
5 learnt
6 hadn't visited
7 was watching
8 had been thinking
9 wanted
10 had lost
11 had been working
12 opened
13 wrote
14 had been raining
15 was smiling

24
2 paid
3 had already eaten
4 had been snowing
5 worked/had been working
6 went
7 were watching
8 had already seen
9 taught
10 was sitting

25
2 ... since Monica got ...
3 ... had never visited ...
4 ... had fallen asleep before she ...
5 ... have not/haven't been to ...
6 ... has not/hasn't called ...
7 ... begin making his ...
8 ... since we played ...
9 ... until after Tom had ...

Prepositions

26
2 of 5 at 8 of 11 to
3 for 6 for 9 with
4 of 7 in 10 on

Phrasal Verbs

27

2 bring up
3 have brought about
4 bring ... round
5 has brought ... round
6 brought up

28

2 Have you ever been
3 had closed
4 have/'ve lived/ have been living
5 had/'d been trying
6 is/'s
7 went
8 have/'ve lost
9 were
10 have/'ve been walking
11 did you buy
12 are you leaving
13 has/'s been doing
14 was waiting
15 am/'m going
16 was having
17 had not/hadn't flown

29

2 C
3 A
4 B
5 C
6 B
7 A
8 C
9 C
10 B

30

1 They usually **start** work at 9 o'clock.
2 Look! That man **has** got blue hair!
3 **Are** you **studying** for your exams at the moment?
4 I **was** late for work yesterday morning.
5 Dave **has been planning** his holiday since Christmas.
6 Sheila **has typed** twenty letters so far this morning.
7 The sun **sets** in the west.
8 We **had been sleeping** for an hour when the phone rang.
9 Lydia **bought** a new car last month.

Oral Activity

2 While he was making breakfast, he spilt the coffee and burnt his fingers.
3 As he was waiting for the bus, it started to rain./He was waiting for the bus when it started to rain.
4 When he was watching TV, his cat knocked over an expensive antique vase and it smashed on the floor./He was watching TV when his cat knocked over an antique vase and it smashed on the floor.

Writing Activity

(Suggested answer)

... Then while I was making breakfast, I spilt the coffee and burnt my fingers. Later, I was waiting for the bus when it started to rain. I felt really depressed. In the evening, while I was watching TV, my cat knocked over an expensive antique vase and it smashed on the floor. It had been such a horrible day that I decided to go to bed early. ...

UNIT 3: Future Forms

1

2 Tom Murray will win the elections.
3 The economy will not improve significantly.
4 The number of road accidents will increase.
5 America will establish a colony on Mars.
6 Scientists will not discover a cure for the common cold.

2

3 SA: Are you going to take the skirt back to the shop?
SB: Yes, that's what I'm going to do.
4 SA: Are you going to buy the jumper?
SB: Yes, that's what I'm going to do.
5 SA: Are you going to ask the bank manager for a loan?
SB: No, that's not what I'm going to do.
6 SA: Are you going to order the food?
SB: Yes, that's what I'm going to do.
7 SA: Are you going to book the airline tickets?
SB: No, that's not what I'm going to do.

3

2 are you going to buy
3 will/'ll ask
4 will/'ll get
5 am/'m going to spend
6 will/'ll probably stay
7 will/'ll do
8 is/'s going to climb
9 is/'s going to become
10 will/'ll cut

4

2 Shall
3 am/'m going to
4 will/'ll
5 Shall

5

2 **Shall I** make a reservation for you?
3 **Will** you call Barry for me, please?
4 **Shall we** try this new dish?
5 Where **shall I** put these flowers?

6

2 SA: When will you post the letters?
SB: I'll do it after I've bought the stamps.
3 SA: When will you iron the clothes?
SB: I'll do it after I've tidied the bedroom.
4 SA: When will you water the plants?
SB: I'll do it after I've made the bed.
5 SA: When will you do your homework?
SB: I'll do it after I've had my dinner.
6 SA: When will you pay the bills?
SB: I'll do it after I've taken the car to the garage.

7

1 will/'ll do
2 Will you call, get
3 comes
4 will come
5 will/'ll visit, do
6 gets, will/'ll be
7 will you pay, get
8 finish
9 pay, will/'ll pay
10 will/'ll see

8

2 Are you doing
3 am/'m going, does the film start
4 is/'s having, Are you going
5 opens/is opening/will open, finishes/is finishing/will finish, am/'m going
6 is/'s coming, is she arriving/will she arrive
7 does the train leave
8 is/'s giving, want
9 will/'ll get
10 will enjoy
11 will/'ll be
12 will/'ll probably watch

9

A
- He's going to advertise in newspapers and magazines.
- He's going to equip the office with computers.
- He's going to increase production.
- He's going to move to bigger premises.
- He's going to open an office abroad.

B He's giving an interview to The Financial Times on Thursday.
He's having lunch with (some) sales representatives on Friday.
He's having a meeting with the Japanese ambassador on Saturday.
He's playing tennis with Carol on Sunday.

10

(Ss' own answers)

11

2 Will you be going to the post office?
3 Will you be using your bicycle today?
4 Will you be seeing Jeff soon?

12

2 will/'ll be seeing
3 will/'ll ask
4 will/'ll pick you up
5 will/'ll be swimming

13

2 will/'ll make
3 will/'ll give
4 am/'m going to make
5 will/'ll read
6 am/'m staying/am/'m going to stay
7 will/'ll meet
8 Will/'ll you help
9 will/'ll be sitting
10 will/'ll turn up

14

A 2 Mark hopes he will have started his own business by the time he's thirty.
3 Moira hopes she will have become famous by the time she's thirty.
4 Kate hopes she will have made her first collection by the time she's thirty.
5 Jack hopes he will have built his own house by the time he's thirty.
6 Ted hopes he will have had his first exhibition by the time he's thirty.

B 2 By the end of next month, Mark will have been running his own business for eight years.
3 By the end of next month, Moira will have been starring in films for six years.
4 By the end of next month, Kate will have been designing clothes for four years.
5 By the end of next month, Jack will have been building houses for ten years.
6 By the end of next month, Ted will have been painting for fifteen years.

15

2 will have finished
3 will not/won't have started
4 will/'ll have been travelling
5 will/'ll have bought
6 will have been dieting
7 will/'ll have learnt
8 will/'ll have been sitting
9 will/'ll have been working
10 will have moved
11 will have finished
12 will have been sailing
13 will have been sleeping

16

2 C
3 B
4 C
5 A
6 B
7 A
8 B
9 B
10 A

17

2 will/'ll be sleeping
3 Will you have finished
4 will/'ll have finished
5 Will you be going
6 will/'ll have left

18

1 am/'m leaving, are/'re going
2 does the bus arrive, arrives
3 will/'ll close
4 will/'ll take
5 will/'ll be seeing/am/'m seeing/will/'ll see/ am/'m going to see, will/'ll ask
6 will/'ll have finished
7 will/'ll have been waiting
8 are you planning, am/'m spending

19

1 2 is going to work
3 will have finished

2 1 will be celebrating
2 will have been living
3 will have been working

20

2 am/'m going to get/will/'ll get
3 will be leaving/ am/'m leaving
4 are going to spend/are spending
5 will/'ll have
6 will probably have
7 will/'ll be
8 will come

21

2 Sorry, I won't be able to come to the/your party.
3 It is going to rain.
4 Sorry, I am/'m going to spend the weekend with my parents./am/'m spending the weekend with my parents.

22

2 will/'ll fail
3 will/'ll be lying
4 will have left
5 will have been driving
6 will be seeing/will see/is going to see
7 will have started
8 will/'ll get
9 will have been typing
10 will/'ll have bought
11 will have been living/will have lived
12 will/'ll help
13 will have done
14 is going
15 starts/is starting

23

2 will have completed
3 will have been walking
4 will be performing
5 will have gone
6 will buy
7 will be leaving
8 will have been working
9 will collect
10 will have found

24

2 will be
3 is/'s going to fall
4 aren't going/won't be going
5 will have returned
6 begins/is beginning/will be beginning
7 starts
8 am/'m meeting/am/'m going to meet/ will be meeting

25

1 This time tomorrow, John **will be lying** on the beach.
2 Peter will help you when **he has finished/finishes** his dinner.
3 **Will** you do the shopping for me, please?
4 Sarah **will have finished** decorating the Christmas tree by midnight.
5 Where **are you spending/going to spend/will you spend** your holidays this summer?
6 **I'll turn** on the heating. It's cold in here.
7 The film **starts** at half past six.
8 Stop making that noise or **I'll take** your toy away.
9 Moira can type these reports as soon as she **comes/has come** back from her lunch break.
10 Perhaps the Jacksons **will visit** us tonight.
11 By the end of the year, Mrs Evans **will have been teaching** for thirty years.
12 Jennifer **is moving/is going to move** to her new flat on Saturday. She has already arranged it.

26

(Ss' own answers)

Prepositions

27

2 for
3 from
4 at
5 to
6 to
7 at
8 to
9 at
10 to
11 at, in
12 about
13 in

Phrasal Verbs

28

2 back
3 out
4 on with
5 up
6 up

29

2 C 3 C 4 B 5 A 6 B

30

2 Did they spend £2,000 on their holiday last year?
... they didn't.
3 Has Jessica Moore recorded a hundred songs so far?
... she has.
4 Does she give a big party on her birthday every year?
... she doesn't.
5 Did Tom see the robbers when they were leaving the bank?
... he did.
6 Has the train already left?
... it hasn't.
7 Did they get married twenty years ago?
... they didn't.

31

2 A 3 B 4 C 5 A 6 A 7 B 8 A

32

2 have/'ve just come back
3 have you been/ did you go
4 have been/went
5 lives
6 told/have/'ve told
7 Did you have
8 was
9 look
10 have/'ve just come

33

2 How long
3 just
4 next week
5 sometimes
6 always
7 never
8 last night
9 already
10 often
11 yet
12 these days

34

2 have/'ve been looking
3 have/'ve seen
4 seems
5 has been practising
6 was skiing
7 had/'d planned
8 will/'ll be flying
9 Will you have completed
10 live

Oral Activity

- They are arriving on Saturn next Tuesday.
- They are returning to Earth in two months.
- They'll be collecting samples to take back to Earth while they're there.
- They'll be searching the planet for signs of life while they're there.
- They'll have walked on the surface of the planet.
- They'll have been in space for about two months.

Writing Activity

(Suggested answer)

... are arriving on Saturn next Tuesday. They are returning to Earth in two months.

While they are on Saturn, they will be doing experiments. They'll be collecting samples to take back to Earth and they'll be searching the planet for signs of life.

By the time they come back, they will have taken more than 3,000 photographs. They will also have walked on the surface of the planet and they will have been in space for about two months.

UNIT 4: Infinitive - Too/Enough - The -ing form - Participles

1

2 where to have the reception.
3 how many people to invite.
4 how to do my hair.
5 what kind of flowers to order.

2

2 SA: Did she burn the dinner?
SB: Yes, she seems to have burnt the dinner.
3 SA: Has he been painting?
SB: Yes, he seems to have been painting.

4 SA: Has he won much money?
SB: Yes, he seems to have won a lot of money.
5 SA: Is he looking through the keyhole?
SB: Yes, he seems to be looking through the keyhole.
6 SA: Has he got a brilliant idea?
SB: Yes, he seems to have a brilliant idea.

A She expects to be given some flowers.
She expects to be driven to the hotel.
She expects to be photographed for newspapers and magazines.
She expects to be invited to appear on TV.

B She expected to have been given some flowers.
She expected to have been driven to the hotel.
She expected to have been photographed for newspapers and magazines.
She expected to have been invited to appear on TV.

2 come
3 be studying
4 be delivered
5 have been fired
6 have been arguing
7 be lying
8 have been waiting for her
9 have typed it
10 have written it
11 be staying

2 to be getting used to his new job.
3 to make friends easily.
4 to have finished the report.
5 to be raining over there.
6 to be on a diet.
7 to have sailed round the world.
8 to be feeling better.

1 go
2 to be looking
3 to have been offered
4 to have met
5 to be emptying
6 to go
7 to have been working
8 to finish

2 you to be late for work.
3 Claire to tidy her bedroom.
4 her to go to the disco.
5 them to go to school tomorrow.
6 Gary to make so much noise.
7 you to make a mess.
8 him to mend his bike.

2 SA: Is this report too boring for you to read?
SB: Yes, it's too boring. I can't read it.
3 SA: Is this exercise too difficult for you to do?
SB: Yes, it's too difficult. I can't do it.
4 SA: Are these shoes too tight for you to wear?
SB: Yes, they're too tight. I can't wear them.
5 SA: Is this car too expensive for you to buy?
SB: Yes, it's too expensive. I can't buy it.
6 SA: Is this dish too spicy for you to eat?
SB: Yes, it's too spicy. I can't eat it.
7 SA: Is this suitcase too heavy for you to carry?
SB: Yes, it's too heavy. I can't carry it.
8 SA: Is this coffee too hot for you to drink?
SB: Yes, it's too hot. I can't drink it.

2 tall enough
3 too cold
4 too scared
5 old enough
6 too slow
7 too big
8 bright enough

2 The bird is too weak to fly.
3 She's too busy to come out with us.
4 The car was too expensive for him to buy.
5 These shoes are too small to fit me.
6 The book is too boring for her to read.
7 I was too tired to keep my eyes open.
8 The coffee was too strong for him to drink.

2 SA: Why do you always chew your pen?
SB: Well, I don't enjoy chewing my pen, I just can't help doing it.
3 SA: Why does he blush all the time?
SB: Well, he doesn't enjoy blushing, he just can't help doing it.
4 SA: Why does she bite her nails?
SB: Well, she doesn't enjoy biting her nails, she just can't help doing it.
5 SA: Why do you shout at the children?
SB: Well, I don't enjoy shouting at the children, I just can't help doing it.

2 of doing
3 about going
4 for being
5 in taking up
6 from taking
7 about missing
8 for helping
9 for working
10 for losing
11 of making
12 of buying
13 for ruining
14 about opening

13

2 return
3 to help
4 calling
5 living
6 robbing
7 hurry
8 to give
9 to become
10 stay
11 do
12 cleaning
13 making/to make
14 to speak
15 going
16 leaving
17 watching
18 spending
19 calling
20 to smoke
21 to forget
22 losing

14

2 get
3 talking
4 make
5 playing
6 dry
7 singing
8 announce
9 cutting
10 put

15

2 to pay
3 buying
4 to post
5 shouting
6 to inform
7 writing
8 to wash
9 to announce
10 missing
11 going
12 to have
13 to open
14 making
15 to break
16 correcting
17 to tidy
18 playing

16

2 work
3 see
4 eating
5 to help
6 doing
7 getting
8 trying
9 wearing
10 gardening
11 to do

17

1 2 going
3 watching

2 1 not to make
2 to pass

3 1 walking
2 taking
3 being

4 1 hurry
2 to take
3 to eat
4 arrive

5 1 to buy
2 to lend
3 helping

6 1 stay
2 to take
3 promise

18

2 to take
3 write
4 Reading
5 learning
6 to finish
7 looking/to look
8 Working
9 looking
10 to stay
11 to try
12 to congratulate

19

2 breaking
3 to look
4 travelling
5 to finish
6 coming
7 to go
8 not to let

20

2 to buy
3 to spend
4 show
5 to use
6 read
7 understanding
8 explain
9 to operate
10 put

21

2 B 4 A 6 B 8 C 10 C
3 B 5 C 7 B 9 A

22

2 rude to stare
3 to be cut
4 isn't big enough
5 was made to clean
6 are not allowed to take
7 bad manners to speak
8 is too slippery for me

23

2 relaxing
3 interested
4 embarrassing
5 frightened
6 annoyed
7 tired
8 worrying

24

2 Taking a deep breath, Lisa dived into the water.
3 Jack burnt his finger (while) lighting a fire.
4 Having ironed/After ironing the clothes, Ann put them away.
5 Being cold, James turned on the heater.
6 The photographs taken at the reception were blurred.
7 Alison washed the paintbrushes before painting the living room./After washing the paintbrushes Alison painted the living room./Having washed the paintbrushes, Alison painted the living room.
8 She was sitting on the sofa knitting a jumper.
9 The girl sitting next to Alison is Vicky.
10 Having forgotten to do the shopping, he ate out that night.
11 Turning the key in the lock, Emma opened the door.

Prepositions

25

2 to
3 at
4 for
5 to
6 with
7 for
8 about
9 from
10 from

Phrasal Verbs

26

2 get through
3 get through
4 got on
5 get away

27

2 C	5 B	8 B	11 C
3 C	6 C	9 C	12 B
4 B	7 C	10 B	

28

2 received/had received
3 were driving
4 went off
5 was
6 was sitting
7 were still searching
8 were questioning
9 is recovering
10 has yet claimed

29

2 B	5 A	7 A	9 A
3 A	6 B	8 A	10 C
4 B			

Oral Activity

- She spends hours trying out new ideas.
- She enjoys working with young people as they are very imaginative.
- She finds it difficult to combine business and family life.
- She can't stand travelling abroad on business.
- She would like to see more older people in commercials.
- She hopes to win an award for her work at the next advertising awards ceremony.
- She wants to go on working for a number of years.

Writing Activity

(Suggested answer)

She spends hours trying out new ideas. She enjoys working with young people as they are very imaginative. Edith finds it difficult to combine business and family life and she can't stand travelling abroad on business. Also, she would like to see more older people in commercials. She hopes to win an award for her work at the next advertising awards ceremony and she wants to go on working for a number of years.

Revision 1 (Units 1 - 4)

1

2 C	10 C	18 C	26 A	34 C
3 B	11 C	19 B	27 C	35 B
4 A	12 B	20 A	28 A	36 C
5 B	13 C	21 B	29 B	37 A
6 C	14 B	22 B	30 B	
7 A	15 A	23 C	31 C	
8 B	16 B	24 C	32 B	
9 A	17 C	25 A	33 A	

2

A
2 stayed
3 had
4 have already decided
5 is looking forward

B
1 was shopping
2 left
3 had put
4 am
5 gave

3

2 eat	5 to have	8 breaking
3 learn	6 to repair	9 use
4 working	7 to wear	10 to give

4

2 of	5 to	8 to	11 in
3 to	6 for	9 to	12 to
4 of	7 from	10 to	

5

2 out	6 into	10 through
3 through	7 on	11 on
4 out	8 on	12 out
5 down	9 up	

6

2 light enough
3 am still painting/still have not/haven't finished painting
4 were made to do
5 have not/haven't been out
6 is it/has it been since
7 had arrived before they began
8 are still reading/still have not/haven't finished reading
9 first time she has (ever)
10 time I saw Melanie
11 is too high for me
12 ago did they join
13 had never been
14 foolish to go out
15 to be tidied

UNIT 5: Modal Verbs

1

2 mustn't
3 needn't/don't have to
4 mustn't
5 mustn't
6 needn't/don't have to

2

2 You must speak to your parents about your decision.
3 Emma needn't/doesn't have to attend tomorrow's staff meeting.
4 Jack has to wear a suit and a tie at work.
5 Antonio must be from Milan.
6 Roger must/has to find a job soon.
7 You mustn't use mobile phones inside the hospital.
8 Susan has to work overtime.

3

2 She needn't have bought so many oranges.
3 We didn't need to take an umbrella.
4 We didn't need to turn on the light.
5 He needn't have called me today.
6 You needn't have made sandwiches for me.
7 They needn't have made reservations at the restaurant.

4

2 You mustn't pick these flowers.
3 Sarah has to type her compositions at university.
4 Paula didn't need to make the beds.
5 You must obey the law.
6 Bob needn't have waited for me.
7 You mustn't throw litter on the beach.
8 Ronald must be at home.
9 Alice didn't need to bake a cake for the party.
10 George needn't have stayed at work late last night.

5

1 can't/may not (The speaker is refusing permission.)
2 can/could (The speaker is making a suggestion.)
can't (The speaker is expressing ability in the present.)
3 can't (The speaker is saying that he/she isn't allowed to do sth.)
can't (The speaker is saying that he/she isn't allowed to do sth.)
could/can (The speaker is making a suggestion.)
4 can/could/may/might (The speaker is asking permission.)
5 Can/Could/Will/Would (The speaker is making a request.)
6 can/may (The speaker is giving permission.)

6

2 C 3 A 4 B

7

2 You have to take notes during the lecture.
3 I'm sorry, but you mustn't enter this room.
4 Jack was able to unlock the door.
5 Ann needn't have cooked dinner.
6 We could play a game of chess.
7 Sarah must be bored with her work.
8 You must take up sport.
9 Liz can't be interested in your ideas.
10 You can take the car tonight if you want.

8

2 I can type fast, I can use computers and I can speak two foreign languages.
3 We could buy her a box of chocolates.
4 I must take my jacket to the dry cleaner's.
5 Could/May/Can I have a day off work next week, please?
6 Can/Will/Would/Could you open the window, please?
7 You needn't get anything for me, thanks.

9

3 ... can't have arrived yet.
4 ... must be working together.
5 ... can't have finished her homework.
6 ... must have been having a bath when I rang.
7 ... can't have won the prize.
8 ... must be looking for a new house.
9 ... can't have invited Linda to the party.
10 ... must have been planning the project.
11 ... must have been writing a letter.
12 ... can't have paid the bill.
13 ... must have been fixing the pipe.

10

2 Surgeons have to/must scrub their hands before operating on patients.
3 May/Might/Could/Can I open the window (, please)?
4 Peter didn't need to/have to wash the dog (,so he didn't).

5 Emily was able to reach the top shelf even though she didn't have a ladder.
6 You mustn't/can't/may not copy files without the manager's permission.
7 We could/can spend this evening at home. Shall we spend this evening at home?
8 Patrick must have misunderstood my instructions.
9 Helen can't have known about her surprise party.

2 ... may/might/could be waiting outside.
3 ... may/might/could work late tonight.
4 ... may/might/could have been driving too fast.
5 ... may/might/could have made a mistake.
6 ... may/might/could have missed the bus.
7 ... may/might/could have been playing in the snow.
8 ... may/might/could be leaving tomorrow.
9 ... may/might/could stay there.
10 ... may/might/could have been trying to call you.
11 ... may/might/could have seen the film already.
12 ... may/might/could be studying in the library.

2	Do I have to	8	don't have to
3	must	9	could
4	Do I have to	10	May
5	needn't	11	must
6	could	12	don't need to
7	must	13	can

2	Shall	5	Will	8	Shall
3	Will	6	shall		
4	shall	7	Will		

2 Shall I draw the curtains for you?
3 We could/can/Let's go to a Japanese restaurant for a change. /Shall we go to a Japanese restaurant for a change?
4 You must see a doctor as soon as possible.
5 Would/Will/Could you call Greg for me, please?
6 You should have checked the battery before you left.
7 Everybody must/has to pay taxes.
8 You needn't/don't have to go to the supermarket today.
9 Betty didn't need/have to call a taxi because I gave her a lift.
10 They were able to get to the theatre in time despite the heavy traffic.
11 You mustn't/can't/may not keep pets in the building.
12 May/Might/Could/Can I take the rest of the day off (, please)?

2	Can	5	couldn't	8	Shall
3	Shall	6	can't	9	needn't
4	must	7	needn't	10	could

A It can't be winter. They can't have left school.
B She can't have had a shower. The weather can't be cold.
She can't have been playing in the forest.
C She can't be in a supermarket. She must be looking for a book. She must enjoy reading.
D She can't be the baby's sister. The baby can't be sleeping. They can't be in the kitchen.

2	A	4	B	6	B	8	A	10	B
3	B	5	A	7	B	9	B	11	A

2	i	5	b	8	d	11	h		
3	c	6	e	9	g	12	l		
4	j	7	a	10	k				

2 He needn't/doesn't have/need to take the exam again.
3 Terry can't be at the office.
4 Janet may/might/could call me this evening.
5 You mustn't/can't/may not eat and drink in the classrooms.
6 We have to clock in and out every day.
7 The boys can't have been upset with the result.
8 Could/Shall/Can I do anything to help?
9 We may/might/could go for a picnic on Sunday afternoon.
10 Sam was able to reach the top of the mountain after climbing for several hours.
11 You could/can throw a party on your birthday./ Why don't you throw a party on your birthday?
12 John didn't have/need to/ needn't have attended the seminar.
13 They have to go to a meeting every week.
14 We/You could/can visit some friends on Saturday./ Why don't we/you visit some friends on Saturday?

20

2 Shall
3 May, Can
4 Shall
5 Can
6 Could, Shall
7 May, Could
8 didn't need to
9 Could
10 needn't

21

2 may
3 could
4 might
5 have to
6 must
7 mustn't
8 Can
9 must

22

2	C	5	B	8	C	11	A	14	B
3	A	6	A	9	C	12	A	15	A
4	C	7	C	10	B	13	B		

23

2 can't, have to/ must
3 can
4 can't
5 mustn't
6 have to
7 needn't
8 can't

24

2 should/must/ ought to
3 mustn't/can't/ may not
4 Shall/Can/Could
5 Could/Can/ Would/Will
6 should/ought to
7 May/Could/ Can/Might
8 can't
9 may/might/ could
10 must/have to
11 must
12 can't/may not
13 can't
14 may/can

25

2	B	4	B	6	C	8	A	10	B
3	C	5	A	7	C	9	C		

26

2	B	4	B	6	C	8	B	10	C
3	C	5	A	7	A	9	B		

27

A No, he can't be at home. He must be at school. He must be a pupil.
B She must have graduated. She must feel happy and proud. No, he can't be her father. He must be her husband.
C She could be in her early forties. She must have grown the flowers herself. She must enjoy gardening. She must be a housewife.
D She can treat sick animals. She has to treat sick animals every day. She can't be afraid of animals. She must like animals.

28

2 should take a course
3 may be questioning
4 must be lying
5 can have a break
6 needn't have given
7 mustn't throw
8 doesn't have to cook
9 could have gone
10 may be in
11 needn't have called
12 should have

Prepositions

29

2 at
3 of
4 on
5 of
6 about
7 for
8 for

Phrasal Verbs

30

2 away
3 away
4 up
5 up
6 back
7 out
8 off

31

2 have not/haven't put them up
3 has been painting
4 has also hired
5 has planned
6 has ordered
7 have all bought
8 have been cleaning
9 haven't finished
10 have invited
11 have been writing

32

2 As
3 while
4 before
5 before
6 after
7 until
8 when

33

2 be
3 have taken
4 speak
5 be doing
6 type
7 eat
8 have been
9 finish
10 have left

34

Words to be crossed out:

1 is
2 be
3 to
4 still
5 has
6 She
7 had
8 being
9 have
10 ago

35

2 had already finished
3 will stand/will be standing
4 is sitting
5 have/'ve just done
6 had been waiting
7 will have ended

8 saw
9 am performing/will be performing
10 had been living

36

1	–	5	–	9	–	13	–
2	the	6	had	10	one		
3	did	7	it	11	has		
4	–	8	–	12	to		

Oral Activity

They shouldn't have pulled down the Town Hall.
They could have restored it instead.
They shouldn't have knocked down the town's oldest building.
They could have turned it into a museum.
They shouldn't have banned cars from the town centre because of lack of parking space.
They could have made a car park instead.

Writing Activity

(Suggested answer)

... They also feel that the council shouldn't have pulled down the Town Hall as they could have restored it instead.

Furthermore, the council shouldn't have knocked down the town's oldest building. They could have turned it into a museum.

Finally, the citizens believe that the council shouldn't have banned cars from the town centre because of lack of parking space. They think that they could have made a car park instead.

UNIT 6: The Passive

1

2 The brakes are tested.
3 The filters are replaced.
4 Air is put in the tyres.
5 The battery is checked.
6 The lights are tested.
7 Broken parts are repaired.
8 It is taken for a test drive.
9 The radiator is filled with water.

2

2 They're being put in place now, Mr Sullivan.
3 They're being called now, Mr Sullivan.
4 They're being checked now, Mr Sullivan.
5 They're being turned on now, Mr Sullivan.

3

2 Yes, a piece of material was found this morning.
3 Yes, they were interviewed last night.
4 Yes, they were questioned this morning.
5 Yes, two men were arrested yesterday evening.
6 Yes, they were interrogated last night.
7 Yes, they were recovered this morning.
8 Yes, it was completed an hour ago.

4

2 New windows have been put in.
3 A garden pond has been made.
4 The trees have been cut down.
5 A lot of flowers have been planted.
6 The old gate has been replaced.

5

2 Well, I hope to be given a leading role.
3 Well, I hope to be paid a lot of money.
4 Well, I hope to be sent to Hollywood.
5 Well, I hope to be introduced to all the stars.
6 Well, I hope to be asked to give a TV interview.
7 Well, I hope to be given an award.

6

2 was made
3 is being typed
4 had already been made
5 are/'re being picked up
6 is being repaired
7 has not/hasn't been delivered
8 is going to be/will/is being opened

7

3 They are taken to the park by their nanny every day/... every day by their nanny.
4 It cannot be changed.
5 The policeman was asked for directions by Meg.
6 It cannot be changed.
7 It cannot be changed.
8 These photographs were taken by Sam.

8

2	by	4	with	6	with
3	with	5	by		

9

2 Is Latin taught at this school?
3 I don't like being pointed at.
4 He was hit on the head with a tennis racquet.
5 The preparations have been made by Michael.
6 Is the house being cleaned by Tim?
7 Who were the Pyramids built by?
8 We are going to be given a pay rise by the boss.
9 I expect my new car will be delivered soon.
10 The suspects are being questioned by the police.
11 Were the thieves seen by your next door neighbours?
12 Paul remembers being asked by his teacher to star in the school play.
13 Computers are used by a lot of children nowadays.
14 Who was the kitchen window smashed by?
15 The work won't have been completed by the end of the month.
16 The letters will be posted by the children.
17 Pancakes are made from flour, eggs and milk.
18 Had the windows been closed by Helen before she left the house?
19 The housework hasn't been done by Jill yet.
20 The parcel may not be delivered today.

10

2 was given
3 have been made/ was made
4 am/'m sent
5 am/'m paid
6 will/'ll be given

11

2 is thought to have good teachers.
3 is said to speak seven languages.
4 is believed to have been found.
5 is thought to be a talented pianist.
6 are said to train for eight hours every day.
7 is/are expected to break the world record.
8 is known to be hiding somewhere in the city.
9 are reported to have reached an agreement.
10 are reported to have escaped from prison.
11 is expected to be given the prize.

12

2 The grass was cut with the new lawnmower yesterday.
3 Was the fire shown on the news?
4 They are being shown the photographs by Emma.
5 When was the tree blown down by the wind?
6 Who do these papers have to be signed by?
7 Amanda hates being stared at.
8 She expects to be offered a promotion by her boss.
9 His bedroom has to be tidied.
10 Will the task have been completed by Friday evening?
11 She was offered a lift to work by Terry.
12 Who is traditional dance taught by at this school?
13 Turkeys are often stuffed with chestnut stuffing.
14 He was awarded a prize for his competition entry.
15 Will the tennis match be played on an indoor court?
16 Tom doesn't like being asked personal questions.
17 The poem must be learnt by heart.
18 The house hadn't been cleaned (by Jean) by the time her husband arrived.
19 Who are the guests going to be welcomed by?
20 All the meals are cooked by us.
21 The children are taken care of by Grandmother.
22 A new carpet is being chosen by Kate at the moment.
23 Had the car been washed by Stuart before he went to the cinema?
24 Jane was given a letter by Peter.
25 Who were all these cakes made by?

13

2 Two men were arrested yesterday.
3 The garage had been built before we moved in.
4 He was bitten by a dog when he was a little boy.
5 She was taken to hospital last night.
6 It has not/hasn't been cleaned for weeks.
7 It had been/was arranged in secret.
8 The car has not/hasn't been fixed yet.
9 He was made redundant last month.

14

2 was damaged
3 managed
4 are investigating
5 is thought
6 is looking
7 be kept
8 has been lost
9 will be opened
10 was hurt

15

2 was used
3 became
4 are picked
5 are left
6 break
7 are dried
8 is packed
9 is sold
10 boil
11 pour
12 is left
13 was started
14 drink

16

2 went
3 were advised
4 chose
5 asked
6 were given
7 told

17

The National Gallery was broken into late last night. The alarm system had been broken by the thieves before the window had been climbed through. Some priceless works of art were stolen. A getaway car was used by the thieves to escape. Some suspects have been questioned by the police. The thieves have not been caught yet.

18

Keith Dunn's motorbike was stolen a few days ago. The motorbike had been left outside Keith's house. The theft was reported to the police by Keith. He was told by the police that they would try to find his motorbike. This morning, Keith was called by the police and was asked to go to the police station. His motorbike had been found. It had been painted by the thieves and then it had been sold to someone else. The motorbike had been parked outside the police station by the new owner. The thieves were arrested by the police.

19

Yesterday afternoon, an entire village was destroyed by a volcanic eruption. Mount Sirius, which was thought by experts to be dormant, erupted at 3 pm. Smoke had been seen rising from the mouth of the volcano two days before. The villagers were moved away from the area for their own safety by the police. Tons of lava and rock came out of the volcano and houses, roads and trees were wrecked. Although only a few people were physically injured by the blast, many are being treated by doctors for shock. The area surrounding Mount Sirius is being kept clear by the authorities in case of further activity.

20

2 She is considered to be the best student in the class.
3 Mary wants to be helped when she paints the house.
4 The new bridge will have been built by the end of the year.
5 Eve is asked questions about her job all the time.
6 All the information had been collected by the detective before his report was handed in.
7 Is Jane expected to get a promotion this year?
8 Frank doesn't like being told what to do.
9 The car was washed with soapy water.
10 Who will the speech be made by tomorrow?
11 What were the streets decorated with?

21

2 is known
3 is covered
4 was believed
5 were carried out
6 is thought
7 was used
8 has been found
9 is considered
10 are/have been told
11 will have been sent
12 will be built
13 is hoped
14 was/were built

22

2 Have those letters been sent by Chris yet?
3 Mr Jones hates being given orders.
4 It is hoped that the President will take control of the situation.
5 This room was decorated by my mother.
6 What was she stung by?
7 Has that book been read by Jane yet?
8 We hope to be sent an invitation too.
9 Richard is said to have inherited a lot of money./ It is said that Richard has inherited a lot of money.
10 I can't stand being laughed at.
11 Who is John's car being repaired by?
12 Mary should be told to stop being rude to people.

23

2	A	5	A	8	A	11	A	14	C
3	A	6	B	9	C	12	A	15	A
4	B	7	C	10	B	13	C		

24

2 was cancelled
3 being rescued
4 were taken
5 was knitted
6 has been built
7 will be set
8 is served
9 be revealed
10 is considered
11 will be sold
12 be followed

25

A 2 entered 3 ordered 4 escaped 5 were arrested 6 tried

B 1 are caused 2 bursts 3 is 4 melts 5 overflows 6 takes place 7 are destroyed 8 are damaged
C 1 works 2 was promoted 3 was given 4 has 5 answers 6 is paid 7 feels
D 1 are 2 keep 3 protect 4 look after 5 be taken 6 fed 7 find 8 make

26

2 has not been recorded
3 stole
4 did not/didn't finish
5 is complaining
6 was taken
7 burn
8 were delayed
9 is known
10 has been done
11 was closed
12 runs
13 was built
14 will be

27

(Suggested answers)
2 My bills are paid by my parents.
3 Computers were first used in the 1940s.
4 The thieves were arrested last night.
5 The car was damaged in the accident.
6 I was offered a gift by my boss.
7 The TV programme was shown at ten o'clock.
My favourite TV programme is shown on Saturdays.
8 My curtains are cleaned every two months.
9 The cake was decorated with candles.
10 I was told off for making a mistake at work.

28

2 is being organised by
3 to be helped
4 were sent
5 got broken
6 was covered with
7 likes being driven
8 should be informed
9 will be offered to
10 has not/hasn't been signed by
11 being produced by
12 is expected to win

29

2 They are building a new cinema in the city centre.
3 They will serve breakfast at eight in the morning.
4 The burglars had stolen all her best jewellery.
5 They ate a lot of food at the party.
6 Divers have discovered an old shipwreck.
7 They are going to send her to Germany on business.
8 The band made their latest video in Prague.
9 They sell designer clothes in this shop.
10 All the children had taken the exam.
11 The scientists were doing the experiment.
12 The mayor will open the exhibition.
13 The French gave the Statue of Liberty to America.
14 More than one billion people speak Chinese.

30

1 been
2 –
3 it
4 then
5 they
6 by
7 been
8 did
9 –

Prepositions

31

2 about
3 at
4 about
5 for
6 at
7 of
8 of
9 to
10 for

Phrasal Verbs

32

2 off
3 after
4 in for
5 out
6 through
7 on
8 out

33

2 to find
3 living
4 working
5 to have
6 moving
7 travelling
8 hearing
9 feel
10 trying
11 to employ
12 to pay

34

2 Tony broke his leg skiing.
3 The man carrying a black umbrella is my boss.
4 Being broke, Peter borrowed some money from his friends.
5 The clothes kept in the attic belong to my grandmother.
6 He was walking down the street, whistling a tune.
7 Having made a guest list, they sent out their wedding invitations./After having made ...
8 Those children playing hockey are in my class.
9 Emily lost her passport while shopping.
10 Having missed the bus, she decided to take a taxi.

35

2 has happened
3 has asked
4 went out
5 were having
6 brought out
7 had been talking
8 plan/are planning
9 am/'m going to/ will wear
10 is thinking
11 will be

36

2 A 3 B 4 A 5 C 6 A

Oral Activity

1 A few people were hurt.
Help has already been sent by the Red Cross.
2 Burley's Bank was robbed this morning.
£500,000 was stolen.
Two suspects are being questioned by the police.
3 Edinburgh will be visited by the Queen tomorrow.
A new bridge is going to be opened.
A dinner party will be given to honour the Royal party.
4 A diamond ring was found by Mrs Mary Silver in a garden yesterday.
It had been lost for twenty years.
5 Another gold medal was won by British athlete, Terry Black, yesterday.
He was awarded the medal for breaking the world record in the 100m race.
6 Tonight's charity football match has been cancelled.
Half the players have been taken to hospital suffering from food poisoning.
A new date for the match will be set tomorrow.

Writing Activity

(Suggested answer)

... A few people were hurt and help has already been sent by the Red Cross.

Burley's Bank was robbed this morning and £500,000 was stolen. Two suspects are being questioned by the police.

Edinburgh will be visited by the Queen tomorrow, as a new bridge is going to be opened. A dinner party will be given to honour the Royal party.

A diamond ring was found by Mrs Mary Silver in her garden yesterday. It had been lost for twenty years.

In sport, another gold medal was won by British athlete, Terry Black, yesterday. He was awarded the medal for breaking the world record in the 100m race.

And finally, tonight's charity football match has been cancelled, as half the players have been taken to hospital suffering from food poisoning. A new date for the match will be set tomorrow.

UNIT 7: Clauses

1

2 Before you go out to play (time clause), tidy your bedroom (main clause).
3 As we were walking in the park (time clause), we watched the children playing (main clause).
4 We went shopping (main clause) after we had finished work (time clause).
5 The children will stay at the party (main clause) until their parents come to pick them up (time clause).
6 While you are watching TV (time clause), you can iron the clothes (main clause).

2

2 had passed
3 wake up
4 went
5 will watch
6 painted
7 are
8 broke
9 finishes
10 had done
11 read

3

2 SA: When will they pay the bill?
SB: When they get to the desk, they'll pay the bill.
3 SA: When will she go home?
SB: When she has done the shopping, she'll go home.
4 SA: When will they inform the boss?
SB: When they have checked the data, they'll inform the boss.

5 SA: When will he be paid?
SB: When he has repaired the washing machine, he'll be paid.
6 SA: When will she serve dinner?
SB: When she has finished cooking, she'll serve dinner.

2 c 4 b 6 g
3 f 5 e 7 a

2 as
3 by
4 until
5 After
6 as long as
7 the moment
8 When
9 while
10 by the time
11 before
12 whenever
13 as soon as

2 'll call, arrive
3 'll wash, get
4 fell, was going
5 will do, comes
6 have set/set
7 opened
8 will listen, have tidied/tidy

2 while
3 hardly ... when
4 before
5 as long as
6 since
7 as soon as/when
8 until/before

2 hardly opened the door when
3 sooner returned home than
4 the moment (that) he saw
5 after she (had) collected
6 hardly set the table when
7 while (he was) watching
8 the time they come

2 so 3 such 4 such a 5 so

2 such friendly
3 so much money
4 so little attention
5 such a lot of noise
6 so few people
7 such a delicious cake
8 such confusing instructions (that)
9 such bad weather (that)

2 She was happy due to the fact that she had won the competition.
3 She couldn't concentrate because there was a lot of noise./Because there was a lot of noise, she couldn't concentrate.
4 He didn't know anyone as he was new to the area./As he was new to the area, he didn't know anyone.
5 The fact that she had missed the bus was the reason for her being late for the meeting./The reason for her being late for the meeting was the fact that she had missed the bus.
6 He passed the exams with excellent grades because of the fact that he had worked hard./... because of his hard work./Because of the fact that he had worked hard, he passed the exams with excellent grades.
7 The reason why he couldn't wear his best shirt to the party was (the fact) that it was dirty.

2 because he did not/didn't have
3 the reason for her turning
4 because of
5 as she did not/didn't have
6 due to the fact that
7 the reason for her wanting
8 as they did not/didn't know
9 since it was
10 because of the

2 SA: What's a tape measure used for?
SB: It's used for measuring things.
3 SA: What's a colander used for?
SB: It's used for draining pasta.
4 SA: What's a paintbrush used for?
SB: It's used for painting.
5 SA: What's a cool box used for?
SB: It's used for keeping food cold.
6 SA: What's a spade used for?
SB: It's used for digging holes.

2 so as not to
3 to
4 so that
5 so as not to

A SA: Shall I take my credit card?
SB: Yes, take your credit card in case you run out of money.
SA: Shall I take my swimsuit?
SB: Yes, take your swimsuit in case you go swimming.
SA: Shall I take some medicine?
SB: Yes, take some medicine in case you catch a cold.
SA: Shall I take some plasters?
SB: Yes, take some plasters in case you cut yourself.
SA: Shall I take a jumper?
SB: Yes, take a jumper in case it is cold.

B
- I took my credit card in case I ran out of money.
- I took my swimsuit in case I went swimming.
- I took some medicine in case I caught a cold.
- I took some plasters in case I cut myself.
- I took a jumper in case it was cold.

2 She is learning English so that she can get a job in England.
3 He got a loan from the bank in order to expand his business.
4 He will take some money with him in case he wants to buy something.
5 She wrote the date down in her diary so that she wouldn't forget it.
6 They arrived at the station early so as not to miss the train.
7 They took some water with them in case they got thirsty.
8 He put the letter on the table so that his mother would post it.
9 The courier came into the office to deliver the parcel.
10 Pamela called the lost property office in order to report the loss of her luggage.

2 in case it rains
3 (in order/so as) to invite
4 in case he ran
5 is used for watering
6 so that I wouldn't/ would not
7 so as/in order not to/so that they would not/ wouldn't
8 so that he can get

2 I didn't like her dress, though.
3 They weren't very friendly, though.
4 It was a bit cold, though.
5 It was too dark, though.

2 He went to bed early, yet he was tired the next day.
3 The Smiths go on holiday to Spain, whereas the Millers go to Switzerland./ Whereas the Smiths go on holiday to Spain, the Millers go to Switzerland.
4 Although he had passed his exams, he couldn't find a good job./He couldn't find a good job although he had passed his exams.
5 They ate all the food, in spite of it/its being tasteless./In spite of the food being tasteless, they ate it all./They ate all the food, in spite of the fact that it was tasteless./In spite of the fact that the food was tasteless, they ate it all.
6 The performance was bad. Nevertheless, everyone applauded at the end.
7 We had a map. We got lost, though./We got lost, though we had a map./Though we had a map, we got lost.
8 He didn't go back to work despite (his) feeling better./Despite (his) feeling better, he didn't go back to work./He didn't go back to work despite the fact (that) he felt better./Despite the fact (that) he felt better, he didn't go back to work.

2 B
3 A
4 B
5 C
6 A
7 A

2 he had won the race, Sam still wasn't happy.
3 the fact that it rains a lot in England, I love living there./the rain in England, I love living there./the rain, I love living in England.
4 of (his) being a qualified doctor, Tom doesn't have a job./of the fact that Tom is a qualified doctor, he doesn't have a job.
5 I was hungry, I didn't eat anything.
6 (his) being ill/the fact that he was ill, Jim went to work.
7 she had lost her job, she didn't get depressed.
8 of the fact that he doesn't like his boss/of (his) not liking his boss, he works very hard.
9 the fact that it is very cold/it/its being very cold, she is only wearing a T-shirt.
10 she has a busy schedule, she makes time for her children.

2 a) The dress is very beautiful. It is very expensive, though.
b) The dress is very beautiful. However/ Nevertheless, it is very expensive.
c) Although/Even though/Though the dress is very beautiful, it is very expensive.
d) The dress is very beautiful but/yet it is very expensive.
e) The dress is very expensive. It is very beautiful though.

3 a) Although/Even though there weren't many people at the party, we had a lovely time.
b) Despite/In spite of the fact that there weren't many people at the party, we had a lovely time.
c) There weren't many people at the party. We had a lovely time, though.
d) There weren't many people at the party. However/Nevertheless, we had a lovely time.
e) We had a lovely time at the party even though/ although/though there weren't many people there.
f) There weren't many people at the party but we had a lovely time.
g) We had a lovely time at the party, in spite of/despite the fact that there weren't many people there.

4 a) Although/Even though/Though Sue is a good friend, I don't tell her all my secrets.
b) I don't tell Sue all my secrets even though/ although/though she is a good friend.
c) In spite of/Despite the fact that Sue is a good friend, I don't tell her all my secrets.
d) I don't tell Sue all my secrets, in spite of/ despite the fact that she is a good friend.
e) Sue is a good friend, but/yet I don't tell her all my secrets.
f) Sue is a good friend. However/ Nevertheless, I don't tell her all my secrets.
g) Sue is a good friend. I don't tell her all my secrets, though.

5 a) Although/Even though/Though she had many friends, she felt lonely.
b) She felt lonely even though/although/ though she had many friends.
c) Despite/In spite of the fact that she had many friends, she felt lonely.
d) Despite/In spite of having many friends, she felt lonely.
e) She had many friends, but/yet she felt lonely.
f) She had many friends. However/ Nevertheless, she felt lonely.
g) She had many friends. She felt lonely, though.
h) She felt lonely, despite/in spite of the fact that she had many friends.
i) She felt lonely despite/in spite of having many friends.

6 a) Although/Even though/Though he studied French at school, he doesn't remember any.
b) He doesn't remember any French, even though/although/though he studied it at school.
c) Despite/In spite of the fact that he studied French at school, he doesn't remember any.
d) Despite/In spite of having studied French at school, he doesn't remember any.
e) He studied French at school, yet/but he doesn't remember any.
f) He studied French at school. However/Nevertheless, he doesn't remember any.
g) He studied French at school. He doesn't remember any, though.
h) He doesn't remember any French despite/in spite of the fact that he studied it at school.
i) He doesn't remember any French despite/ in spite of having studied it at school.

7 a) Although/Even though/Though the meeting lasted three hours, no one was bored.
b) No one was bored even though/ although/though the meeting lasted three hours.
c) Despite/In spite of the fact that the meeting lasted three hours, no one was bored.
d) No one was bored, despite/in spite of the fact that the meeting lasted three hours.
e) The meeting lasted three hours, but/yet no one was bored.
f) The meeting lasted three hours. However/ Nevertheless, no one was bored.
g) The meeting lasted three hours. No one was bored, though.

8 a) Although/Even though/Though it was cold outside, the sun was shining.
b) The sun was shining even though/ although/ though it was cold outside.
c) Despite/In spite of the fact that it was cold outside, the sun was shining.
d) The sun was shining despite/in spite of the fact that it was cold outside.

e) Despite/In spite of it being cold outside, the sun was shining.
f) The sun was shining despite/in spite of it being cold outside.
g) It was cold outside, but/yet the sun was shining.
h) It was cold outside. However/ Nevertheless, the sun was shining.
i) It was cold outside. The sun was shining, though.

23

2 How
3 What a
4 How
5 What
6 What an
7 How
8 How
9 What a
10 What
11 What
12 How

24

2 How horrible that noise is!/That noise is so horrible!/That's/It's such a horrible noise! Isn't that/it a horrible noise!
3 What a pretty kitten!/That kitten is so pretty!/That's/It's such a pretty kitten!/Isn't that/it a pretty kitten!
4 How funny that joke is/was!/That/It was/is such a funny joke!/That joke is/was so funny!/Wasn't that/it a funny joke!
5 What a silly person I am!/I'm so silly!/I'm such a silly person!/Aren't I silly!
6 How terrible that news is!/That's such terrible news!/That news was so terrible!/Isn't that/it terrible news!

25

2 - b ... as if/as though she has run a marathon.
3 - e ... as if/as though he is going to explode.
4 - d ... as if/as though she was in a hurry.
5 - a ... as if/as though he had won the lottery.
6 - f ... as if/as though he had a cold.

26

2 have just heard
3 had seen
4 knew
5 is baking
6 had never heard
7 was going
8 was/were
9 were having
10 didn't like
11 is going to snow
12 doesn't want
13 were/was

27

2 in spite of (her) having
3 in case you get
4 such a happy child that
5 therefore we were late
6 because it was/ of the
7 so that I wouldn't/ would not

Prepositions

28

2 suffer from
3 thinking about
4 saved from
5 react to
6 hoped for
7 took advantage of
8 aimed at
9 depend on
10 failed in
11 head for
12 crashed into

Phrasal Verbs

29

2 through
3 up
4 after
5 forward to
6 for
7 out for

30

2 can have
3 mustn't talk
4 should go to bed
5 may have missed
6 could have been lying
7 needn't have gone
8 can stay in and watch
9 should spend more time
10 must have gone
11 may snow
12 needn't have done

31

2 I don't like being shouted at.
3 Who was the party organised by?
4 It is said that he has won a lot of money.
5 The fish was caught with a fishing rod.
6 The book hasn't been published yet.
7 Will an office block be built here next year?

Oral Activity

- When she talked to the manager, he gave her the day off.
- Mary Doyle's babysitter was ill, so she took the baby to the office.

or Mary took the baby to the office because her babysitter was ill.

- The baby cried while Mary was working.
- The baby kept crying, so Mary asked the manager for a day off.
- Tony Braxton got up late, so he missed the bus.

or Tony missed the bus because he got up late.

- After he missed the bus, he called the manager to say he would be late.
- By the time he got to the office, he was an hour late.

Writing Activity

(Suggested answer)

... took her baby to the office because her babysitter was ill. The baby cried while Mary was working. The baby kept crying, so Mary asked for a day off.

Tony Braxton missed the bus because he got up late. After he had missed the bus, he called to say he would be late. By the time he got to the office, he was an hour late.

UNIT 8: Conditionals - Wishes - Would Rather/Had Better - Unreal Past

1

2 If we do not/don't stop using aerosols, we will /we'll destroy the ozone layer.
3 If we find alternative sources of energy, we will /we'll solve some of our environmental problems.
4 If temperatures go up by a few degrees, sea levels will rise.
5 If we recycle waste, we will/we'll save natural resources.
6 If the population continues to increase, there will not/won't be enough food for everyone.

2

2 SA: Where should/will/could/can/might she go if she likes camping?
SB: If she likes camping, she should/will go to France.
3 SA: How much will/must she pay if she goes to France?
SB: If she goes to France, she will/must pay £80.
4 SA: What can/will/could she do if she goes to Spain?
SB: If she goes to Spain, she can/will/ could do water sports.
5 SA: Where can/could/should/will she go if she wants a cheap holiday?
SB: If she wants a cheap holiday, she can/should/ could/will go to Spain.

3

2 did, would not/wouldn't get
3 lived, would be able to
4 got up, would not/wouldn't be

4

2 had sold, would/could/might have got
3 had changed, would never have been
4 had not/hadn't taught, would not/wouldn't have been able to
5 had not/hadn't been, would/could never have become

5

2 If she had been prepared for her meeting with a new client, the meeting would not/wouldn't have been a disaster.
3 If the client had not/hadn't been disappointed, he would not/wouldn't have refused to do business with the company.
4 If the client hadn't refused to do business with the company, the boss would not/wouldn't have shouted at Sally.
5 If the boss had not/hadn't shouted at Sally, she would not/wouldn't have got upset.

6

2 f If you throw salt onto snow, the snow melts.
3 a If you put an apple in a bowl of water, the apple floats.
4 e If you water plants regularly, the plants grow.
5 b If you lie in the sun too long, your skin turns red.
6 d If you take regular exercise, you feel healthy.

7

2 had not/hadn't watched, would not/ wouldn't have felt
3 had, would/'d buy
4 pass, will/could you get
5 would/'d talk
6 hurry, will/'ll be
7 speak, will/'ll ask OR had/'d spoken, would/'d have asked
8 are/'re
9 had not/hadn't burnt, would not/wouldn't have come
10 had not/hadn't moved, would/'d never have met
11 had, would/'d try
12 see, will/'ll tell

8

2	C	5	A	8	B	11	C	14	A
3	A	6	C	9	C	12	B		
4	B	7	A	10	A	13	A		

9

2 would/'d be able to
3 would not/ wouldn't have jumped
4 would/'d call
5 would/'d have talked
6 may lose
7 had/'d saved
8 take
9 would/'d go
10 had/'d asked
11 were/was
12 had/'d heard
13 would/might have sent
14 would/might feel
15 could invite
16 put
17 like
18 comes
19 has

10

2	If	5	If	8	when
3	when	6	When		
4	If	7	when		

11

2	B	4	B	6	A	8	A
3	B	5	C	7	C		

12

3 If his pet had not/hadn't died, he would not/ wouldn't be unhappy now.
4 If she had a mobile phone, she could have been contacted yesterday.
5 If Tom had seen the boss earlier, he would not/ wouldn't be waiting for him now.
6 If he was not/wasn't/weren't/were not allergic to seafood, he would have eaten paella last night.
7 If I had not/hadn't lost my map, I would not/ wouldn't be asking for directions now.
8 If she spoke French, she would have had a good time in Paris.
9 If he had not/hadn't lost the race, he would be a champion now.
10 If she had gone to the bank yesterday, she would have some money now.
11 If they had not/hadn't gone to a party last night, they would not/wouldn't be tired now.
12 If I had not/hadn't crashed my car, I would not/ wouldn't be taking the bus today.

13

- I wish I didn't have to share the bathroom.
- I wish the kitchen wasn't/weren't such a mess.
- I wish my tutors weren't so strict.
- I wish the classes weren't so hard to understand.
- I wish the people were friendly.
- I wish I could visit my family and friends./I wish my family and friends weren't so far away.
- I wish I had some friends.

14

- I wish I had not/hadn't been nervous.
- I wish I had shaken hands with my interviewer.
- I wish I had not/hadn't forgotten what I wanted to say.
- I wish I had answered the interviewer's questions properly.
- I wish my letter of application hadn't been badly typed.
- I wish I hadn't spilt the cup of tea I was given.

15

- I wish people wouldn't always ask me to sing at parties.
- I wish magazines wouldn't print false stories about my private life.
- I wish photographers wouldn't take photos of me all the time.
- I wish people wouldn't make me sign autographs wherever I go.
- I wish people would give me some privacy.

16

2 would stop
3 had come
4 would stop
5 had studied
6 were/was
7 had not/hadn't spoken
8 would call
9 had done
10 would make
11 could go

17

3 If you paid more attention in class, you would understand everything.
4 If they had called before they came, I would /could have cooked something.
5 If Tim weren't so selfish, he would make friends much more easily.
6 If Sandra hadn't got up late today, we could/would have gone shopping together.
7 If you hadn't left the door unlocked, the thieves would not/wouldn't have broken in.

18

2 I wish I had been more careful.
If I had been more careful, I wouldn't have crashed into the wall.
3 I wish she wasn't/weren't always shouting at me.
If she wasn't/weren't always shouting at me, I could concentrate on my work.
4 I wish he would call me.
If he called me, I could/would stop worrying.

19

2 SA: Would you rather eat pizza or spaghetti for dinner?
3 SA: Would you rather play cards or chess this evening?
4 SA: Would you rather work in a bank or a school?
5 SA: Would you rather have a dog or a cat as a pet?
6 SA: Would you rather learn French or German at school?
SB: = **(Ss' own answers)**

20

2 ... I'd rather you went.
3 ... I'd rather you washed them.
4 ... I'd rather you emptied it.
5 ... I'd rather you ironed them.
6 ... I'd rather you cleaned it.

21

2 would rather
3 prefers
4 would rather
5 prefer
6 Would ... prefer
7 would rather
8 Do ... prefer

22

2 didn't touch
3 not go
4 take
5 had invited
6 study, to go out
7 to spend/ spending
8 not book
9 not talk
10 didn't leave
11 have eaten
12 had seen
13 to visit

23

2 didn't touch
3 had heard
4 had known
5 made
6 had saved
7 had realised
8 knew
9 hadn't opened
10 met
11 had called
12 spent
13 knew
14 had been seen

24

(Suggested answers)
2 camping
3 not/my brother took it/him
4 hadn't bought that guitar/wouldn't play the guitar so loud
5 go to bed

25

2 were you, I would not/wouldn't
3 wish I had not/hadn't eaten
4 had not/hadn't lied
5 or else you will/you'll fail
6 would rather eat out

26

2	C	5	C	8	A	11	B	14	A
3	C	6	C	9	B	12	A	15	C
4	A	7	B	10	A	13	B		

Prepositions

27

2 responsible for
3 terrified of
4 keen on
5 suspicious of
6 similar to
7 kind to
8 pleased with
9 satisfied with
10 tired of
11 hopeless at
12 mean to

Phrasal Verbs

28

2 up 3 out 4 up 5 up

29

2	B	4	A	6	B	8	A
3	C	5	C	7	A		

30

1	to	4	been	7	will
2	had	5	of	8	will
3	not	6	to		

Oral Activity

S3: If he hadn't needed money, he wouldn't have robbed a bank.
S4: If he hadn't robbed a bank, the police wouldn't have arrested him.
S5: If the police hadn't arrested him, he wouldn't have gone to court.
S6: If he hadn't gone to court, the judge wouldn't have sentenced him to ten years in prison.
S7: If the judge hadn't sentenced him to ten years in prison, he wouldn't be there now.

Writing Activity

(Suggested answer)

... my job, I wouldn't have needed money. If I hadn't needed money, I wouldn't have robbed a bank. If I hadn't robbed a bank, the police wouldn't have arrested me. If the police hadn't arrested me, I wouldn't have gone to court. If I hadn't gone to court, the judge wouldn't have sentenced me to ten years in prison. If the judge hadn't sentenced me to ten years in prison, I wouldn't be here now.

Revision 2 (Units 1 - 8)

1

2	A	8	C	14	B	20	B	26	B
3	C	9	A	15	A	21	C	27	C
4	A	10	B	16	C	22	B	28	A
5	A	11	C	17	A	23	A	29	B
6	C	12	A	18	C	24	C	30	C
7	B	13	A	19	A	25	A		

2

2 sooner turned on the radio
3 go out until you
4 could have had
5 must not/mustn't talk
6 hardly arrived at the station
7 so as not to/in order not to
8 while (she was) eating/having
9 in case it got
10 after he has (had)
11 may be
12 do not/don't have to write

3

2 The competition is being judged now.
3 Who were these biscuits made by?
4 Kevin was informed this morning.
5 How often are the plants watered?
6 The results will have been checked by Wednesday.
7 My favourite plate has been broken.
8 The papers had been taken from my desk by the time I got back.

4

2	for	6	with	10	into
3	at	7	for	11	of
4	as	8	at	12	of
5	about	9	at		

5

2	up	6	up	10	up
3	through	7	up	11	out
4	out	8	for	12	through
5	out	9	after		

6

2	would stop	5	were/was
3	will/'ll be	6	had
4	would not/ wouldn't have happened	7	could go
		8	need

UNIT 9: Relatives

1

2 SA: Jack fixed your fridge, didn't he?
SB: That's right. The person who fixed my fridge was Jack.
3 SA: Stan tidied your garden, didn't he?
SB: That's right. The person who tidied my garden was Stan.
4 SA: Simon bought your bike, didn't he?
SB: That's right. The person who bought my bike was Simon.
5 SA: Ruth decorated your living room, didn't she?
SB: That's right. The person who decorated my living room was Ruth.
6 SA: Laura did your shopping last week, didn't she?
SB: That's right. The person who did my shopping last week was Laura.

2

2 A tractor is a machine which is used to pull heavy farm machinery.
3 A sheep is an animal which is kept for its wool.
4 A pitchfork is a tool which is used to move hay and straw.
5 A hen is a bird which lays eggs.

3

2 That's Susan whose brother is in a famous pop group.
3 That's Terry whose ambition is to walk on Mars.
4 That's Claire whose exam results were the best in the school.
5 That's Tom whose birthday is tomorrow.

4

2	whose	A	7	which	A
3	which	B	8	whose	B
4	which	A	9	which	A
5	who	A	10	who	A
6	whose	B			

5

3	(which/that)	7	(which/that)
4	whose	8	(which/that)
5	who/that	9	(whom/who/that)
6	(which/that)		

6

2 a) which/that they took me on was very boring.
b) they took me on was very boring.
3 a) who/whom/that Emma had lunch with was her client.
b) Emma had lunch with was her client.
4 a) which/that Jenny is looking for belongs to her mother.
b) Jenny is looking for belongs to her mother.
5 a) which/that Todd is playing with is very expensive.
b) Todd is playing with is very expensive.
6 a) which/that Oliver has gone to is very important.
b) Oliver has gone to is very important.
7 a) who/whom/that Rachel went to the park with is her best friend.
b) Rachel went to the park with is her best friend.
8 a) which/that Lydia is looking at is very famous.
b) Lydia is looking at is very famous.

7

2	them	6	they	10	her
3	he	7	him	11	it
4	it	8	it	12	she
5	it	9	they		

8

2	where	5	where	8	when
3	why	6	why	9	why
4	when	7	where		

9

2	which	6	which	10	who
3	who	7	who	11	why
4	who	8	whose		
5	where	9	who		

10

2 who (It can't be omitted.)
3 where (It can't be omitted.)
4 who (It can't be omitted.), whose (It can't be omitted.)
5 when (It can be omitted.)
6 why (It can be omitted.
7 which (It can be omitted.)
8 where (It can't be omitted.)

11

2 - a It's very cold today, which is why I'm wearing a jumper.
3 - e They got stuck in a traffic jam, which made them late for work.
4 - b He gave me a present, which was very kind of him.
5 - f I forgot to go to the bank, which meant I couldn't go shopping.
6 - c It rained a lot yesterday, which is why the river burst its banks.
7 - d She sent me an invitation, which is how I knew about the party.

12

2 which is located
3 who are standing
4 that is displayed

13

2 , who was the school's headmistress for ten years, (NI can't be omitted)
3 which/that (I can be omitted)
4 who (NI can't be omitted)
5 , who was in my class at school, (NI can't be omitted)
6 which/that (I can be omitted)
7 which/that (I can be omitted)
8 which/that (I can't be omitted)
9 whose (I can't be omitted)
10 , which I like very much, (NI can't be omitted)
11 who/that (I can't be omitted)
12 , who/whom I don't know very well, (NI can't be omitted)
13 who/that (I can be omitted)

14

2	C	4	A	6	A	8	C	10	A
3	B	5	C	7	C	9	B		

15

A 2 who/that – can't be omitted
3 where – can't be omitted
B 1 whose – can't be omitted
2 why/that – can be omitted
3 who/that – can't be omitted
4 when/that – can be omitted
5 when/that – can be omitted
C 1 who/that – can't be omitted
2 which/that – can be omitted
3 where – can't be omitted
4 where – can't be omitted
D 1 when/that – can be omitted
2 which/that – can be omitted
3 whom/who/that – can be omitted
4 which – can't be omitted
5 why/that – can be omitted
6 why/that – can be omitted
7 who/that – can't be omitted
E 1 who – can't be omitted
2 whose – can't be omitted
3 which/that – can't be omitted
4 where – can't be omitted

16

2 ... man **whose** mother ...
3 ... ring, **which** was ...
4 ... father, **who** is ...
5 ... house **where** I ...
6 ... book **which/that** was ...
7 ... teacher, **who** is ...
8 ... Martin, **whose** sister ...
9 ... office **where** the...
10 ... Jane, **whose** mother ...
11 ... building **which/that** is ...
12 ... Richmond, **where** I ...

17

2 where
3 whose
4 who
5 who
6 why/that
7 which/that
8 which/who(m)/ that
9 which
10 whose

18

1 That's the man **whose** dog I look after in the summer.
2 The reason **why** I'm tired is that I didn't sleep well last night.
3 Tim is someone **who/whom/that** I've known since I was very young.
4 The moment **when/that** I realised my mistake I was very embarrassed.
5 The town **where** Shakespeare was born is called Stratford-upon-Avon.
6 Simon, **who** lives near me, is learning to play the guitar.
7 Tom, **whose** party we went to last month, has just bought a speedboat.
8 She's rich. That's (**the reason**) **why** she doesn't work.
9 There's the place **where** Sam's car broke down.
10 That exam, **which** was very difficult, was written by our teacher.

19

2 a flat that was
3 where he lived
4 whose parents
5 which explains why/which is (the reason) why
6 who babysits
7 which we went to/to which we went
8 that my parents gave

Prepositions

20

2 decide on
3 heard of
4 blame ... for
5 blame on
6 disadvantage of
7 heard from
8 heard about

Phrasal Verbs

21

2 put out
3 put on
4 put ... up
5 put on
6 put forward
7 put ... through
8 put off

22

2 C
3 B
4 C
5 B
6 A
7 C
8 C
9 A
10 C
11 C
12 A

Oral Activity

- The maid was the person who/that realised the painting was missing.
- Five o'clock was the time when she entered the dining room.
- An axe was the tool which/that the burglar had used to break in.
- The gloves which/that the burglar had worn were found at the scene of the crime.
- Footprints which/that the burglar had made were found in the garden.

Writing Activity

(Suggested answer)

... The maid was the person who/that realised the painting was missing. Five o'clock was the time when she entered the dining room. An axe was the tool which/that the burglar had used to break in. The gloves which/that the burglar had worn were found at the scene of the crime. Footprints which/that the burglar had made were found in the garden.

UNIT 10: Reported Speech

1

A	2	said	4	said	6	Tell
	3	tell	5	telling	7	told
B	1	told	3	said	5	say
	2	said	4	tell		
C	1	told	4	said	6	told
	2	said	5	said/had said	7	said
	3	said			8	tell

2

1 him
2 she, her
3 he, his
4 she, me, her
5 he, me
6 she, her

3

2 Ann told me (that) she couldn't/wouldn't be able to see me that afternoon because she had got a lot to do.
3 She came into the room holding some letters in her hand and said (that) she (had) found them while she was tidying the desk drawers.
4 Fiona said (that) the picture was painted/had been painted by her great-grandfather.
5 Jack said (that) they were/had been good times for his family.
6 Tom said (that) he received/had received a parcel that morning, but he hadn't opened it yet.
7 Mum told Bob (that) he mustn't do it again.
8 Mum told/said to me (that) the shoes were worn out and that I had/I'd better throw them away.

4

2 Tina said (that) I should exercise regularly.
3 They said (that) they had booked the room before they (had) left.
4 Tom said (that) the meal was delicious.
5 She said to her friend/told her friend (that) she had written her/him a letter.
6 They said to us/told us (that) they had decided to spend their holidays in Jordan.
7 Jill said (that) she would go to the bank the following day/the next day.
8 She said to him/told him (that) they had been invited to a wedding.
9 She said to me/told me (that) I must/had to leave early the next day/the following day.
10 Jessie said to me/told me (that) they had gone out for the evening.
11 They said (that) they might visit Joe that night.
12 She said (that) she could/would be able to meet me on Tuesday.
13 Keith said (that) there was a letter for me on the table.
14 Sam said to us/told us (that) we/they wouldn't be visiting Tom that evening.
15 Eric said (that) they had been talking on the phone for an hour before he (had) interrupted them.
16 Gloria said (that) she hadn't spoken to Mary since the previous week/the week before.
17 She said (that) they (had) delivered the letters that morning.
18 He said (that) he would like to buy the jumper.
19 He said (that) they weren't going on holiday that year.
20 Jane said (that) she hadn't finished her homework yet.
21 Caroline said (that) she was going to bed early that night.
22 I said (that) my mother was coming to visit us.
23 The children said (that) they didn't want to watch a film that night.
24 His mother said (that) he was playing in the garden at that time/then.
25 She said (that) I must/had to do my homework immediately/then.

5

2 He said (that) he was seventeen.
3 She said (that) she was typing the report then/ at that time.
4 He said (that) he hadn't eaten anything all day.

6

2 He said (that) they were working hard that day.
3 Mary said (that) she had done the things I (had) asked her to do.
4 She said (that) the sun rises/rose in the east.
It is not necessary to change the tenses because it expresses a law of nature.
5 They said (that) he broke/had broken the window.
6 They said (that) they had never been on holiday abroad.
7 Mum says (that) dinner is ready.
The tenses do not change because the introductory verb is in the present simple.

8 She said (that) she would start cooking at six o'clock.
9 He said (that) they went/had gone to the supermarket the previous day/the day before.
10 Mrs Jones says (that) her daughter is going to have a baby.
The tenses do not change because the introductory verb is in the present simple.
11 Dad (always) says (that) I'm never going to get a job.
The tenses do not change because the introductory verb is in the present simple.
12 He said (that) fish live/lived in water.
It is not necessary to change the tenses because it expresses a law of nature.
13 They said (that) they went/had gone to the beach the previous weekend/the weekend before.
14 She said (that) he showed/had shown her his photographs.
15 Billy said (that) he was working on his project then/at that time.

2 She said (that) she saw Amanda at the cinema./
She said (that) she had seen Amanda at the cinema.
3 He said to me/told me (that) they didn't live there any more.
4 He said (that) Canada is/was a large country.
5 She said to us/told us (that) the Statue of Liberty is/was in America.
6 He said (that) he would help me with my homework.
7 Bill said (that) he would go on holiday if he had enough money.
8 Tom said (that) if he's free, he'll call me./Tom said (that) if he was free he'd call me.
9 He said to us/told us (that) we should make a decision.
10 She said (that) I can ask John for advice./She said (that) I would be able to ask John for advice.

2 He asked me how old I would be on my next birthday.
3 She asked her daughter where her umbrella was.
4 John asked us if/whether we liked playing football.
5 The boss asked what time I was going home that day.
6 He asked if/whether I would take the children to school that day.
7 She asked who (had) called me that day.
8 Martha asked when I would decorate the kitchen.
9 I asked who had broken/broke my vase.
10 Father asked if/whether I would help him lift the boxes.
11 She asked her if/whether she could speak a foreign language.
12 We asked where the tourist information centre was.

2 Marion asked them if/whether they could speak English.
3 Marion asked them where they were from.
4 Marion asked them if/whether their hotel was near there.
5 Marion asked them where they wanted to go.
6 Marion asked them if/whether they were looking for Big Ben.
7 Marion asked them if/whether they had been to the British Museum.
8 Marion asked them if/whether they had visited Buckingham Palace.
9 Marion asked them if/whether they liked London.

2 suggested
3 begged
4 told
5 ordered

2 The ballet teacher asked Rachel to lift her leg higher.
3 The ballet teacher told her/Rachel to turn her head a little more.
4 The ballet teacher told her/ Rachel not to lean back.

2 The guard ordered the driver to stop.
3 He suggested going for a walk.
4 She begged him not to leave her.
5 Jenny asked Dave to help her with it.
6 She asked him to open the window.
7 Mother suggested going for a drive.
8 She suggested eating then/immediately.

2 boasted
3 agreed
4 exclaimed
5 complained
6 suggested
7 accused
8 reminded
9 promised
10 insisted
11 warned/ reminded
12 explained/ insisted

14

2 agree – agreed to do the shopping.
3 command/order – commanded/ordered everyone to sit down.
4 ask – asked me if/whether she could borrow my pen.
5 admit/explain – admitted (to) making/ having made the mistake./admitted that she (had) made the mistake./explained that she (had) made the mistake.
6 advise/suggest – advised me to speak to the manager./advised that I spoke/should speak to the manager./suggested speaking to the manager./suggested that I spoke/should speak to the manager.
7 refuse – refused to type the letter for me.
8 promise – promised to take/that he would take me home.
9 order/command – ordered/commanded them to fire at the enemy.
10 threaten/warn – threatened to/that she would send me to my room if I was naughty./warned me that she would send me to my room if I was naughty.
11 deny – denied calling/having called me./denied that she (had) called me.
12 suggest – suggested going for a walk./ suggested that we (should) go for a walk.
13 apologise – apologised for breaking/ having broken my glasses.
14 remind/warn – reminded me to pay the bills./reminded me that I shouldn't forget to pay the bills./reminded me that I should pay the bills./warned me not to forget to pay the bills./warned me that I shouldn't forget to pay the bills.
15 warn – warned us not to go near the river./warned us that we shouldn't go near the river.
16 accuse – accused me of breaking/having broken the window.
17 order – ordered the children to be quiet.

15

(Suggested answers)

2 He suggested going out that night, adding that we hadn't been out for ages.
3 He said that he was exhausted, explaining that he had been working hard all week.
4 She told Tom that he was late and went on to say that she had been about to go home.
5 He asked me if I was busy because he needed to talk to me.
6 He asked Jessie if she had had her hair cut and went on to say that it looked great.
7 Peter complained that he was bored, remarking that the film was terrible.
8 Linda said that she was going shopping, explaining that she would be back in an hour.
9 Tina told the boss that Bill wanted to talk to him and that he was waiting outside.
10 Mother asked the children if they were ready, adding that it was time to go.
11 Emma said she was going to bed, explaining that she was tired.
12 I told him/her to wait for me as I was going with him/her.
13 He told me to open the window because it was hot in there.
14 She told them to go away, explaining that she wanted to be alone.
15 Bob asked what time it was, explaining that his watch had stopped.
16 Sam asked if I was leaving then and went on to say that he would give me a lift.
17 She apologised for being late, explaining that she had lost her way.
18 She asked who was there and then she asked him/her to come in.
19 He asked if I had missed the bus, adding that I was late.
20 Liz asked if I had an umbrella and added that it was raining.
21 Ben told Tom that he had joined a gym, adding that he wanted to get fit./Tom asked him which gym he had joined. Ben replied that it was the Star Gym and added that it was close to his house.
22 George explained that Tim wasn't there because he was playing football. John asked him where he was playing. George answered that Tim was playing at the school and added that he was going there then.
23 Eric asked Sonia if she was busy, explaining that he needed some help. Sonia asked him what was wrong. Eric replied that there was a problem with his computer, adding that he couldn't get it to work.

16

2 Jack said, 'Don't touch the wire!'
3 'Where have you been?' Tina asked.
4 'Basketball is my favourite sport,' Sam said to me.
5 Rita told me, 'I have no time to spare.'
6 'Did you phone your uncle?' Mother asked.
7 Sandra said, 'I don't want to stay here any longer.'

8 'The children are in the garden,' Dorothy said.
9 'Why did you do that?' Bob asked.
10 Linda said, 'Close the window, please.'
11 Paul said, 'I don't like horror films.'
12 They asked, 'Where are you going?'
13 'We're lost,' they said to me.

(Suggested answers)

2 Joe said that they wouldn't get the results until the following week.
3 Tania admitted that she would be very disappointed if she failed.
4 Meg explained that she had done a lot of revision.
5 Ben suggested talking about something else.
6 Joe asked if anyone wanted to go to the cinema with him that afternoon.
7 Tania remarked that her roommate was having a party that weekend, adding that they were all invited.
8 Meg said that she'd love to go to the party, and added that she could count her in.

(Suggested answer)

Be at work on time, please. This client is going to stay for a week. He owns several large companies and he is the most important client we have ever had.'

(Suggested answers)

2 invited me to his party.
3 asked me to help him with his homework.
4 told her mum that she didn't need to cook for her that night.
5 asked Sarah if she could close the door.
6 told Mark she would call him back later.

(Suggested answers)

2 'Please phone me later this evening,' he asked her.
3 He asked her where she was going in such a hurry.
4 'Please, please don't tell anyone what I did,' Sue begged her friend.
5 Mum asked us if we were ready to go to school.
6 Tom said, 'I'm nervous because I've never been on a plane before.'
7 Jane asked Toby to pass her the newspaper.
8 John said, 'How about going to Italy on holiday?'
9 Jack suggested going for a picnic the following day.

2 suggested that they/we (should) buy
3 accused Mike of eating/having eaten
4 admitted (to) borrowing/admitted to having borrowed/admitted that he had borrowed
5 reminded me to lock
6 denied leaving/having left/denied that she had left
7 suggested meeting
8 refused to do my homework
9 insisted on my/me going
10 apologised for breaking/having broken
11 invited me (to go)
12 exclaimed that it was
13 complained of feeling/told me she was feeling
14 promised to visit her

(Suggested answers)

2 'You must stay for dinner,' we said to them.
3 'I'm sorry I forgot your birthday,' she said to me.
4 'You stole my wallet,' he said to her.
5 'Yes, I'll help you organise the party,' he said to me.
6 'Stay away from the water,' they said to the children/told the children.
7 'I promise I'll write every week,' she said.
8 'I'll tell the teacher if you misbehave,' he said.
9 'You should study hard for the exam,' I said to him./'I advise you to study hard for the exam,' I said to him.
10 'Let's go for a walk,' she said./'We could go for a walk,' she said./'We can go for a walk, if you like,' she said./'Shall we go for a walk,' she said/'How about going for a walk?' she said.
11 'It wasn't my fault,' he said/explained.
12 'No, we didn't open your letters,' they said to me.
13 'Shall I help you with the housework?' she said to me.
14 'You're always tired,' he said to her.
15 'Would you like to come to our party?' they said to me.
16 'I'll call the police if you do it again,' she said.

Prepositions

2	with	5	from	8	to	11	of
3	to	6	by	9	into	12	to
4	to	7	of	10	with		

Phrasal Verbs

24

2 down
3 up against
4 out
5 down
6 across
7 away

25

2 am still cooking/still have not/haven't finished cooking
3 first time he has/'s
4 since you left
5 had finished before they went/before going
6 is too sweet
7 was made to tidy
8 can talk/may talk/is allowed to talk during
9 in spite of (his) being
10 as a result, (I) was
11 unless you wear
12 had/'d better do your homework
13 wish I was/were
14 who I met
15 which I bought

26

2 The table was covered with a cloth.
3 Who was the book written by?
4 She is said to be very clever./It is said that she is very clever.
5 The car was sold by Martin.
6 Cathy wants to be liked.
7 It is expected that the letter will arrive soon./The letter is expected to arrive soon.
8 Were those decorations made by Andy?
9 It is said that Julie was given a ring by Rick./Julie is said to have been given a ring by Rick./It is said that a ring was given to Julie by Rick./A ring is said to have been given to Julie by Rick.
10 The children were read a story by Sheila.
11 The pie was eaten by Dora.
12 Who was the fence painted by?
13 It is thought that he left/has left the country./ He is thought to have left the country.
14 I have been bought a bicycle.
15 I don't like being asked questions.

27

1 's/has
2 was
3 not
4 its
5 if
6 to
7 being
8 of

Oral Activity

(Suggested answer)

The mayor asked one of the pupils if they had ever done anything like it before.
The pupil answered that it was the first time.
The mayor asked one of the pupils if they did anything else to take care of the environment.
The pupil answered that he tried to recycle as many things as possible.
The mayor asked one of the pupils if they would do it again in the future.
The pupil agreed and added that they were planning to do it again the following month/next month.

Writing Activity

(Suggested answer)

... that the beach was very dirty and children couldn't play there. He asked another pupil if they had ever done anything like it before. The pupil answered that it was the first time. Then, he asked another pupil if he did anything else to take care of the environment. The pupil replied that he tried to recycle as many things as possible. Finally, he asked one of the pupils if they would do it again in the future. The pupil agreed and added that they were planning to do it again next month.

UNIT 11: Have Something Done

1

2 I know. I'm getting them cleaned tomorrow.
3 I know. I'm getting it painted tomorrow.
4 I know. I'm getting it typed tomorrow.
5 I know. I'm getting it serviced tomorrow.

2

2 Little Jenny had her hair pulled at school.
3 My uncle had his garage broken into by car thieves.
4 Tara had her bag stolen in a restaurant.
5 Steve had his downstairs window smashed by a falling tree.

3

2 b
3 b
4 a
5 a
6 b
7 a
8 b

4

2 They should have central heating installed.
3 He's going to have the/some songs recorded.
4 She's having her hair cut.
5 She's had a special cake made (by the baker).
6 They should have had them/their windows cleaned.
7 She has her shoes made by hand (especially for her).
8 He has had his washing machine repaired (by the plumber).
9 He had his arm X-rayed.

5

2 Sarah/She will have her/the new fridge delivered tomorrow.
3 Tim/He had his car serviced last week.
4 Mrs Scott/She had the/her cat examined (by the vet) yesterday.
5 Paul/He will have his house painted next weekend.
6 Mr Brown/He has just had his book published.
7 Becky/She has her hair done every week.
8 Edward/He had his dinner cooked (by his mother) yesterday.
9 Jane/She is going to have her living room redecorated next month.
10 I have my eyes tested by the optician.

6

2 having it retiled
3 having a shower put in
4 have them replaced
5 have a new one built

7

B She is having a wedding dress made.
C He is going to have his eyes tested (by the optician).
D He has had his car serviced.
E She will have the washing machine repaired.
F He should have his hair cut.

Prepositions

8

2	with, for	6	to	10	to
3	of	7	about	11	with
4	of	8	by/with	12	of
5	of	9	of		

Phrasal Verbs

9

2 fell through
3 fall for
4 falling out
5 fell for
6 fall in with

10

2	B	4	A	6	A	8	C
3	C	5	B	7	B		

11

2 such complicated instructions that
3 due to the fact
4 was not/wasn't old enough

Oral Activity

- They have had a pond made.
- They have had the shed fixed.
- They have had the fence repaired.
- They have had some trees and flowers planted.
- They have had a path laid.

Writing Activity

(Suggested answer)

... we had a pond made. After that, we had the old shed fixed and we also had the fence repaired. We also had some trees and flowers planted and a lovely garden path laid.

You will have to come and visit soon to see all the changes. I'm looking forward to seeing you.

With love
Susan

UNIT 12: Nouns - Articles

1

2	an	5	a	8	a
3	some	6	some	9	some
4	a	7	an		

2

2	bowl of	8	loaf of
3	tin of	9	piece of
4	can of	10	carton of
5	packet of	11	slice of
6	glass of	12	cup of
7	bottle of		

3

2 f light bulb – light bulbs
3 h swimming pool – swimming pools
4 e push up – push ups
5 j sailing boat – sailing boats
6 c getaway – getaways
7 i compact disc – compact discs
8 g footprint – footprints
9 a rubber glove – rubber gloves
10 b letterbox – letterboxes
11 k break in – break ins
12 l let down – let downs

4

2 stepmothers
3 fathers-in-law
4 safes
5 workbooks
6 sisters-in-law
7 dictionaries
8 teapots
9 mice
10 brushes
11 parking spaces
12 watches

5

2 some
3 –
4 a
5 a
6 some
7 –
8 –
9 a
10 an

6

2 are
3 is
4 is
5 are
6 were
7 are
8 do
9 are
10 were

7

2 is
3 are
4 are
5 are
6 is
7 is
8 is
9 are
10 are
11 is
12 are, are
13 is
14 is
15 is
16 are
17 are
18 is
19 are

8

2 an
3 a
4 a
5 an
6 a
7 an
8 a
9 an
10 a

9

1 a
2 some, an
3 some, a
4 an
5 an, an
6 a, a

10

2 one
3 an
4 ones
5 a
6 One
7 a, one
8 one

11

2 a
3 a
4 some
5 some
6 an
7 a
8 a
9 some

12

A 2 one
3 a
4 a

B 1 One
2 a
3 a
4 a

C 1 a
2 one
3 a
4 a
5 a
6 one

D 1 a
2 An
3 a
4 a
5 one
6 an

E 1 a
2 one
3 a

F 1 a
2 a
3 an
4 one

13

(Ss' own answers)

14

2 was washed by the hairdresser.
3 were bought for Paul by his mother.
4 is caught by many children.
5 I was given by them was very good.
6 was paid for the table.
7 is studied by all children at school.
8 in London today is reported to be fine.
9 were called when the burglary was discovered.
10 was shown to us before we booked it.
11 they gave us was very good.
12 is done in this laboratory.
13 was taken to their rooms by the porter.
14 are the scissors kept?
15 was directed past the accident by the policeman.

15

2 the Indians
3 the Brazilians
4 the Japanese
5 the Saudis/the Saudi Arabians
6 the Egyptians
7 the Spanish/the Spaniards
8 the Scots/the Scottish

16

2 the
3 the
4 The
5 the
6 the
7 –
8 –
9 –
10 The
11 –
12 the
13 –
14 the
15 the
16 the
17 the
18 –
19 The
20 the
21 –
22 The
23 the
24 –
25 the

17

2 the homeless
3 the unemployed
4 the sick
5 the rich
6 the injured
7 the young
8 The blind
9 the elderly
10 the disabled

18

2 –
3 –
4 the
5 the
6 –
7 –
8 the

19

2 an
3 –
4 The
5 a
6 the
7 a
8 an
9 a
10 the
11 a
12 the
13 the
14 the
15 an
16 –
17 a

20

1	–	5	the, the	9	the, a
2	an, a	6	–, a	10	an, the
3	–, a	7	an, the		
4	the, a	8	–, The		

21

2 SA: Where is St Mary's Church?
SB: St Mary's Church is in March Street.
3 SA: Where is St William's College?
SB: St William's College is in Leeman Street.
4 SA: Where is the Premiere Cinema?
SB: The Premiere Cinema is in King's Street.
5 SA: Where is the Central Station?
SB: The Central Station is in Leeman Street.
6 SA: Where is the Theatre Royal?
SB: The Theatre Royal is in Woodlands Street.
7 SA: Where is the Queen Anne Hospital?
SB: The Queen Anne Hospital is in Leeman Street.
8 SA: Where is the King's Arms Pub?
SB: The King's Arms Pub is in King's Street.
9 SA: Where is St Patrick's School?
SB: St Patrick's School is in Church Street.
10 SA: Where is the Post Office?
SB: The Post Office is in Woodlands Street.

22

A	2	the	**B**	1	–	5	the
	3	–		2	–	6	an
	4	–		3	The	7	a
	5	–		4	–	8	the

C	1	the	5	a	**D**	1	the	4	the
	2	the	6	a		2	a	5	the
	3	a	7	The		3	a	6	–
	4	the	8	a					

E	1	the	6	the	**F**	1	a	6	a
	2	a	7	a		2	the	7	–
	3	the	8	the		3	the	8	a
	4	a	9	the		4	a	9	the
	5	a	10	the		5	–	10	–

G	1	–	5	an	9	a	
	2	–	6	a	10	the	
	3	the	7	a	11	–	
	4	the	8	a	12	–	

23

2	the clothes	8	the morning
3	Life	9	flowers
4	Swimming	10	the piano
5	the library	11	Gatwick airport
6	the only	12	hospital
7	Potatoes		

Prepositions

24

2	for	5	to	8	in	11	of
3	to	6	in	9	of	12	for
4	with	7	on	10	for		

Phrasal Verbs

25

2	out/off	4	out/off	6	aside
3	out	5	up	7	back

26

1	was	7	of	13	the
2	were	8	being	14	who
3	it	9	for	15	a
4	which	10	were	16	the
5	one	11	–		
6	had	12	–		

27

2 She said to me/told me (that) she would speak to me later.
3 He asked her where she had been.
4 They told us not to go near the water.
5 The man told them not to be late.
6 He asked me if I was feeling better.
7 She suggested going out.
8 He advised me to go to bed early.
9 The boss asked Mary if she could type.
10 He said to Bill/told Bill (that) he might go to Spain the following year.
11 He asked her if she needed any help.
12 Mother told me to go to bed.

Oral Activity

- Hans tasted some Swiss cheese.
- Hans bought some Swiss chocolate.
- Hans looked around Chilton Castle on Lake Geneva.
- Hans took some photos of the Bernese Alps.
- Hans bought an antique clock.

Writing Activity

(Suggested answer)

... and I tasted some Swiss cheese. I bought some Swiss chocolate and I took some photos of the Bernese Alps. I looked around Chilton Castle on Lake Geneva, and I bought an antique clock.

I would definitely recommend Switzerland for a wonderful holiday!

Yours,
Hans

Revision 3 (Units 1 - 12)

1

2	B	9	B	16	B	23	B	30	A
3	C	10	C	17	C	24	C	31	A
4	A	11	C	18	C	25	A	32	C
5	B	12	A	19	A	26	A	33	A
6	A	13	A	20	B	27	C	34	B
7	A	14	C	21	A	28	B	35	C
8	C	15	A	22	C	29	B		

2

2 Jim asked if/whether I was going to his party that night.
3 Dad said (that) he was leaving for work then.
4 Helen suggested going/that we go for a walk in the country.
5 The commander ordered/told the soldiers to listen to him.
6 Jeff told me (that) he had a lot of work to do.
7 She asked him if/whether he had made the sandwiches.
8 Steve asked me to go with him.
9 Colin asked Tom to bring the boxes.
10 Edna suggested getting/that we get a taxi home.

3

2 She will have the cake made.
3 We have the newspapers delivered.
4 They were having a cassette recorded.
5 I have had the telephone number changed.
6 You will have the clothes ironed.
7 She has had her hair cut.
8 We have the meals prepared.
9 You must have the report written today.
10 I was having my contract checked.

4

2	with	6	for	10	for
3	on	7	about	11	of
4	in	8	for	12	of
5	into	9	from		

5

2	off	6	for	10	into
3	through	7	out	11	across
4	out/off	8	on	12	through
5	down	9	out		

6

2	didn't need to	7	was able to
3	can't	8	could
4	could	9	can't
5	was able to	10	needn't
6	didn't need to		

UNIT 13: Adjectives - Adverbs - Comparisons

1

2	strong	7	loud
3	long	8	old
4	tired	9	comfortable
5	narrow	10	warm
6	bright	11	hot

2

2 a lovely rectangular brass picture frame
3 two pretty white porcelain statues
4 some valuable old English books
5 an interesting antique clock
6 a traditional wooden rocking chair
7 a small blue glass dish
8 an old English wooden desk
9 a lovely oval china plate

3

-ly:	quietly, quickly, hopefully
~~le~~ ➡ **-ly:**	probably, possibly, simply
consonant + ~~y~~ ➡ **-ily:**	easily, noisily, lazily, happily, prettily
-ic ➡ **-ally:**	dramatically, systematically, energetically

4

2	slowly (adverb)	6	happily (adverb)
3	difficult (adjective)	7	angry (adjective)
4	always(adverb) tidy (adjective)	8	Sad (adjective)
		9	quietly (adverb)
5	extensively (adverb)	10	easy (adjective)

5

2 heavily
3 soft
4 Suddenly
5 loud
6 nervously
7 anxiously
8 slowly
9 cold
10 quickly
11 horrible

6

2 nearly
3 freely
4 free
5 highly
6 high
7 late
8 lately
9 hard
10 hardly

7

A 2 softly 3 immediately

B 1 cheerfully 2 loudly 3 quietly

8

2 bad
3 good
4 ill
5 badly
6 well

9

2 Fiona has been making cakes with her mum all morning./All morning, Fiona has been making cakes with her mum.
3 They have been talking quietly in the office for an hour.
4 She read the paper carefully on the train./ She carefully read the paper on the train.
5 I bought some bread in the supermarket today./Today, I bought some bread in the supermarket./I bought some bread today in the supermarket.
6 James has been playing on his computer in his room all evening./All evening, James has been playing on his computer in his room.
7 They arrived safely.
8 She ran out of the house quickly after dinner./She quickly ran out of the house after dinner./After dinner, she ran quickly out of the house.
9 He then knew he had made the right choice./Then, he knew he had made the right choice./He knew then he had made the right choice./He knew he had made the right choice then.
10 His plan was absolutely brilliant.
11 She was totally confused.

10

2 quite
3 quite/ rather
4 quite
5 quite
6 rather
7 rather

11

2 Wood is heavier than cotton.
Iron is the heaviest of all.
3 Silver is more expensive than bronze.
Gold is the most expensive of all.
4 A car is faster than a bicycle.
A train is the fastest of all.
5 A cat is slower than a cheetah.
A snail is the slowest of all.
6 A horse is taller than a sheep.
A giraffe is the tallest of all.
7 Wood is softer than steel.
Wool is the softest of all.

12

2	harder	hardest
3	more quietly	most quietly
4	more peacefully	most peacefully
5	earlier	earliest
6	more satisfactorily	most satisfactorily

13

2 more slowly
3 sweeter
4 expensive
5 the most/least intelligent
6 warmer
7 cheaper
8 more convenient

14

2 tastier than
3 the hottest
4 prettier than, the prettiest
5 longer than
6 the best
7 the most beautiful
8 the highest
9 older than
10 the most expensive
11 further

15

2 earlier than
3 deeper than
4 the warmest
5 the biggest
6 harder than
7 the funniest
8 the best

16

2 the best
3 the most intelligent
4 nicer than
5 more popular than
6 the most responsible
7 the most difficult
8 easier

17

2 taller and taller
3 hotter and hotter
4 harder and harder
5 colder and colder
6 heavier and heavier
7 prettier and prettier

18

2 The harder ... the more
3 The higher ... the more
4 The more ... the fatter
5 The newer ... the more valuable
6 The darker ... the more scared

19

(Suggested answer)
The goldfish is the least noisy of all.
The goldfish is the quietest of all.
The cat is less quiet than the goldfish.
The dog is the least quiet of all.
The dog is the most expensive to buy/look after.
The cat is less expensive than the dog to buy/ look after.

The goldfish is the least expensive of all to buy/look after.
The goldfish is the cheapest of all to buy/look after.
The cat is cheaper than the dog to buy/look after.
The dog is the least cheap of all to buy/look after.
The dog is the most playful of all.
The cat is more playful than the goldfish.
The goldfish is the least playful of all.
The dog is the messiest of all.
The cat is not as messy as the dog.
The goldfish is the least messy of all.
The dog is the most obedient of all.
The cat is not as obedient as the dog.
The goldfish is the least obedient of all.
The goldfish is the easiest of all to look after.
The cat is easier to look after than the dog.
The dog is the least easy of all to look after.
The dog is the most loyal of all.
The cat is more loyal than the goldfish.
The goldfish is the least loyal of all.

20

2 the most expensive
3 nicer
4 smaller
5 more spacious
6 less
7 the most peaceful
8 quieter
9 the friendliest/the most friendly
10 more colourful
11 more convenient
12 the best

21

1 very
2 most
3 by
4 more
5 the
6 than
7 the
8 far
9 much
10 a

22

2 the more tired
3 is not/isn't as/so wealthy as
4 the most beautiful music
5 in a polite way/ manner
6 less quietly than
7 the fastest
8 the darker
9 as many cakes as
10 the prettiest child

Prepositions

23

2 to
3 to ... about
4 at/by
5 to ... from/ against
6 of
7 about/of
8 with
9 for
10 of
11 on
12 of

Phrasal Verbs

24

2 stands for
3 will ... stand by
4 stood in for
5 stand up

25

2 C
3 A
4 B
5 C
6 A
7 B
8 A
9 A
10 C
11 B
12 C

Oral Activity

S3: Internationale is the thickest of all.
S4: Woman's World is the thinnest of all.
S5: Internationale is the oldest of all.
S6: Internationale is more popular than Modern Woman.
S7: Woman's World is the most popular of all.

Writing Activity

(Suggested answer)

... as it costs £2.50, while Modern Woman costs only £1.50. However, Internationale is also the oldest of all, as it started in 1960, and is more popular than Modern Woman with sales figures of around 8 million per issue compared with Modern Woman's 7 million. However, Woman's World is the most popular of all with sales figures of around 9 million per issue. Woman's World is the thinnest of all, with only 55 pages and Internationale is the thickest of all with a staggering 200 per issue.

UNIT 14: Pronouns - Possessives - Demonstratives - Quantifiers

1

1 it, They, it
2 she, it, She, it
3 they, him, He, them
4 she, him, She, he
5 I/we, it, I/we, it
6 He, it, He, it

2

2 it, it
3 There, it
4 It
5 There

3

2 it
3 it
4 one
5 one
6 it
7 one

4

1 their
2 my, mine
3 her
4 His
5 yours
6 Their, mine/ours
7 your, hers
8 your, his

5

2 It's
3 it's
4 It's
5 its
6 its

6

2 my
3 her
4 your
5 the
6 the

7

2 her own
3 of my own
4 your own
5 my own
6 of his own
7 their own
8 of its own

8

2 the manager of the restaurant
3 the women's shoes
4 the results of the test
5 my daughters' bicycles
6 the assistant manager's secretary
7 the corner of the room
8 their parents' house
9 the back of the classroom
10 William's shoes
11 an hour's walk
12 Jim's partner
13 the streets of Rome
14 the headquarters of the UN **OR** (The UN's headquarters)

9

2 It is two hours' drive to the airport.
3 They will get their exam results in six weeks' time.
4 I look after James and Karen's children.
5 I received the letter in yesterday's post.
6 It's autumn. The leaves of the tree are falling off.
7 Graham never listens to his doctor's advice.
8 Are you going to Jane and Paula's party?
9 He has never done a hard day's work in his life.
10 At the moment I'm staying with a friend of mine.
11 I think I'll order today's special.
12 The man knocked on the door of the house.
13 The ticket inspector looked at the people's tickets.
14 Mrs Jones' and Miss Smith's cars are being serviced.
15 This month's target is two million sales.

10

2 himself
3 herself
4 themselves
5 himself
6 themselves
7 themselves
8 himself

11

2 SA: Did Susan paint that picture for Lee?
SB: No, she painted it for herself.
3 SA: Did Mum and Dad book these tickets for us?
SB: No, they booked them for themselves.
4 SA: Is John making that table for you?
SB: No, he's making it for himself.
5 SA: Did you find a dress for Jackie?
SB: No, but I found one for myself.

12

2 herself
3 myself
4 ourselves
5 each other/one another
6 themselves
7 each other/one another
8 itself
9 yourself
10 yourselves
11 each other/one another
12 each other/one another
13 himself
14 yourself
15 each other/one another
16 myself
17 yourself
18 myself
19 herself

13

2 that
3 these
4 This
5 those
6 That

14

2 SA: Did you get any vegetables?
SB: No, I didn't. Will you get some for me?
3 SA: Did you get any fruit?
SB: No, I didn't. Will you get some for me?
4 SA: Did you get any envelopes?
SB: No, I didn't. Will you get some for me?
5 SA: Did you get any stamps?
SB: No, I didn't. Will you get some for me?
6 SA: Did you get any coffee?
SB: No, I didn't. Will you get some for me?
7 SA: Did you get any milk?
SB: No, I didn't. Will you get some for me?
8 SA: Did you get any strawberries?
SB: No, I didn't. Will you get some for me?

15

- SA: Is there any food on the table?
SB: No, there isn't any.
- SA: Are there any flowers in the vase?
SB: Yes, there are some.

- SA: Are there any books on the table?
  SB: Yes, there is one.
- SA: Is there any furniture in the room?
  SB: Yes, there is some.
- SA: Are there any women in the room?
  SB: No, there aren't any.
- SA: Are there any armchairs in the room?
  SB: No, there aren't any.
- SA: Are there any plates on the table?
  SB: No, there aren't any.

16

2 something
3 somewhere
4 nothing
5 anywhere
6 no one
7 some
8 any
9 no
10 something
11 nothing
12 anything

17

2 someone/somebody
3 no
4 somewhere
5 anywhere
6 something
7 anything
8 nowhere
9 any
10 no one/nobody
11 anyone/anybody
12 some

18

2 Anyone/Anybody
3 anything
4 Any
5 any
6 Anywhere
7 Anyone/Anybody

19

3 SA: Who's watching TV at the moment?
SB: Everyone is watching TV at the moment.
4 SA: Who's taking the exam today?
SB: Everyone is taking the exam today.
5 SA: What needs to be typed?
SB: Everything needs to be typed.
6 SA: Who's coming to dinner tomorrow?
SB: Everyone's coming to dinner tomorrow.
7 SA: What's the matter with Anne?
SB: Everything is the matter with Anne.
8 SA: What must be cleaned?
SB: Everything must be cleaned.

20

2 Everyone/Everybody is enjoying
3 everyone/everybody is smiling
4 every ... visits
5 Everything went
6 everyone/everybody is waiting
7 everywhere was

21

2 B
3 B
4 C
5 A
6 C
7 B
8 C
9 A

22

2 any
3 everyone/everybody
4 everywhere
5 Anyone/Anybody
6 Everything
7 anything
8 everywhere
9 anywhere
10 Every
11 anyone/anybody
12 everything

23

2 every
3 every
4 each
5 every
6 each
7 every
8 each
9 every
10 Each

24

2 How much
3 How many
4 How much
5 How much
6 How much
7 How many

25

2 much
3 a lot of
4 a lot of
5 much
6 many
7 many
8 much
9 many

26

2 too many
3 too much
4 too much
5 too many
6 too many
7 too much

27

3 SA: Did you buy much flour?
SB: No, just a little.
4 SA: Did you buy many flowers?
SB: No, just a few.
5 SA: Did you buy many magazines?
SB: No, just a few.
6 SA: Did you buy much coffee?
SB: No, just a little.
7 SA: Did you buy much butter?
SB: No, just a little.
8 SA: Did you buy many napkins?
SB: No, just a few.
9 SA: Did you buy much bread?
SB: No, just a little.

28

2 a little
3 a few
4 very few
5 very little
6 very few
7 very little
8 a few
9 a little
10 a few

29

2 few
3 many
4 much
5 little
6 few
7 little

30

2 Well, you could make either./Well, you could make both.
3 Well, you could buy either./Well, you could buy both.
4 Well, you could plant either./Well, you could plant both.
5 Well, we could take either./Well, we could take both.

6 Well, you could paint either./Well, you could paint both.
7 Well, we could have either./Well, we could have both.
8 Well, you could get either./Well, you could get both.

31

2 Neither
3 either
4 Neither
5 neither

32

2 none
3 both
4 either
5 all
6 all
7 Neither
8 both
9 all
10 none
11 both
12 all
13 either

33

2 B 3 A 4 A 5 A 6 C

34

2 Both Marion and Linda like swimming.
3 Neither Carol nor Anne goes to the gym.
4 Both Fiona and Angela have got curly hair.
5 Either John or I will go to the shop.
6 Either Claire or Simon is going to pick the children up.
7 Neither Colin nor Jane knows how to drive.
8 Either my sister or my father is making dinner.
9 Both Ben and Adam want to buy a bicycle.
10 Either Sam or Paul cut the grass.
11 Either Mary or I am going to take the dog for a walk.

35

2 us, we
3 Theirs
4 its
5 hers
6 yours
7 him
8 mine
9 themselves
10 She
11 myself
12 Yours
13 He

36

2 much/any
3 some/a little
4 a few
5 something
6 a lot/lots
7 many
8 anything
9 nothing

Prepositions

37

2 about
3 for
4 between
5 of
6 towards
7 of
8 of
9 on
10 of

Phrasal Verbs

38

2 down
3 up
4 after
5 off
6 over
7 off
8 away

39

2 C 4 B 6 C 8 B
3 A 5 A 7 A 9 A

40

2 Mr Brown has had his house decorated recently.
3 Simon is having his book published next month.
4 Cindy had her kitchen window broken in the storm.
5 Mrs Andrews is having her car repaired at the moment.
6 Daniel will have his new CD released soon.
7 Celia has her flat cleaned every week by Mrs O'Donnell.
8 Anna had her purse stolen while she was shopping.

Oral Activity

- Both of the houses have large gardens./Both Oak Cottage and Ivy House have large gardens.
- Neither of the houses has a garage./have garages./Neither Oak Cottage nor Ivy House has a garage.
- Both of the houses have four bedrooms./ Both Oak Cottage and Ivy House have four bedrooms.
- Neither of the houses is/are on a main road./Neither Oak Cottage nor Ivy House is on a main road.
- Both of the houses have real fireplaces./Both Oak Cottage and Ivy House have real fireplaces.

Writing Activity

(Suggested answer)

... have large gardens, although neither of them has a garage. Both houses also have four bedrooms and real fireplaces. What is more, neither of the two houses is on a main road.

UNIT 15: Questions and Answers

1

2 Do they live in London? Yes, they do.
3 Can she play the piano? No, she can't.
4 Does the film start at nine o'clock? Yes, it does.
5 Did you/I have an English lesson last night? Yes, I/you did.
6 Has she got blue eyes? Yes, she has.
7 Did we/they want to go to the beach? No, we/they didn't.
8 Should he follow the doctor's advice? Yes, he should.

2

2 Didn't Claire invite you to her party?
3 Don't you enjoy watching horror films?
4 Haven't you finished your homework yet?
5 Can't she go to town on her own?
6 Doesn't he know where we live?
7 Hasn't Sue done the shopping for you?
8 Didn't he give you any details?

3

2 Where
3 Who
4 How often
5 When
6 how many

4

2 When
3 Where
4 How long
5 Whose
6 How often
7 What
8 Who
9 What time
10 How many
11 Why
12 How much

5

2 Which
3 How
4 How
5 What
6 Which
7 How
8 What

6

2 How much does a mature male tiger weigh?
3 What colour are tigers?
4 Where do tigers live?
5 Which tigers/types of tiger are extinct?
6 Which/What animals do tigers eat?/What do tigers eat?
7 When can tigers produce young?
8 How many cubs do tigers have at a time?
9 How long do tigers live?
10 Why are tigers hunted?/What are tigers hunted for?

7

2 Where does she live?
3 How long has she lived there?
4 What is her job?/What does she do?
5 How does she travel to work (every day)?
6 What is her husband's name?
7 How many dogs do they have/have they got?
8 What does she love to do (every evening/in her free time)?
9 When does she take the dogs for long walks?
10 What hobbies does she have?/What are her hobbies?
11 What is her favourite hobby?
12 Why does Jean think (that) this hobby is good/ cooking is a good hobby?

8

3 What is Rachel writing?
4 Who is writing a letter?
5 Who likes this car?
6 What does Brian like?/Which car does Brian like?
7 What did Dad break?
8 Who broke the window?
9 Who will make a birthday cake?
10 What will Mother make?
11 Who is going to bake some biscuits?
12 What is Robin going to bake?

9

2 What is James listening to?
3 What is Sharon waiting for?
4 What were the boys talking about?
5 Who has she got a letter from?
6 What is Martin thinking about?
7 Who does this jacket belong to?
8 Who was Pauline married to?

10

2 a) wrote four/the letters
b) letters did Steven write
3 a) is going to wash the car
b) is Teresa going to wash
4 a) visited John in hospital yesterday
b) did Kate visit in hospital yesterday
5 a) (new) CD has David taken
b) has taken Frank's new CD
6 a) is going to the cinema tonight
b) is Alice going tonight

11

2 why there are no buses today?
3 who won the star prize?
4 if/whether the window cleaner came today?
5 how much this vase costs?

6 how they know the results already?
7 what the time is?/what time it is?
8 if/whether the shops are open tomorrow?

12

2 Do you know/Can/Could you tell me/Have you any idea what time it starts?
3 Do you know/Can/Could you tell me/Have you any idea how much the tickets are/cost?
4 Do you know/Can/Could you tell me/Have you any idea if/whether I can collect the tickets later?

13

2 No, I'm afraid not.
3 Yes, I believe so.
4 No, I don't think so./I think not.
5 Yes, I expect so.
6 Yes, I suppose so.
7 No, I suppose not/I don't suppose so.
8 Yes, I hope so.

14

1 did you, didn't I
2 don't you, have you
3 will you, haven't I, didn't I

15

2 will you, I won't
3 isn't she, she is
4 haven't you, I have
5 does she, she doesn't
6 didn't they, they did
7 isn't it, it is
8 haven't they, they haven't
9 do you, I don't
10 doesn't he, he doesn't
11 does she, she doesn't
12 wasn't it, it was
13 hasn't she, she has
14 doesn't she, she does
15 isn't there, there isn't
16 is she, she is
17 hasn't she, she has
18 isn't he, he isn't
19 didn't they, they did

16

2 isn't there ↘
3 hasn't she ↘
4 won't he ↘
5 aren't they ↗
6 don't you ↘
7 don't you ↗
8 didn't they ↗
9 don't they ↘
10 isn't she ↘

Prepositions

17

2 to, for
3 for
4 with
5 into
6 with
7 of
8 about
9 of

Phrasal Verbs

18

2 turned up
3 turn ... down
4 turns out
5 turned on
6 turns up
7 turned ... up
8 turn down

19

2 does not/doesn't pass, will she do
3 found, would you spend
4 had not/hadn't met
5 shall/will we say, asks
6 were not/weren't working, would you do
7 had not/hadn't stopped
8 worked, would want

20

2 needn't
3 must
4 Can
5 mustn't
6 Shall
7 could
8 Will

Oral Activity

2 SA: Which/What subject did you study?
SB: I studied Mathematics.
3 SA: How long did your/the course last?
SB: It lasted for three years.
4 SA: How many companies have you worked for?
SB: I have worked for two companies.
5 SA: How did you hear about this job?
SB: I saw an advertisement in the newspaper.
6 SA: Why do you want to work here?
SB: Because I have heard good things about the company.
7 SA: How much do you expect to be paid?
SB: I expect to be paid about £20,000 a year.
8 SA: When would/will you be able to start?
SB: I would/will be able to start next month.

Writing Activity

(Suggested answers)

Mrs P: Can you drive a car?
Miss L: Yes, I can.
Mrs P: Can you speak any foreign languages?
Miss L: Yes, I can speak French and German.
Mrs P: Can you use a computer?
Miss L: Yes, I can.
Mrs P: Where do you live?
Miss L: I live very near to this office.
Mrs P: What do you enjoy doing in your spare time?
Miss L: I enjoy reading and going out with friends.
Mrs P: Do you work well under pressure?
Miss L: Yes, I think I work very well under pressure.

UNIT 16: Prepositions - Linking Words

1

2 at
3 at
4 at
5 on
6 at
7 at
8 in
9 at
10 in
11 on
12 on
13 at/in
14 on
15 at
16 on
17 at
18 in
19 in

2

2 in the library
3 at the theatre
4 in the café
5 at the police station
6 in the park

3

2 on, between
3 round
4 up
5 under
6 in
7 among
8 towards
9 behind
10 on

4

2 past
3 across
4 down
5 in
6 towards
7 through
8 round
9 out of
10 onto
11 round
12 into

5

2 at
3 in
4 on
5 on
6 on
7 on
8 on, at

6

2 over
3 In front of
4 on
5 under
6 Opposite
7 next to
8 in

7

2 from ... to
3 along
4 across
5 out of
6 below
7 above
8 against
9 outside
10 past

8

2 in, above
3 on
4 under
5 in front of
6 at
7 behind
8 on
9 near
10 through

9

A 2 through 3 inside

B 1 to 2 next to/by/beside/at 3 on

C 1 on/in 2 round 3 through

D 1 under 2 into/in 3 between

E 1 at 2 in/inside 3 above/over 4 on

10

2 off
3 next to
4 through
5 opposite
6 in

11

2 on my birthday
3 in the morning
4 At Easter
5 in 1066
6 at the weekend
7 on Tuesdays
8 In the 60's
9 at lunchtime
10 in ten minutes
11 In prehistoric times
12 at the moment

12

2 on
3 in
4 –
5 in
6 in
7 –
8 from ... to/till/until
9 in
10 on

13

2 at
3 to
4 under
5 across
6 in
7 near
8 on

14

2 A
3 C
4 B
5 A
6 C
7 C
8 A

15

2 over
3 towards
4 past
5 through
6 out of
7 to

16

2 A
3 B
4 C
5 A
6 C
7 B
8 A
9 A
10 B

17

2 so
3 However
4 in order to
5 Although
6 when
7 such as
8 In conclusion
9 but
10 as long as
11 while
12 apart from

18

2 He put on his coat, then (he) went outside.
3 She started to make the dinner as soon as he got home./As soon as he got home, he started to make the dinner.
4 They had lunch. After that, they watched television.
5 Susie is very beautiful. What is more, she is extremely intelligent.

6 Although Mark missed the bus, he got to work on time./Mark got to work on time although he missed the bus.
7 It was cold, so we lit a fire.
8 Jane works very hard, whereas Carol is lazy.
9 He went to the doctor's because he had the flu./Because he had the flu, he went to the doctor's.
10 I like Martin. However, he can be annoying at times.

2 who
3 and
4 In addition
5 However
6 due to
7 so
8 then

2 We decided to go to the beach because it was a lovely day./Because it was a lovely day, we decided to go to the beach.
3 I went to work today, even though I felt ill./Even though I felt ill, I went to work today.
4 Many people own computers these days since they are very useful machines.
5 Ice hockey is an exciting sport. On the other hand, it can be very dangerous.
6 Dogs can be obedient pets. For example, they come to you when you call them.

2 She is very friendly as well as (being) kind./She is very friendly. Furthermore she is kind.
3 Tom is studying hard because/as he has to take his exams next week./Because/As Tom has to take his exams next week, he is studying hard./Tom has to take his exams next week, so he is studying hard.
4 They were wearing T-shirts even though/ although it was cold outside./Even though/ Although it was cold outside, they were wearing T-shirts.
5 It was raining, so I took my umbrella with me./I took an umbrella with me because/ as it was raining./Because/As it was raining, I took an umbrella with me.
6 Our new house is big. Furthermore, it is very beautiful./As well as being big, our new house is very beautiful./Our new house is big as well as (being) very beautiful.
7 He put the kettle on as/because he wanted a cup of tea./He wanted a cup of tea, so he put the kettle on.
8 Although/Even though she has a lot of problems, she is always cheerful./She is always cheerful even though she has a lot of problems.

a 2 which
3 Furthermore
4 and
5 Finally
6 On the whole

b 1 To begin with
2 because
3 Moreover
4 However
5 After that
6 and

A 2 Furthermore
3 so
4 Finally
5 whereas

B 1 To begin with
2 As a result
3 Moreover
4 due to
5 To sum up
6 apart from

C 1 Because of
2 In addition
3 Although
4 since

2 I'll help you so long as I have enough time.
3 They were tired due to the fact that they had been working hard all day.
4 Don't open the oven door until the cake is cooked.
5 At last, they reached the top of the mountain.
6 They all enjoyed the party apart form Alice, who had a headache.
7 In short, the day was a huge success.
8 That's the book that you gave me for my birthday.
9 Jim is very generous. For instance, he often gives his family presents.
10 I got some money from the bank in order that I could pay the bills.

2	C	4	C	6	A	8	A	10	B
3	A	5	B	7	C	9	B		

A 2 so
3 Moreover/In addition (to this/that)/What is more/Also/Furthermore/Besides this/ that/As well as this/that
4 as/because/since/due to the fact that
5 Finally/Lastly

B 1 Firstly/First (of all)/To start/begin with
2 Secondly/Second/Besides this/that/ Moreover/What is more/In addition to that/Furthermore
3 as/because/since/due to the fact that
4 On the other hand/However
5 so as to/to/in order to

Prepositions

27

2	for	5	with	8	at/by
3	from	6	with	9	for
4	to	7	with	10	to

Phrasal Verbs

28

2	for	4	out	6	over
3	off	5	in		

29

2	–	7	a	12	the
3	the	8	the	13	–
4	the	9	–	14	the
5	the	10	an	15	a
6	The	11	an	16	an

30

2	B	4	B	6	A
3	B	5	A	7	B

Revision 4 (Units 1 - 16)

1

2	C	9	B	16	B	23	C	30	B
3	C	10	A	17	C	24	B	31	A
4	A	11	B	18	C	25	A	32	B
5	B	12	C	19	A	26	B	33	C
6	B	13	C	20	A	27	A	34	C
7	A	14	A	21	C	28	C	35	A
8	C	15	A	22	B	29	A		

2

2 How long have we/you been waiting?
3 Where are Paul and Tom going?
4 How old is the baby?
5 Where have the Browns been?
6 Where is Sally?
7 What does Jack do on Sunday afternoons?
8 When does Dad listen to the radio?

3

2	from	5	up	8	in
3	beside	6	outside	9	round
4	at	7	through	10	between

4

2	for	5	to	8	with
3	into	6	of	9	of
4	about	7	of	10	for

5

2	for	5	down	8	down
3	up	6	up	9	down
4	out	7	off	10	for

6

2 isn't as/so happy as
3 was written
4 don't have to help
5 the most beautiful flowers
6 as many friends as
7 wish I had
8 the soonest
9 the taller
10 in case it
11 first time he's flown
12 have not been
13 to be washed
14 too long for me

Progress Test 1 (Units 1 - 2)

1

1	A	5	B	9	A	13	C	17	B
2	B	6	C	10	B	14	C	18	A
3	A	7	B	11	A	15	C	19	C
4	C	8	C	12	B	16	A		

2

20 the first time she has/'s
21 is it since you
22 story I have/'ve ever
23 time I ate fish
24 ago did he start
25 has been learning Japanese
26 are still playing
27 had arrived before we started
28 since you saw

3

29 often go
30 practises
31 were playing
32 took
33 is opening/is going to open/will open
34 had already started
35 have been driving
36 had been standing
37 are showing
38 is seldom
39 is repairing
40 have just moved

Progress Test 2 (Units 3 - 4)

1

1	C	4	A	7	A	10	C	13	C
2	A	5	C	8	B	11	B	14	A
3	B	6	B	9	C	12	B		

2

15 to open
16 to play
17 listen
18 going
19 Walking
20 to buy
21 going
22 phone
23 complaining
24 to find
25 to put
26 shopping
27 to speak
28 having
29 to build
30 have
31 to be
32 to start

3

33 dangerous to play
34 is not/isn't big enough
35 too difficult for me
36 were made to tidy
37 is allowed to talk
38 to be tidied
39 useful to save
40 were made to do

Progress Test 3 (Units 5 - 6)

1

1	C	5	A	9	B	13	A	17	C
2	B	6	C	10	B	14	A	18	B
3	A	7	C	11	B	15	C	19	B
4	A	8	C	12	B	16	C		

2

20 Was this picture painted by Molly?
21 That house wasn't bought by them.
22 All of these cakes have been made by Sophie.
23 Must those letters be written tonight?
24 I felt as though I was being watched.
25 Were you sent a parcel?/Was a parcel sent to you?
26 It is said that he is very rich./He is said to be very rich.
27 The garden won't be tidied this afternoon.
28 Mike had been bought a present by Cathy./A present had been bought for Mike by Cathy.
29 Has the grass been cut yet?

3

30 mustn't open
31 may have gone
32 was elected
33 was written by
34 should go to bed
35 will be fired
36 doesn't like being
37 could have left early
38 were lost
39 don't have to work
40 was covered with

Progress Test 4 (Units 7 - 8)

1

1	C	4	A	7	B	10	B	13	A
2	B	5	C	8	C	11	C	14	B
3	A	6	B	9	A	12	A		

2

15 by the time
16 during
17 as soon as
18 to
19 in order not to
20 in case
21 until
22 by
23 to
24 as
25 so as not to
26 before
27 so that
28 for
29 unless
30 providing

3

31 She got up early since it was a beautiful day./Since it was a beautiful day, she got up early.
32 If I were you, I would ask for some help./I would ask for some help if I were you.
33 She laughed as the joke was funny./As the joke was funny, she laughed.
34 He didn't make friends easily as he was shy./As he was shy, he didn't make friends easily.
35 I'll get the bus home unless you call me./Unless you call me, I'll get the bus home.
36 They stayed indoors because it was very cold./Because it was very cold, they stayed indoors.
37 The reason why he didn't have time for breakfast was that he was late.
38 He couldn't go to work, due to the fact that he was ill./Due to the fact that he was ill, he couldn't go to work.
39 If he hadn't been late, he would have heard the news./He would have heard the news if he hadn't been late.
40 The reason for her going to bed early was that she was tired./The fact that she was tired was the reason for her going to bed early.

Progress Test 5 (Units 9 - 10)

1

1	C	5	B	9	B	13	C	17	B
2	A	6	C	10	C	14	C	18	A
3	A	7	B	11	B	15	A	19	C
4	C	8	C	12	B	16	A	20	A

2

21 Mike told me (that) he was going to a party that night.
22 Chris asked Terry if/whether he was busy then.
23 The teacher told John to put his hand down.
24 The police officer ordered them not to move.
25 Gillian suggested going for a walk./that they should go for a walk.
26 Alison asked the girl to give her the box.
27 Barbara told us (that) she had booked a table at the restaurant.
28 The old woman asked her why she was hiding.
29 Lisa suggested going out that night.
30 He begged them to let him go.

3

31 complained to her of feeling
32 woman who sold me
33 threatened to punish me
34 the city where he was
35 accused her sister of taking
36 whose parents run
37 reminded me to take
38 which explains why he is
39 suggested going
40 the book that

Progress Test 6 (Units 11 - 12)

1

1	B	4	C	7	C	10	C	13	A
2	A	5	C	8	C	11	B	14	A
3	B	6	B	9	B	12	B	15	C

2

16	is	21	are	26	a
17	are	22	the	27	The
18	are	23	are	28	an
19	–	24	are	29	–
20	are	25	–	30	The

3

31 Jim has had his dog treated for fleas.
32 Sarah has had her clothes mended.
33 Helen will have her wedding dress made by a famous designer.
34 The Browns are having their new furniture delivered this afternoon.
35 Tom has just had his computer repaired.
36 Sam has his teeth checked twice a year.
37 I have my hair cut every five weeks.
38 Jason will have his house painted next week.
39 Caroline had her book published last year.
40 Tina is having her car serviced at the moment.

Progress Test 7 (Units 13 - 14)

1

1	B	5	B	9	C	13	B	17	B
2	A	6	B	10	C	14	A	18	B
3	C	7	C	11	B	15	C	19	A
4	B	8	C	12	A	16	C	20	C

2

21 the smallest
22 further
23 the funniest
24 the best
25 younger than
26 better than
27 the most boring
28 cleverer than/ more clever than
29 prettier than
30 more interesting than

3

31 isn't as/so tall as
32 Kate and John like
33 as many letters as
34 is less friendly than
35 the silliest story
36 in a nervous manner/way
37 the most independent girl
38 the loudest
39 the more scared
40 nor Lee goes

Progress Test 8 (Units 15 - 16)

1

1	B	5	B	9	B	13	B	17	C
2	A	6	B	10	B	14	A	18	C
3	A	7	C	11	B	15	A	19	A
4	C	8	A	12	A	16	A	20	B

2

21 What is Paul riding?
22 Who is riding a bicycle?
23 How often does Stuart go to the dentist's?
24 Whose house did Jack stay at?
25 Who is she writing a letter to?
26 Why are you writing a letter to your cousin?
27 Where is Katie going?
28 How long has he been working here?
29 How much did that dress cost?
30 How did he go home?

3

31 Jack likes football whereas Terry likes basketball.
32 Computers are very useful. For example, you can store a lot of information on them.
33 She wore a coat even though it was warm outside./Even though it was warm outside, she wore a coat.
34 I studied hard because I wanted to pass the exam.
35 He locked the doors since he didn't want to be burgled.
36 I love tea whereas Sarah loves coffee.
37 I had a shower, then I went to bed.
38 Although he didn't have much money, he bought me a present./He bought me a present although he didn't have much money.
39 Simon is tired as well as being ill.
40 We all had a lovely time apart from Peter, who was in a bad mood.

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