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THE WORLD'S BEST-SELLING GRAMMAR BOOK

# ENGLISH GRAMMAR IN USE

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

**with answers**

**Fifth Edition**

---

Raymond Murphy

Experience  
Better  
Learning



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# Thanks

This is the fifth edition of *English Grammar in Use*. I wrote the original edition when I was a teacher at the Swan School of English, Oxford. I would like to repeat my thanks to my former colleagues and students at the school for their help, encouragement and interest at that time.

Regarding the production of this fifth edition, I would like to thank Rebecca Winthrop and Chris Capper.

## **Design & Illustrations**

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# To the student

This book is for students who want help with English grammar. It is written for you to use without a teacher.

The book will be useful for you if you are not sure of the answers to questions like these:

- What is the difference between *I did* and *I have done*?
- When do we use *will* for the future?
- What is the structure after *I wish*?
- When do we say *used to do* and when do we say *used to doing*?
- When do we use *the*?
- What is the difference between *like* and *as*?

These and many other points of English grammar are explained in the book, and there are exercises on each point.

## Level

The book is intended mainly for *intermediate* students (students who have already studied the basic grammar of English). It concentrates on those structures that intermediate students want to use, but that often cause difficulty. Some advanced students who have problems with grammar will also find the book useful.

The book is *not* suitable for elementary learners.

## How the book is organised

There are 145 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of *the*) are covered in more than one unit. For a list of units, see the *Contents* at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is an Answer Key for you to check your answers to the exercises (page 336).

There are also seven *Appendices* at the back of the book (pages 292–301). These include irregular verbs, summaries of verb forms, spelling, and American English.

Finally, there is a detailed *Index* at the back of the book (page 373).

## How to use the book

The units are not in order of difficulty, so it is not intended that you work through the book from beginning to end. Every learner has different problems, and you should use this book to help you with the grammar that *you* find difficult.

It is suggested that you work in this way:

- Use the *Contents* and/or *Index* to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the *Study guide* on page 326.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the *Key*.
- If your answers are not correct, study the left-hand page again to see what went wrong.

You can, of course, use the book simply as a reference book without doing the exercises.

### **Additional exercises**

At the back of the book there are *Additional exercises* (pages 302–325). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 16 brings together grammar points from Units 26–36. You can use these exercises for extra practice after you have studied and practised the grammar in the units concerned.

### **ebook**

An ebook version of *English Grammar in Use* is also available to buy.

# To the teacher

*English Grammar in Use* was written as a self-study grammar book, but teachers may also find it useful as additional course material in cases where further work on grammar is necessary.

The book will probably be most useful at middle- and upper-intermediate levels (where all or nearly all of the material will be relevant), and can serve both as a basis for revision and as a means for practising new structures. It will also be useful for some more advanced students who have problems with grammar and need a book for reference and practice. The book is not intended to be used by elementary learners.

The units are organised in grammatical categories (*Present and past, Articles and nouns, Prepositions etc.*). They are not ordered according to level of difficulty, so the book should not be worked through from beginning to end. It should be used selectively and flexibly in accordance with the grammar syllabus being used and the difficulties students are having.

The book can be used for immediate consolidation or for later revision or remedial work. It might be used by the whole class or by individual students needing extra help. The left-hand pages (explanations and examples) are written for the student to use individually, but they may of course be used by the teacher as a source of ideas and information on which to base a lesson. The student then has the left-hand page as a record of what has been taught and can refer to it in the future. The exercises can be done individually, in class or as homework. Alternatively (and additionally), individual students can be directed to study certain units of the book by themselves if they have particular difficulties not shared by other students in their class. Don't forget the *Additional exercises* at the back of the book (see **To the student**).

## **English Grammar in Use Fifth Edition**

This is a new edition of English Grammar in Use. The differences between this edition and the fourth edition are:

- Much of the material has been revised or reorganised, and in most units there are changes in the examples, explanations and exercises.
- The book has been redesigned with new, updated illustrations.
- There is a new ebook available with all the contents of the book as well as audio, access to a dictionary and more.

An edition of English Grammar in Use without the Key is also available. Some teachers may prefer to use this with their students.

# ENGLISH GRAMMAR IN USE



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# Present continuous (I am doing)

**A**

Study this example situation:

Sarah is in her car. She is on her way to work.  
She's **driving** to work. (= She **is driving** ...)

This means: she is driving *now*, at the time of speaking.  
The action is not finished.

**am/is/are + -ing** is the *present continuous*:

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

**B**

**I am doing** something = I started doing it and I haven't finished; I'm in the middle of doing it.

- Please don't make so much noise. I'm **trying** to work. (*not* I try)
- 'Where's Mark?' 'He's **having** a shower.' (*not* He has a shower)
- Let's go out now. It **isn't raining** any more. (*not* It doesn't rain)
- How's your new job? **Are** you **enjoying** it?
- What's all that noise? **What's going** on? or **What's happening**?

Sometimes the action is not happening at the time of speaking. For example:

Steve is talking to a friend on the phone. He says:



I'm reading a really good book at the moment.  
It's about a man who ...

Steve says '**I'm reading** ...' but he is *not* reading the book at the time of speaking.

He means that he has started reading the book, but has not finished it yet. He is in the middle of reading it.

Some more examples:

- Kate wants to work in Italy, so she's **learning** Italian.  
(but perhaps she isn't learning Italian at the time of speaking)
- Some friends of mine **are building** their own house. They hope to finish it next summer.

**C**

You can use the present continuous with **today / this week / this year** etc. (periods around now):

- A: You're **working** hard **today**. (*not* You work hard today)
- B: Yes, I have a lot to do.
- The company I work for **isn't doing** so well **this year**.

**D**

We use the present continuous when we talk about a change that has started to happen. We often use these verbs in this way:

**getting, becoming**  
**starting, beginning**

**changing, improving**  
**increasing, rising, falling, growing**

- Is your English **getting** better? (*not* Does your English get better)
- The population of the world **is increasing** very fast. (*not* increases)
- At first I didn't like my job, but I'm **starting** to enjoy it now. (*not* I start)

# Exercises

## 1.1 What's happening in the pictures? Choose from these verbs:

cross hide scratch take tie wave



1 She's taking a picture.

2 He is tying a shoelace.

3 they are crossing the road.

4 He is scratching his head.

5 She is hiding behind a tree.

6 They are waving to somebody.

## 1.2 The sentences on the right follow those on the left. Which sentence goes with which?

- 1 Please don't make so much noise.
- 2 We need to leave soon.
- 3 I don't have anywhere to live right now.
- 4 I need to eat something soon.
- 5 They don't need their car any more.
- 6 Things are not so good at work.
- 7 It isn't true what they say.
- 8 We're going to get wet.

- a I'm getting hungry.
- b They're lying.
- c It's starting to rain.
- d They're trying to sell it.
- e It's getting late.
- f I'm trying to work.
- g I'm staying with friends.
- h The company is losing money.

- 1 f
- 2 e
- 3 g
- 4 a
- 5 d
- 6 h
- 7 b
- 8 c

## 1.3 Write questions. Use the present continuous.

- 1 What's all that noise? **What's happening?** (what / happen?)
- 2 What's the matter? ..... (why / you / cry?)
- 3 Where's your mother? ..... (she / work / today?)
- 4 I haven't seen you for ages. ..... (what / you / do / these days?)
- 5 Amy is a student. ..... (what / she / study?)
- 6 Who are those people? ..... (what / they / do?)
- 7 I heard you started a new job. ..... (you / enjoy / it?)
- 8 We're not in a hurry. ..... (why / you / walk / so fast?)

## 1.4 Put the verb into the correct form, positive (**I'm doing** etc.) or negative (**I'm not doing** etc.).

- 1 Please don't make so much noise. **I'm trying** (I / try) to work.
- 2 Let's go out now. **It isn't raining** (it / rain) any more.
- 3 You can turn off the radio. ..... (I / listen) to it.
- 4 Kate phoned last night. She's on holiday with friends. ..... (She / have) a great time and doesn't want to come back.
- 5 Andrew started evening classes recently. ..... (He / learn) Japanese.
- 6 Paul and Sarah have had an argument and now ..... (they / speak) to one another.
- 7 The situation is already very bad and now ..... (it / get) worse.
- 8 Tim ..... (work) today. He's taken the day off.
- 9 ..... (I / look) for Sophie. Do you know where she is?
- 10 The washing machine has been repaired. ..... (It / work) now.
- 11 ..... (They / build) a new hospital. It will be finished next year.
- 12 Ben is a student, but he's not very happy. ..... (He / enjoy) his course.
- 13 ..... (The weather / change). Look at those clouds. I think it's going to rain.
- 14 Dan has been in the same job for a long time. ..... (He / start) to get bored with it.

# Present simple (I do)

**A**

Study this example situation:



Alex is a bus driver, but now he is in bed asleep.  
He is not driving a bus. (He is asleep.)

*but* He **drives** a bus. He is a bus driver.

**drive(s), work(s), do(es)** etc. is the *present simple*:

I/we/you/they	<b>drive/work/do</b> etc.
---------------	---------------------------

he/she/it	<b>drives/works/does</b> etc.
-----------	-------------------------------

**B**

We use the present simple to talk about things in general. We use it to say that something happens all the time or repeatedly, or that something is true in general:

- Nurses **look** after patients in hospitals.
- I usually **go** away at weekends.
- The earth **goes** round the sun.
- The cafe **opens** at 7.30 in the morning.

We say:

I <b>work</b>	<i>but</i>	he <b>works</b>
they <b>teach</b>	<i>but</i>	my sister <b>teaches</b>

you <b>go</b>	<i>but</i>	it <b>goes</b>
I <b>have</b>	<i>but</i>	he <b>has</b>

For spelling (-s or -es), see Appendix 6.

**C**

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

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

- I come from Canada. Where **do** you **come** from?
- I **don't go** away very often.
- What **does** this word **mean**? (*not* What means this word?)
- Rice **doesn't grow** in cold climates.

In the following examples, **do** is also the main verb (do you **do** / doesn't **do** etc.):

- 'What **do** you **do**?' 'I work in a shop.'
- He's always so lazy. He **doesn't do** anything to help.

**D**

We use the present simple to say how often we do things:

- I **get up** at 8 o'clock **every morning**.
- How often** **do** you **go** to the dentist?
- Julie **doesn't drink** tea **very often**.
- Robert usually **goes** away **two or three times a year**.

**E**

**I promise / I apologise** etc.

Sometimes we do things by saying something. For example, when you promise to do something, you can say '**I promise** ...'; when you suggest something, you can say '**I suggest** ...':

- I promise** I won't be late. (*not* I'm promising)
- 'What do **you suggest** I do?' 'I **suggest** that you ...'

In the same way we say: **I apologise** ... / **I advise** ... / **I insist** ... / **I agree** ... / **I refuse** ... etc.

# Exercises

## 2.1 Complete the sentences using the following verbs:

**cause(s) close(s) connect(s) go(es) live(s) speak(s) take(s)**

- 1 Tanya speaks German very well.
- 2 Ben and Jack ..... to the same school.
- 3 Bad driving ..... many accidents.
- 4 The museum ..... at 4 o'clock on Sundays.
- 5 My parents ..... in a very small flat.
- 6 The Olympic Games ..... place every four years.
- 7 The Panama Canal ..... the Atlantic and Pacific oceans.

## 2.2 Put the verb into the correct form.

- 1 Julia doesn't drink (not / drink) tea very often.
- 2 What time ..... (the banks / close) here?
- 3 I have a car, but I ..... (not / use) it much.
- 4 Where ..... (Maria / come) from? Is she Spanish?
- 5 'What ..... (you / do)?' 'I'm an electrician.'
- 6 Look at this sentence. What ..... (this word / mean)?
- 7 David isn't very fit. He ..... (not / do) any sport.
- 8 It ..... (take) me an hour to get to work in the morning. How long ..... (it / take) you?

## 2.3 Complete the sentences using these verbs. Sometimes you need the negative.

**believe eat flow go grow make rise tell translate**

- 1 The earth goes round the sun.
- 2 Rice doesn't grow in cold climates.
- 3 The sun ..... in the east.
- 4 Bees ..... honey.
- 5 Vegetarians ..... meat.
- 6 An atheist ..... in God.
- 7 An interpreter ..... from one language into another.
- 8 Liars are people who ..... the truth.
- 9 The River Amazon ..... into the Atlantic Ocean.

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

- 1 You know that Lisa plays tennis. You want to know how often. Ask her.  
How often do you play tennis ?
- 2 Perhaps Lisa's sister plays tennis too. You want to know. Ask Lisa.  
..... your sister ..... ?
- 3 You know that Lisa goes to the cinema a lot. You want to know how often. Ask her.  
..... ?
- 4 You know that Lisa's brother works. You want to know what he does. Ask Lisa.  
..... ?
- 5 You're not sure whether Lisa speaks Spanish. You want to know. Ask her.  
..... ?
- 6 You don't know where Lisa's grandparents live. You want to know. Ask Lisa.  
..... ?

## 2.5 Complete using the following:

**I agree I apologise I insist I promise I recommend I suggest**

- 1 Mr Evans is not in the office today. I suggest you try calling him tomorrow.
- 2 I won't tell anybody what you said. ....
- 3 (in a restaurant) You must let me pay for the meal. ....
- 4 ..... for what I said. I shouldn't have said it.
- 5 The new restaurant in Baker Street is very good. ..... it.
- 6 I think you're absolutely right. ..... with you.

# Present continuous and present simple 1 (I am doing and I do)

## A

Compare:

## present continuous (I am doing)

We use the continuous for things happening at or around the time of speaking.  
The action is not complete.

I am doing		
past	now	future
<input type="checkbox"/> The water <b>is boiling</b> . Be careful.		
<input type="checkbox"/> Listen to those people. What language <b>are they speaking?</b>		
<input type="checkbox"/> Let's go out. It <b>isn't raining</b> now.		
<input type="checkbox"/> 'I'm busy.' 'What <b>are you doing?</b> '		
<input type="checkbox"/> I'm <b>getting</b> hungry. Let's go and eat.		
<input type="checkbox"/> Kate wants to work in Italy, so she's <b>learning</b> Italian.		
<input type="checkbox"/> The population of the world <b>is increasing</b> very fast.		

We use the continuous for *temporary* situations (things that continue for a short time):

- I'm **living** with some friends until I find a place of my own.
- A: You're **working** hard today.  
B: Yes, I have a lot to do.

See Unit 1 for more information.

## present simple (I do)

We use the simple for things in general or things that happen repeatedly.

I do		
past	now	future

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

We use the simple for *permanent* situations (things that continue for a long time):

- My parents **live** in London. They have lived there all their lives.
- Joe isn't lazy. He **works** hard most of the time.

See Unit 2 for more information.

## B

## I always do and I'm always doing

I **always do** something = I do it every time:

- I **always go** to work by car. (not I'm always going)

I'm **always doing** something = I do it too often or more often than normal.

For example:



I'm **always losing** them = I lose them too often, or more often than normal.

- Paul is never satisfied. He's **always complaining**. (= he complains too much)
- You're **always looking** at your phone. Don't you have anything else to do?

# Exercises

## 3.1 Are the underlined verbs OK? Correct them where necessary.

- 1 Water boils at 100 degrees Celsius.
- 2 How often are you going to the cinema?
- 3 Ben tries to find a job, but he hasn't had any luck yet.
- 4 Martina is phoning her mother every day.
- 5 The moon goes round the earth in about 27 days.
- 6 Can you hear those people? What do they talk about?
- 7 What do you do in your spare time?
- 8 Sarah is a vegetarian. She doesn't eat meat.
- 9 I must go now. It gets late.
- 10 'Come on! It's time to leave.' 'OK, I come.'
- 11 Paul is never late. He's always starting work on time.
- 12 They don't get on well. They're always arguing.

OK  
do you go

## 3.2 Put the verb into the correct form, present continuous or present simple.

- 1 a I usually get (I / usually / get) hungry in the afternoon.  
b I'm getting (I / get) hungry. Let's go and eat something.
- 2 a '..... (you / listen) to the radio?' 'No, you can turn it off.'  
b '..... (you / listen) to the radio a lot?' 'No, not very often.'
- 3 a The River Nile ..... (flow) into the Mediterranean.  
b The river ..... (flow) very fast today – much faster than usual.
- 4 a I'm not very active. .... (I / not / do) any sport.  
b What ..... (you / usually / do) at weekends?
- 5 a Rachel is in New York right now. .... (She / stay) at the Park Hotel.  
b ..... (She / always / stay) there when she's in New York.

## 3.3 Put the verb into the correct form, present continuous or present simple.

- 1 Why are all these people here? What's happening (What / happen)?
- 2 Julia is good at languages. .... (She / speak) four languages very well.
- 3 Are you ready yet? ..... (Everybody / wait) for you.
- 4 I've never heard this word. How ..... (you / pronounce) it?
- 5 Kate ..... (not / work) this week. She's on holiday.
- 6 I think my English ..... (improve) slowly. It's better than it was.
- 7 Nicola ..... (live) in Manchester. She has never lived anywhere else.
- 8 Can we stop walking soon? ..... (I / start) to get tired.
- 9 Sam and Tina are in Madrid right now. .... (They / visit) a friend of theirs.
- 10 'What ..... (your father / do)?' 'He's an architect.'
- 11 It took me an hour to get to work this morning. Most days ..... (it / not / take) so long.
- 12 I ..... (I / learn) to drive. My driving test is next month. My father ..... (teach) me.

## 3.4 Finish B's sentences. Use **always -ing**.

- 1 A: I've lost my keys again.  
B: Not again! You're always losing your keys
- 2 A: The car has broken down again.  
B: That car is useless. It .....
- 3 A: Look! You've made the same mistake again.  
B: Oh no, not again! I .....
- 4 A: Oh, I've left my phone at home again.  
B: Typical! .....

# Present continuous and present simple 2 (I am doing and I do)

**A**

We use continuous forms (I'm **waiting**, it's **raining** etc.) for actions and happenings that have started but not finished.

Some verbs (for example, **know** and **like**) are not normally used in this way. We don't say 'I am knowing', 'they are liking'. We say 'I **know**', 'they **like**'.

The following verbs are not normally used in the present continuous:

<b>like</b>	<b>want</b>	<b>need</b>	<b>prefer</b>
<b>know</b>	<b>realise</b>	<b>understand</b>	<b>recognise</b>
<b>believe</b>	<b>suppose</b>	<b>remember</b>	<b>mean</b>
<b>belong</b>	<b>fit</b>	<b>contain</b>	<b>consist</b>
			<b>seem</b>

- I'm hungry. I **want** something to eat. (not I'm wanting)
- Do** you **understand** what I **mean**?
- Anna **doesn't seem** very happy right now.

**B****think**

When **think** means 'believe' or 'have an opinion', we do not use the continuous:

- I **think** Mary is Canadian, but I'm not sure. (not I'm thinking)
- What **do** you **think** of my idea? (= what is your opinion?)

When **think** means 'consider', the continuous is possible:

- I'm **thinking** about what happened. I often **think** about it.
- Nicky **is thinking** of giving up her job. (= she is considering it)

**C****see hear smell taste look feel**

We normally use the present simple (not continuous) with **see/hear/smell/taste**:

- Do** you **see** that man over there? (not are you seeing)
- The room **smells**. Let's open a window.
- This soup **doesn't taste** very good.

You can use the present simple or continuous to say how somebody **looks** or **feels** now:

- You **look** well today. or You're **looking** well today.
- How **do** you **feel** now? or How **are** you **feeling** now?

but

- I usually **feel** tired in the morning. (not I'm usually feeling)

**D****am/is/are being**

You can say **he's being ...**, **you're being ...** etc. to say how somebody is behaving now:

- I can't understand why **he's being** so selfish. He isn't usually like that.  
(**being** selfish = behaving selfishly now)
- 'The path is icy. Don't slip.' 'Don't worry. I'm **being** very careful.'

Compare:

- He never thinks about other people. He's very selfish.  
(= he is selfish generally, not only now)
- I don't like to take risks. I'm a very careful person.

We use **am/is/are being** to say how a person is *behaving* (= doing something they can control) now.

It is not usually possible in other situations:

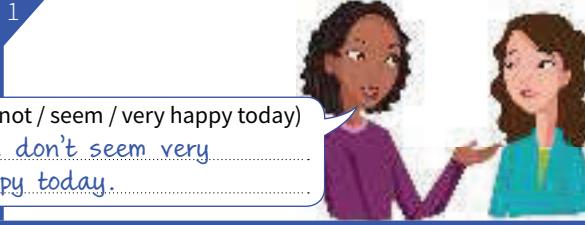
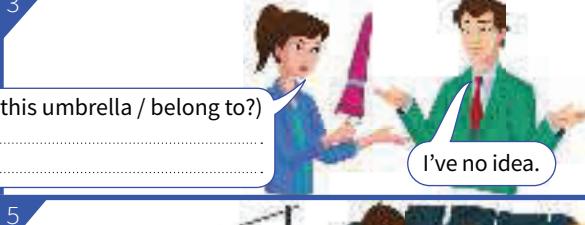
- Sam **is** ill. (not is being ill)
- Are** you tired? (not are you being tired)

# Exercises

## 4.1 Put the verb into the correct form, present continuous or present simple.

- 1 Are you hungry? Do you want (you / want) something to eat?
- 2 Alan says he's 90 years old, but nobody ..... (believe) him.
- 3 She told me her name, but ..... (I / not / remember) it now.
- 4 Don't put the dictionary away. .... (I / use) it.
- 5 Don't put the dictionary away. .... (I / need) it.
- 6 Air ..... (consist) mainly of nitrogen and oxygen.
- 7 Who is that man? What ..... (he / want)?
- 8 Who is that man? Why ..... (he / look) at us?
- 9 Who is that man? ..... (you / recognise) him?
- 10 ..... (I / think) of selling my car. Would you be interested in buying it?
- 11 I can't make up my mind. What ..... (you / think) I should do?
- 12 Gary wasn't well earlier, but ..... (he / seem) OK now.

## 4.2 Use the words in brackets to make sentences.

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

## 4.3 Are the underlined verbs OK? Correct them where necessary.

- 1 Nicky is thinking of giving up her job.
- 2 It's not true. I'm not believing it.
- 3 I'm feeling hungry. Is there anything to eat?
- 4 I've never eaten that fruit. What is it tasting like?
- 5 I'm not sure what she does. I think she works in a shop.
- 6 Look over there. What are you seeing?
- 7 You're very quiet. What are you thinking about?

OK

I don't believe it.

## 4.4 Complete the sentences. Use **is/are being** (continuous) or **is/are** (simple).

- 1 I can't understand why he's being so selfish. He isn't usually like that.
- 2 You'll like Sophie when you meet her. She ..... very nice.
- 3 Sarah ..... very nice to me at the moment. I wonder why.
- 4 They ..... very happy. They've just got married.
- 5 You're normally very patient, so why ..... so unreasonable about waiting ten more minutes?
- 6 Would you like something to eat? ..... hungry?

# Past simple (I did)

**A**

Study this example:

Wolfgang Amadeus Mozart **was** an Austrian musician and composer. He **lived** from 1756 to 1791. He **started** composing at the age of five and **wrote** more than 600 pieces of music. He **was** only 35 years old when he **died**.

**lived/start/wrote/was/died** are all *past simple*

**B**

Very often the past simple ends in **-ed** (*regular verbs*):

- I work in a travel agency now. Before that I **worked** in a department store.
- They **invited** us to their party, but we **decided** not to go.
- The police **stopped** me on my way home last night.
- Laura **passed** her exam because she **studied** very hard.

For spelling (**stopped**, **studied** etc.), see Appendix 6.

But many verbs are *irregular*. The past simple does *not* end in **-ed**. For example:

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

For a list of irregular verbs, see Appendix 1.

**C**

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

I she they	<b>enjoyed</b> <b>saw</b> <b>went</b>	<b>did</b>	you she they	<b>enjoy?</b> <b>see?</b> <b>go?</b>	<b>I</b> <b>she</b> <b>they</b>	<b>didn't</b>	<b>enjoy</b> <b>see</b> <b>go</b>
------------------	---	------------	--------------------	--	---------------------------------------	---------------	---

- I enjoyed the party a lot. **Did** you **enjoy** it?
- How many people **did** they **invite** to the wedding?
- I **didn't buy** anything because I **didn't have** any money.
- 'Did you **go** out?' 'No, I **didn't**'

Sometimes **do** is the main verb in the sentence (did you **do**?, I didn't **do**):

- What **did** you **do** at the weekend? (not What did you at the weekend?)
- I **didn't do** anything. (not I didn't anything)

**D**

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

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

- I **was** annoyed because **they were** late.
- Was the weather** good when **you were** on holiday?
- They weren't** able to come because **they were** so busy.
- I **wasn't** hungry, so I didn't eat anything.
- Did you go out last night or **were you** too tired?

# Exercises

## 5.1 Read what Laura says about a typical working day:



LAURA

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

**Yesterday was a typical working day for Laura. Write what she did or didn't do yesterday.**

- |   |            |                        |    |                                 |
|---|------------|------------------------|----|---------------------------------|
| 1 | She got up | ..... at 7 o'clock.    | 7  | ..... at 5 o'clock.             |
| 2 | She        | ..... a big breakfast. | 8  | ..... tired when ..... home.    |
| 3 | She        | .....                  | 9  | ..... a meal yesterday evening. |
| 4 | It         | ..... to get to work.  | 10 | ..... out yesterday evening.    |
| 5 | .....      | ..... at 8.45.         | 11 | ..... at 11 o'clock.            |
| 6 | .....      | ..... lunch.           | 12 | ..... well last night.          |

## 5.2 Complete the sentences using the following verbs in the correct form:

buy      catch      cost      fall      hurt      sell      spend      teach      throw      write

- 1 Mozart wrote .... more than 600 pieces of music.
- 2 'How did you learn to drive?' 'My father ..... me.'
- 3 We couldn't afford to keep our car, so we ..... it.
- 4 Dave ..... down the stairs this morning and ..... his leg.
- 5 Joe ..... the ball to Sue, who ..... it.
- 6 Kate ..... a lot of money yesterday. She ..... a dress which ..... £100.

## 5.3 You ask James about his holiday in the US. Write your questions.

- 1 YOU: Where did you go ?  
JAMES: To the US. We went on a trip from San Francisco to Denver.
- 2 YOU: How ..... ? By car?  
JAMES: Yes, we hired a car in San Francisco.
- 3 YOU: It's a long way to drive. How long ..... ?  
JAMES: Two weeks. We stopped at a lot of places along the way.
- 4 YOU: Where ..... ? In hotels?  
JAMES: Yes, small hotels or motels.
- 5 YOU: ..... good?  
JAMES: Yes, but it was very hot – sometimes too hot.
- 6 YOU: ..... the Grand Canyon?  
JAMES: Of course. It was wonderful.

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

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

# Past continuous (I was doing)

**A**

Study this example situation:



Yesterday Karen and Joe played tennis. They started at 10 o'clock and finished at 11.30.

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

they **were playing** =

they were in the middle of playing, they had not finished

**was/were + -ing** is the past continuous:

he/she/it	<b>was</b>	<b>playing</b>
we/you/they	<b>were</b>	<b>doing</b> <b>working</b> etc.

**B**

I **was doing** something = I was in the middle of doing it at a certain time. The action or situation started before this time, but had not finished:



- This time last year I **was living** in Hong Kong.
- What **were** you **doing** at 10 o'clock last night?
- I waved to Helen, but she **wasn't looking**.

**C**

Compare I **was doing** (past continuous) and I **did** (past simple):

**I was doing** (= in the middle of an action)

- We **were walking** home when I met Dan. (in the middle of walking home)
- Kate **was watching** TV when we arrived.

**I did** (= complete action)

- We **walked** home after the party last night. (= all the way, completely)
- Kate **watched** TV a lot when she was ill last year.

**D**

You can say that something **happened** (past simple) in the middle of something else (past continuous):

- Matt **phoned** while we **were having** dinner.
- It **was raining** when I **got** up.
- I **saw** you in the park yesterday. You **were sitting** on the grass and **reading** a book.
- I **hurt** my back while I **was working** in the garden.

But we use the past simple to say that one thing happened *after* another:

- I **was walking** along the road when I **saw** Dan. So I **stopped**, and we **talked** for a while.

Compare:

- When Karen arrived, we **were having** dinner. (= we had already started before she arrived)

- When Karen arrived, we **had** dinner. (= Karen arrived, and then we had dinner)

**E**

Some verbs (for example, **know** and **want**) are not normally used in continuous forms (**is + -ing**, **was + -ing** etc.). See Unit 4A for a list of these verbs.

- We **were** good friends. We **knew** each other well. (not we were knowing)
- I **was** enjoying the party, but Chris **wanted** to go home. (not was wanting)

# Exercises

## 6.1 Complete the sentences. Choose from:

<b>was looking</b>	<b>was wearing</b>	<b>wasn't listening</b>	<b>weren't looking</b>
<b>was snowing</b>	<b>was working</b>	<b>were sitting</b>	<b>were you going</b>

- 1 Today Helen is wearing a skirt. Yesterday she ..... trousers.
- 2 'What did he say?' 'I don't know. I .....'
- 3 We ..... at the back of the theatre. We couldn't hear very well.
- 4 This time last year Steve ..... on a farm.
- 5 They didn't see me. They ..... in my direction.
- 6 The weather was bad. It was very cold and it .....
- 7 I saw you in your car. Where ..... ?
- 8 I saw Kate a few minutes ago. She ..... for you.

## 6.2 Which goes with which?

- 1 When I got to the cafe
- 2 We fell asleep
- 3 Amy learnt Italian
- 4 Tom didn't come out with us
- 5 The car began to make a strange noise
- 6 The TV was on
- 7 When I first met Jessica

- a when she was living in Rome.
- b she was working in a clothes shop.
- c when I was driving home.
- d but nobody was watching it.
- e while we were watching a film.
- f my friends were waiting for me.
- g because he wasn't feeling well.

- 1 f.....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....

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



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



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

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

- 1 Jenny ..... (wait) for me when I ..... (arrive) (arrive).
- 2 'What ..... (you / do) at this time yesterday?' 'I was asleep.'
- 3 ' ..... (you / go) out last night?' 'No, I was too tired.'
- 4 How fast ..... (you / drive) when the accident ..... (happen)?
- 5 Sam ..... (take) a picture of me while I ..... (not / look).
- 6 We were in a very difficult position. We ..... (not / know) what to do, so we ..... (do) nothing.
- 7 I haven't seen Alan for ages. When I last ..... (see) him, he ..... (try) to find a job.
- 8 I ..... (walk) along the street when suddenly I ..... (hear) something behind me. Somebody ..... (follow) me. I was scared and I ..... (start) to run.
- 9 When I was young, I ..... (want) to be a pilot. Later I ..... (change) my mind.
- 10 Last night I ..... (drop) a plate when I ..... (do) the washing up. Fortunately it ..... (not / break).

# Present perfect 1 (I have done)

**A**

Study this example situation:



Tom can't find his key.  
He's **lost** his key. (= He **has lost** ...)

he **has lost** his key =  
he lost it and he doesn't have it now

**have lost / has lost** is the *present perfect simple*:

I/we/they/you **have** (= I've etc.)

**finished**

**lost**

**done**

**been** etc.

he/she/it **has** (= he's etc.)

The present perfect simple is **have/has + past participle**. The past participle often ends in **-ed** (**finished/decided** etc.), but many verbs are *irregular* (**lost/done/written** etc.).

For a list of irregular verbs, see Appendix 1.

**B**

When we say 'something **has happened**', this is usually new information:

- Owl! I've **cut** my finger.
- The road is closed. There's **been** an accident. (= There **has been** ...)
- Police **have arrested** two men in connection with the robbery.

When we use the present perfect, there is a connection with *now*. The action in the past has a result *now*:

- Tom **has lost** his key. (= he doesn't have it *now*)
- He told me his name, but I've **forgotten** it. (= I can't remember it *now*)
- Sally is still here. She **hasn't gone** out. (= she is here *now*)
- I can't find my bag. **Have** you **seen** it? (= do you know where it is *now*?)

Compare **gone (to)** and **been (to)**:

- James is on holiday. He **has gone to** Italy. (= he is there now or on his way there)
- Amy is back home now. She **has been** to Italy. (= she has now come back)

**C**

You can use the present perfect with **just, already** and **yet**.

**Just** = a short time ago:

- 'Are you hungry?' 'No, I've **just had** lunch.'
- Hello. **Have** you **just arrived**?

**Already** = sooner than expected:

- 'Don't forget to pay the bill.' 'I've **already paid** it.'
- 'What time is Mark leaving?' 'He's **already left**.'

**Yet** = until now. We use **yet** to show that we are expecting something to happen.

We use **yet** in questions and negative sentences:

- Has** it **stopped** raining **yet**?
- I've written the email, but I **haven't sent** it **yet**.

**D**

You can also use the past simple (**did, went, had** etc.) in the examples on this page. So you can say:

- Ben isn't here. He's **gone** out. or He **went** out.
- 'Are you hungry?' 'No, I've just **had** lunch.' or 'No, I just **had** lunch.'

# Exercises

## 7.1 Read the situations and complete the sentences using the present perfect. Choose from these verbs:

**break    disappear    go up    grow    improve    lose    shrink    stop**

- 1 Tom is looking for his key. He can't find it.
- 2 Maria's English wasn't very good. Now it is better.
- 3 My bag was here, but it isn't here any more.
- 4 Lisa can't walk and her leg is in plaster.
- 5 Last week the bus fare was £1.80. Now it is £2.
- 6 Dan didn't have a beard before. Now he has a beard.
- 7 It was raining ten minutes ago. It isn't raining now.
- 8 I washed my sweater, and now it's too small for me.

Tom ... *has lost his key*.....  
 Her English .....  
 My bag .....  
 Lisa .....  
 The bus fare .....  
 Dan .....  
 It .....  
 My sweater .....

## 7.2 Put in **been** or **gone**.

- 1 My parents are on holiday. They've *gone* to Italy.
- 2 Hello! I've just ..... to the shops. I've bought lots of things.
- 3 Tom has just ..... out. He'll be back in about an hour.
- 4 Alice isn't here at the moment. I don't know where she's .....
- 5 You're very late. Where have you .....?

## 7.3 Complete the sentences using the present perfect.

- 1 Sally is still here. *She hasn't gone* (she / not / go) out.
- 2 I can't find my bag. .... (you / see / it) anywhere?
- 3 I can't log on to the website. .... (I / forget) my password.
- 4 I sent Joe an email this morning, but .... (he / not / reply).
- 5 Is the meeting still going on, or .... (it / finish)?
- 6 ..... (the weather / change). It's colder now.
- 7 ..... (you / not / sign) the form. Could you sign it now, please?
- 8 Are your friends still here, or .... (they / go) home?
- 9 Paul doesn't know what he's going to do. .... (he / not / decide / yet).
- 10 'Do you know where Julia is?' 'Yes, .... (I / just / see / her).'
- 11 'When is David going away?' ' .... (he / already / go).'
- 12 A: .... (your course / start / yet)?  
 B: Not yet. It starts next week.

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

- 1 After lunch you go to see a friend at her house. She says, 'Would you like something to eat?' You say: No thank you. *I've just had lunch*.... (have lunch)
- 2 Joe goes out. Five minutes later, the phone rings and the caller says, 'Can I speak to Joe?' You say: I'm afraid ..... (go out)
- 3 You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! .... (not / finish)
- 4 You plan to eat at a restaurant tonight. You phone to reserve a table. Later your friend says, 'Shall I phone to reserve a table?' You say: No, .... (do it)
- 5 You know that Lisa is looking for a place to live. Perhaps she has been successful. You ask her: .... ? (find)
- 6 You are still thinking about where to go for your holiday. A friend asks, 'Where are you going for your holiday?' You say: .... (not / decide)
- 7 Laura went out, but a few minutes ago she returned. Somebody asks, 'Is Laura still out?' You say: No, .... (come back)

## Present perfect 2 (I have done)

## A

Study this example conversation:

- DAVE: Have you **travelled** a lot, Jane?  
 JANE: Yes, I've **been** to lots of places.  
 DAVE: Really? Have you ever **been** to China?  
 JANE: Yes, I've **been** to China twice.  
 DAVE: What about India?  
 JANE: No, I **haven't been** to India.



When we talk about a period of time that continues from the past until now, we use the *present perfect* (**have been** / **have travelled** etc.). Here, Dave and Jane are talking about the places Jane **has visited** in her life, which is a period that continues until now.

In the same way we say:

- Have you **ever eaten** caviar?
- We've never **had** a car.
- I don't know what the film is about. I **haven't seen** it.
- Susan really loves that book. She's **read** it three times. (She's = She **has**)
- It's a really boring movie. It's the most boring movie I've **ever seen**.

**been (to)** = visited:

- I've never **been to** Canada. Have you **been** there?

## B

In the following examples too, the speakers are talking about a period that continues until now (**recently**, **in the last few days**, **so far**, **since I arrived** etc.):

- Have you **heard** anything from Ben **recently**?
- I've **met** a lot of people **in the last few days**.
- Everything is going well. There **haven't been** any problems **so far**.
- The weather is bad here. It's (=It **has**) **rained** every day **since I arrived**. (=from when I arrived until now)
- It's good to see you again. We **haven't seen** each other **for a long time**.



In the same way we use the present perfect with **today**, **this evening**, **this year** etc. when these periods are not finished at the time of speaking:

- I've **drunk** four cups of coffee **today**.
- Have you **had** a holiday **this year**?
- I **haven't seen** Tom **this morning**. Have you?



## C

We say 'It's the (first) time something **has happened**'. For example:

Don is having a driving lesson. It's his first lesson.

We can say:

- It's the first time he **has driven** a car. (not drives)  
or He **hasn't driven** a car **before**.  
or He **has never driven** a car **before**.

This is the first time  
I've **driven** a car.



In the same way we say:

- Sarah has lost her passport again. This is the second time this **has happened**. (not happens)
- Andy is phoning his girlfriend again. It's the third time he's **phoned** her **this evening**.

# Exercises

## 8.1 You ask people about things they have done. Write questions with ever.

- 1 (ride / horse?) Have you ever ridden a horse?
- 2 (be / California?) Have .....
- 3 (run / marathon?) .....
- 4 (speak / famous person?) .....
- 5 (most beautiful place / visit?) What's .....

## 8.2 Complete B's answers. Some sentences are positive and some negative. Use these verbs:

be    be    eat    happen    have    have    meet    play    read    see    try

A

- 1 What's Mark's sister like?
- 2 Is everything going well?
- 3 Are you hungry?
- 4 Can you play chess?
- 5 Are you enjoying your holiday?
- 6 What's that book about?
- 7 Is Brussels an interesting place?
- 8 I hear your car broke down again yesterday.
- 9 Do you like caviar?
- 10 Mike was late for work again today.
- 11 Who's that woman by the door?

B

- I've no idea. I've never met her.
- Yes, we haven't had any problems so far.
- Yes. I ..... much today.
- Yes, but ..... for ages.
- Yes, it's the best holiday ..... for a long time.
- I don't know. ..... it.
- I've no idea. ..... there.
- Yes, it's the second time ..... this month.
- I don't know. ..... it.
- Again? He ..... late every day this week.
- I don't know. ..... her before.

## 8.3 Write four sentences about yourself. Use I haven't and choose from the boxes.

used a computer	travelled by bus	eaten any fruit
been to the cinema	read a book	lost anything

- 1 I haven't used a computer today.
- 2 .....
- 3 .....
- 4 .....
- 5 .....

today  
this week  
recently  
for ages  
since ...  
this year

## 8.4 Read the situations and complete the sentences.

- 1 Jack is driving a car for the first time. He's very nervous and not sure what to do.  
It's the first time he's driven a car.
- 2 Some children at the zoo are looking at a giraffe. They've never seen one before.  
It's the first time ..... a giraffe.
- 3 Sue is riding a horse. She doesn't look very confident or comfortable.  
She ..... before.
- 4 Joe and Lisa are on holiday in Japan. They've been to Japan once before.  
This is the second time .....
- 5 Emily is staying at the Prince Hotel. She stayed there a few years ago.  
It's not the first ..... this hotel.
- 6 Ben is playing tennis for the first time. He's a complete beginner.  
..... before.

# Present perfect continuous (I have been doing)

## A It's been raining.

Study this example situation:



Is it raining?  
No, but the ground is wet.

**It's been raining.** (=It **has** been ...)

**have/has been + -ing** is the *present perfect continuous*:

I/we/they/you he/she/it	<b>have</b> <b>has</b>	(=I've etc.) (=he's etc.)	<b>been</b>	<b>doing</b> <b>working</b> <b>learning</b> etc.
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We use the present perfect continuous for an activity that has recently stopped or just stopped:

- Why are you out of breath? **Have you been running?**
- Paul is very tired. **He's been working** hard.
- Why are you so tired? What **have you been doing?**
- I've **been talking** to Amanda and she agrees with me.
- Where have you been? I've **been looking** for you.

**have/has been + -ing**  
*present perfect continuous*

now

## B It's been raining for two hours.

Study this example situation:



It began raining two hours ago and it is still raining.

How long **has it been raining?**  
**It's been raining** for two hours. (=It **has** been ...)

We use the present perfect continuous in this way, especially with **how long**, **for** ... and **since** .... The activity is still happening (as in this example) or has just stopped.

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

You can use the present perfect continuous for repeated actions:

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

## C Compare I am doing and I have been doing:



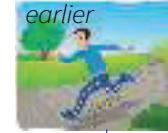
- Don't disturb me now. I'm **working**.
- We need an umbrella. It's **raining**.
- Hurry up! We're **waiting**.



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

# Exercises

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

1		2		3		4	
	earlier		earlier		earlier		earlier
	now		now		now		now
It's been raining.		She .....		They .....		He .....	

## 9.2 Write a question for each situation.

- You meet Kate as she is leaving the swimming pool. You say:  
Hi, Kate. (you / swim?) Have you been swimming?
- You have arrived a little late to meet Ben who is waiting for you. You say:  
I'm sorry I'm late, Ben. (you / wait / long?)
- Jane's little boy comes into the house with a very dirty face and dirty hands. His mother says:  
Why are you so dirty? (what / you / do?)
- You are in a shop and see Anna. You didn't know she worked there. You say:  
Hi, Anna. (how long / you / work / here?)
- A friend tells you about his job – he sells phones. You say:  
You sell phones? (how long / you / do / that?)

## 9.3 Read the situations and complete the sentences.

- It's raining. The rain started two hours ago.  
It 's been raining....for two hours.
- We are waiting for the bus. We started waiting 20 minutes ago.  
We ..... for 20 minutes.
- I'm learning Japanese. I started classes in December.  
I ..... since December.
- Jessica is working in a hotel. She started working there on 18 January.  
.....since 18 January.
- Our friends always go to Italy for their holidays. The first time was years ago.  
.....for years.

## 9.4 Put the verb into the present continuous (**am/is/are + -ing**) or present perfect continuous (**have/has been + -ing**).

- Maria has been learning....(Maria / learn) English for two years.
- Hi, Tom. ....(I / look) for you. I need to ask you something.
- Why .....(you / look) at me like that? Stop it!
- Rachel is a teacher. ....(she / teach) for ten years.
- .....(I / think) about what you said and I've decided to take your advice.
- 'Is Paul on holiday this week?' 'No, .....(he / work)'
- Sarah is very tired. ....(she / work) very hard recently.
- It's dangerous to use your phone when .....(you / drive).
- Laura .....(travel) in South America for the last three months.

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

**A**

Compare these two situations:



There is paint on Kate's clothes.  
She **has been painting** her bedroom.

**has been painting** is the *present perfect continuous*.

We are thinking of the activity. It does not matter whether it has been finished or not. In this example, the activity (painting the bedroom) has not been finished.



The bedroom was green. Now it is yellow.  
She **has painted** her bedroom.

**has painted** is the *present perfect simple*.

Here, the important thing is that something has been finished. 'She **has painted**' is a completed action. We are thinking about the *result* of the activity (the painted bedroom), not the activity itself.

**B**

Compare these examples:

- My hands are very dirty. **I've been repairing** my bike.
- Joe **has been eating** too much recently. He should eat less.
- It's nice to see you again. What **have** you **been doing** since we last met?
- Where have you been? **Have** you **been playing** tennis?

- My bike is OK again now. **I've repaired** it. (=I've finished repairing it)
- Somebody **has eaten** all the chocolates. The box is empty.
- Where's the book I gave you? What **have** you **done** with it?
- Have** you ever **played** tennis?

**C**

We use the continuous to say *how long* (for something that is still happening):

- How long **have** you **been reading** that book?
- Amy is writing emails. She's **been writing** emails all morning.
- They've **been playing** tennis since 2 o'clock.
- I'm learning Arabic, but I **haven't been learning** it very long.

We use the simple to say *how much*, *how many* or *how many times* (for completed actions):

- How many pages of that book **have** you **read**?
- Amy **has sent** lots of emails this morning.
- They've **played** tennis three times this week.
- I'm learning Arabic, but I **haven't learnt** very much yet.

**D**

Some verbs (for example, **know**) are not normally used in continuous forms (**be + -ing**):

- I've **known** about the problem for a long time. (not I've been knowing)
- How long **have** you **had** that camera? (not have you been having)

For a list of these verbs, see Unit 4A. For **have**, see Unit 17.

But note that you *can* use **want** and **mean** in the present perfect continuous (**have/has been + -ing**):

- I've been **meaning** to phone Anna, but I keep forgetting.

# Exercises

## 10.1 Read the situation and complete the sentences. Use the verbs in brackets.

- 1 Tom started reading a book two hours ago. He is still reading it and now he is on page 53.  
 ..... for two hours. (read)  
 ..... 53 pages so far. (read)
- 2 Rachel is from Australia. She is travelling round Europe. She began her trip three months ago.  
 She ..... for three months. (travel)  
 ..... six countries so far. (visit)
- 3 Patrick is a tennis player. He began playing tennis when he was 10 years old. This year he won the national championship again – for the fourth time.  
 ..... the national championship four times. (win)  
 ..... since he was ten. (play)
- 4 When they left college, Lisa and Sue started making films together. They still make films.  
 They ..... films since they left college. (make)  
 ..... five films since they left college. (make)

## 10.2 Ask questions using the words in brackets. Use the present perfect simple (have/has done) or continuous (have/has been doing).

- 1 You have a friend who is learning Arabic. You ask:  
 (how long / learn / Arabic?) ..... **How long have you been learning Arabic?**
- 2 You have just arrived to meet a friend. She is waiting for you. You ask:  
 (wait / long?) Have .....
- 3 You see somebody fishing by the river. You ask:  
 (catch / any fish?) .....
- 4 Some friends of yours are having a party next week. You ask:  
 (how many people / invite?) .....
- 5 A friend of yours is a teacher. You ask:  
 (how long / teach?) .....
- 6 You meet somebody who is a writer. You ask:  
 (how many books / write?) .....
- 7 A friend of yours is saving money to go on a world trip. You ask:  
 (how long / save?) .....
- 8 (how much money / save?) .....

## 10.3 Put the verb into the present perfect simple or continuous.

- 1 Where have you been? ..... **Have you been playing** ..... (you / play) tennis?
- 2 Look! ..... (somebody / break) that window.
- 3 You look tired. ..... (you / work) hard?
- 4 ‘..... (you / ever / work) in a factory?’ ‘No, never.’
- 5 Where's Lisa? Where ..... (she / go)?
- 6 This is a very old book. ..... (I / have) it since I was a child.
- 7 ‘Have you been busy?’ ‘No, ..... (I / watch) TV.’
- 8 My brother is an actor. ..... (he / appear) in several films.
- 9 ‘Sorry I'm late.’ ‘That's all right. ..... (I / not / wait) long.’
- 10 Are you OK? You look as if ..... (you / cry).
- 11 ‘Is it still raining?’ ‘No, ..... (it / stop).’
- 12 The children are tired now. ..... (they / play) in the garden.
- 13 ..... (I / lose) my phone. ..... (you / see) it?
- 14 ..... (I / read) the book you lent me, but ..... (I / not / finish) it yet. It's really interesting.
- 15 ..... (I / read) the book you lent me, so you can have it back now.

# how long have you (been) ... ?

**A**

Study this example situation:



Dan and Kate are married. They got married exactly 20 years ago, so today is their 20th wedding anniversary.

They **have been** married **for 20 years**.

We say: They **are** married. (*present*)

*but* How long have they **been** married?  
(*not* How long are they married?)

They **have been** married **for 20 years**.  
(*not* They are married for 20 years)

(*present perfect*)

We use the *present perfect* to talk about something that began in the past and still continues now.

Compare the *present* and *present perfect*:

- Paul is in hospital.  
*but* He's **been** in hospital **since Monday**. (= He **has** been ...)  
(*not* Paul is in hospital since Monday)
- We **know** each other very well.  
*but* We've **known** each other **for a long time**.  
(*not* We know)
- Do they **have** a car?  
*but* How long have they **had** their car?
- She's **waiting** for somebody.  
*but* She **hasn't been waiting** **very long**.

*present*  
he is  
we know  
do they have  
she is waiting

*present perfect*  
he has been  
we have known  
have they had  
she has been waiting

past now

**B**

I've known / I've had / I've lived etc. is the *present perfect simple*.

I've been learning / I've been waiting etc. is the *present perfect continuous*.

When we ask or say 'how long', the continuous is more usual (see Unit 10):

- I've been learning English **since January**.
- It's been raining all morning.
- Richard **has been doing** the same job **for 20 years**.
- 'How long have you **been driving**?' 'Since I was 17.'

Some verbs (for example, **know** and **like**) are not normally used in the continuous:

- How long **have** you **known** Jane? (*not* have you been knowing)
- I've **had** these shoes for ages. (*not* I've been having)

See also Units 4A and 10C. For **have**, see Unit 17.

**C**

You can use either the continuous or simple with **live** and **work**:

- Julia **has been living** in this house for a long time. *or* Julia **has lived** ...
- How long **have** you **been working** here? *or* How long **have** you **worked** here?

But we use the simple (**have lived** etc.) with **always**:

- I've **always lived** in the country. (*not* always been living)

**D**

We say '**I haven't** (done something) **since/for** ...' (*present perfect simple*):

- I **haven't seen** Tom since Monday. (= Monday was the last time I saw him)
- Sarah **hasn't phoned** for ages. (= the last time she phoned was ages ago)

# Exercises

## 11.1 Which is right?

- 1 Ben is a friend of mine. I know / I've known him very well. (I know is correct)
- 2 I like your house. How long do you live / have you lived here?
- 3 You'll need an umbrella if you go out now. It's raining / It's been raining.
- 4 The weather is / has been awful since I arrived here.
- 5 I'm sorry I'm late. Are you waiting / Have you been waiting long?
- 6 We've moved. We're living / We've been living in New Street now.
- 7 I met Maria only recently. I don't know / I haven't known her very long.
- 8 Lisa is in Germany. She's / She's been there on a business trip.
- 9 That's a very old bike. How long do you have / have you had it?
- 10 I'm not feeling good. I'm feeling / I've been feeling ill all day.

## 11.2 Read the situations and write questions using the words in brackets.

- 1 A friend tells you that Paul is in hospital. You ask him:  
(how long / Paul / hospital?) ..... **How long has Paul been in hospital?**
- 2 You know that Jane is a good friend of Katherine's. You ask Jane:  
(how long / you / know / Katherine?) .....
- 3 Your friend's sister went to Australia some time ago and she's still there. You ask your friend:  
(how long / sister / in Australia?) .....
- 4 You meet a woman who tells you that she teaches English. You ask her:  
(how long / you / teach / English?) .....
- 5 Tom always wears the same jacket. It's very old. You ask him:  
(how long / you / have / that jacket?) .....
- 6 You are talking to a friend about Joe, who now works at the airport. You ask your friend:  
(how long / Joe / work / airport?) .....
- 7 You meet somebody on a plane. She says that she lives in Chicago. You ask her:  
(you / always / live / in Chicago?) .....

## 11.3 Complete B's answers to A's questions.

**A**

- 1 Paul is in hospital, isn't he?
- 2 Do you see Lisa very often?
- 3 Is Paul married?
- 4 Is Amy married?
- 5 Do you still play tennis?
- 6 Are you waiting for the bus?
- 7 You know Mel, don't you?
- 8 Jack is never ill, is he?
- 9 Martin lives in Italy, doesn't he?
- 10 Sue lives in Berlin, doesn't she?
- 11 Is Joe watching TV?
- 12 Do you watch TV a lot?
- 13 Do you have a headache?
- 14 Do you go to the cinema a lot?
- 15 Would you like to go to New York one day?

**B**

- Yes, he has been in hospital since Monday.  
No, I haven't seen her for three months.  
Yes, he ..... married for ten years.  
Yes, she ..... married to a German guy.  
No, I ..... tennis for years.  
Yes, I ..... for about 20 minutes.  
Yes, we ..... each other a long time.  
No, he ..... ill since I've known him.  
Yes, he ..... in Milan.  
Yes, she ..... in Berlin for many years.  
Yes, he ..... TV all evening.  
No, I ..... TV since last weekend.  
Yes, I ..... a headache all morning.  
No, I ..... to the cinema for ages.  
Yes, I ..... to go to New York.  
(use **always / want**)

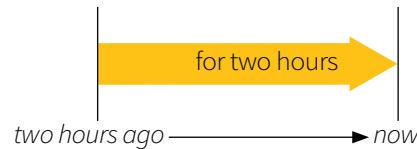
# for and since when ... ? and how long ... ?

**A**

We use **for** and **since** to say how long something has been happening.

We use **for** + a period of time:

- We've been waiting **for two hours**.

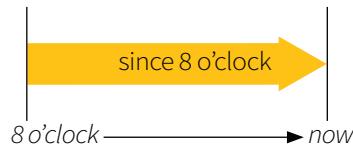


<b>for</b>		
two hours	a long time	a week
20 minutes	six months	ages
five days	50 years	years

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

We use **since** + the start of a period:

- We've been waiting **since 8 o'clock**.



<b>since</b>		
8 o'clock	April	lunchtime
Monday	2001	we arrived
12 May	Christmas	I got up

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

**B**

We often leave out **for** (but not usually in negative sentences):

- They've been married **for ten years**. or They've been married **ten years**.
- They **haven't had** a holiday **for** ten years. (you need **for**)

You can use **in** instead of **for** in negative sentences (**I haven't** ... etc.):

- They **haven't had** a holiday **in ten years**. (=**for** ten years)

We do *not* use **for + all** ... (**all day / all my life** etc.):

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

**C**

Compare **when ... ?** (+ past simple) and **how long ... ?** (+ present perfect):



- A: **When** did it start raining?  
 B: It started raining **an hour ago / at 1 o'clock**.
- A: **How long** has it been raining?  
 B: It's been raining **for an hour / since 1 o'clock**.



- A: **When** did Joe and Kate first meet?  
 B: They first met **{ a long time ago.  
when they were at school}**.
- A: **How long** have they known each other?  
 B: They've known each other **{ for a long time.  
since they were at school}**.

**D**

We say:

<b>it's</b>	<b>(= it is)</b>
<b>or it's been</b>	<b>(= it has been)</b>

a long time
six months (etc.)

since something happened
--------------------------

- It's two years since** I last saw Joe. or **It's been two years since** ...  
(=I **haven't seen** Joe for two years)
- It's ages since** we went to the cinema. or **It's been ages since** ...  
(=We **haven't been** to the cinema for ages)
- How long is it since** Mrs Hill died? or **How long has it been since** ...  
(=when did she die?)

# Exercises

## 12.1 Write for or since.

- 1 It's been raining since ... lunchtime.
- 2 Paul has lived in Brazil ..... ten years.
- 3 I'm tired of waiting. We've been sitting here ..... an hour.
- 4 Kevin has been looking for a job ..... he left school.
- 5 I haven't been to a party ..... ages.
- 6 I wonder where Joe is. I haven't seen him ..... last week.
- 7 Jane is away on holiday. She's been away ..... Friday.
- 8 The weather is dry. It hasn't rained ..... a few weeks.

## 12.2 Look at each answer and choose the right question.

- 1 **How long have they been married?**  
When did they get married?  
  
(When did they get married? is correct)  
Ten years ago.
- 2 **How long have you had this car?**  
When did you buy this car?  
  
About five years.
- 3 **How long have you been waiting?**  
When did you get here?  
  
Only a few minutes.
- 4 **How long have you been doing your course?**  
When did your course start?  
  
September.
- 5 **How long has Anna been in London?**  
When did Anna arrive in London?  
  
Last week.
- 6 **How long have you known each other?**  
When did you first meet each other?  
  
A long time.

## 12.3 Read the situations and complete the sentences.

- 1 It's raining. It's been raining since lunchtime. It ..... started raining ..... at lunchtime.
- 2 Ann and Jess are friends. They first met years ago. They've ..... known each other for ..... years.
- 3 Mark is unwell. He became ill on Sunday. He has ..... Sunday.
- 4 Sarah is married. She's been married for a year. She got ..... .
- 5 You have a headache. It started when you woke up.  
I've ..... I woke up.
- 6 Sue is in a meeting at work. It's been going on since 9 o'clock.  
The meeting ..... at 9 o'clock.
- 7 You're working in a hotel. You started working there six months ago.  
I've been ..... .
- 8 Kate is learning Japanese. She's been doing this for a long time.  
Kate started ..... .

## 12.4 Complete B's sentences.

- A
- 1 Do you often go on holiday?
  - 2 Have you seen Lisa recently?
  - 3 Do you still go swimming regularly?
  - 4 Do you still ride a bike these days?
- B
- No, I ..... haven't had a holiday for ..... five years.
  - No, I ..... about a month.
  - No, I ..... a long time.
  - No, I ..... ages.

Now write B's answers again. This time use **It's... since...**

- 5 (1) No, it's five years since I last had a holiday.
- 6 (2) No, it's .....
- 7 (3) No, .....
- 8 (4) .....

# Present perfect and past 1 (I have done and I did)

**A**

Study this example situation:



Tom is looking for his key. He can't find it.

He **has lost** his key. (*present perfect*)

This means that he doesn't have his key *now*.

Ten minutes later:



Now Tom **has found** his key. He has it now.

**Has he lost** his key? No, he **has found** it.

**Did he lose** his key? Yes, he **did**.

He **lost** his key (*past simple*)

but now he **has found** it. (*present perfect*)

The *present perfect* (something **has happened**) is a *present* tense. It tells us about the situation *now*. 'Tom **has lost** his key' = he doesn't have his key *now* (see Unit 7).

The *past simple* (something **happened**) tells us only about the *past*. If somebody says 'Tom **lost** his key', we don't know whether he has the key *now* or not. We know only that he lost it at some time in the past.

Compare *present perfect* and *past simple*:

- They've **gone** away. They'll be back on Friday. (they are away *now*)
- They **went** away, but I think they're back at home now. (not They've gone away)
- It **has stopped** raining now, so we don't need the umbrella. (it isn't raining *now*)
- It **stopped** raining for a while, but now it's raining again. (not It has stopped)

**B**

You can use the present perfect for new or recent happenings:

- I've **repaired** the washing machine. It's working OK now.
- 'Hannah **has had** a baby! It's a boy.' 'That's great news.'

Usually, you can also use the past simple:

- I **repaired** the washing machine. It's working OK now.

Use the past simple (not the present perfect) for things that are not recent or new:

- Mozart **was** a composer. He **wrote** more than 600 pieces of music.  
(not has been ... has written)
- My mother **grew** up in Italy. (not has grown)

Compare:

Somebody **has invented** a new type of washing machine.

Who **invented** the telephone? (not has invented)

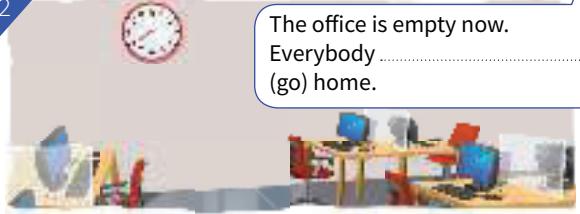
**C**

We use the present perfect to give new information (see Unit 7). But if we continue to talk about it, we normally use the past simple:

- A: Ow! I've **burnt** myself.  
B: How **did** you **do** that? (not have you done)
- A: I **picked** up a hot dish. (not have picked)
- A: Look! Somebody **has spilt** something on the sofa.  
B: Well, it **wasn't** me. I **didn't do** it. (not hasn't been ... haven't done)

# Exercises

## 13.1 Complete the sentences. Use the present perfect where possible. Otherwise use the past simple.

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

## 13.2 Are the underlined parts of these sentences OK? Correct them where necessary.

- 1 Did you hear about Sophie? She's given up her job.
- 2 My mother has grown up in Italy.
- 3 How many plays has William Shakespeare written?
- 4 I've forgotten his name. Is it Joe or Jack?
- 5 Who has invented paper?
- 6 Drugs have become a big problem everywhere.
- 7 We've washed the car, but now it's dirty again.
- 8 Where have you been born?
- 9 Ellie has gone shopping. She'll be back in about an hour.
- 10 Albert Einstein has been the scientist who has developed the theory of relativity.

OK  
My mother grew up

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

- 1 It stopped raining for a while, but now it's raining again. (it / stop)
- 2 The town where I live is very different now. It has changed a lot. (it / change)
- 3 I studied German at school, but most of it now. (I / forget)
- 4 The police three people, but later they let them go. (arrest)
- 5 What do you think of my English? Do you think ? (it / improve)?
- 6 Are you ready to go? your coffee? (you / finish)
- 7 for a job as a tour guide, but I wasn't successful. (I / apply)
- 8 Where's my bike? outside the house, but it's not there now. (it / be)
- 9 Quick! We need to call an ambulance. an accident. (there / be)
- 10 A: I've found my phone.  
 B: Oh, good. Where it? (you / find)  
 A: at the bottom of my bag. (It / be)
- 11 A: Ben won't be able to play tennis for a while. his arm. (He / break)  
 B: Oh. How ? (that / happen)  
 A: off a ladder. (He / fall)

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

**A**

We do not use the present perfect (**I have done**) when we talk about a *finished* time (for example, **yesterday / last year / ten minutes ago** etc.). We use a past tense:

- It **was** very cold **yesterday**. (*not has been*)
- Paul and Lucy **arrived ten minutes ago**. (*not have arrived*)
- Did you eat** a lot of sweets **when you were a child**? (*not have you eaten*)
- I **got** home late **last night**. I **was** very tired and **went** straight to bed.

Use the past to ask **When ...?** or **What time ...?**:

- When did** your friends **arrive**? (*not have ... arrived*)
- What time did** you **finish** work?

Compare:

*Present perfect*

- Tom **has lost** his key. He can't get into the house.
- Is Carla here or **has** she **left**?

*Past simple*

- Tom **lost** his key **yesterday**.  
He couldn't get into the house.
- When did** Carla **leave**?

**B**

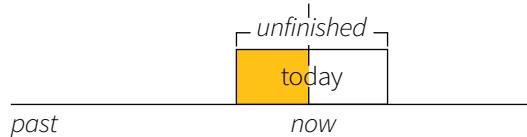
Compare:

*Present perfect (have done)*

- I've **done** a lot of work **today**.

We use the present perfect for a period of time that continues *until now*. For example:

**today / this week / since 2010.**



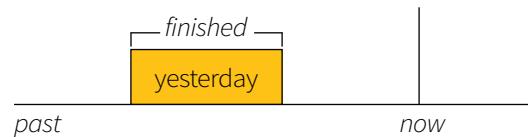
- It **hasn't rained** **this week**.
- Have you seen** Anna **this morning**?  
(it is still morning now)
- Have you seen** Ben **recently**?  
(in the last few days or weeks)
- I've **been working** here **since 2010**.  
(I still work here now)
- I don't know where Lisa is. I **haven't seen** her.  
(= I haven't seen her recently)
- We've **been waiting** for an hour.  
(we are still waiting now)
- Jack lives in Los Angeles. He **has lived** there for seven years.
- I've **never ridden** a horse. (in my life)
- It's the last day of your holiday. You say:  
**It's been** a really good holiday. I've really **enjoyed** it.

*Past simple (did)*

- I **did** a lot of work **yesterday**.

We use the past simple for a *finished* time in the past. For example:

**yesterday / last week / from 2010 to 2014.**



- It **didn't rain** **last week**.
- Did you see** Anna **this morning**?  
(it is now afternoon or evening)
- Did you see** Ben **on Sunday**?
- I **worked** here **from 2010 to 2014**.  
(I don't work here now)
- A: **Was** Lisa at the party **on Sunday**?  
B: I don't think so. I **didn't see** her.
- We **waited** (or **were waiting**) for an hour. (we are no longer waiting)
- Jack **lived** in New York for ten years.  
Now he lives in Los Angeles.
- I **never rode** a bike **when I was a child**.
- After you come back from holiday you say:  
It **was** a really good holiday. I really **enjoyed** it.



# Exercises

## 14.1 Are the underlined parts of these sentences OK? Correct them where necessary.

- 1 I've lost my key. I can't find it anywhere.
- 2 Have you eaten a lot of sweets when you were a child?
- 3 I've bought a new car. You must come and see it.
- 4 I've bought a new car last week.
- 5 Where have you been yesterday evening?
- 6 Maria has left school in 1999.
- 7 I'm looking for Mike. Have you seen him?
- 8 'Have you been to Paris?' 'Yes, many times.'
- 9 I'm very hungry. I haven't eaten much today.
- 10 When has this bridge been built?

OK

Did you eat

## 14.2 Make sentences from the words in brackets. Use the present perfect or past simple.

- 1 (it / not / rain / this week) It hasn't rained this week.
- 2 (the weather / be / cold / recently) The weather .....
- 3 (it / cold / last week) It .....
- 4 (I / not / eat / any fruit yesterday) I .....
- 5 (I / not / eat / any fruit today) .....
- 6 (Emily / earn / a lot of money / this year) .....
- 7 (she / not / earn / so much / last year) .....
- 8 (you / have / a holiday recently?) .....

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

- 1 I haven't been ..... (I / not / be) to Canada, but I'd like to go there.
- 2 Paul and Lucy ... arrived ..... (arrive) about ten minutes ago.
- 3 I'm tired. ..... (I / not / sleep) well last night.
- 4 ..... (There / be) a bus drivers' strike last week, so ..... (there / be) no buses.
- 5 Edward ..... (work) in a bank for 15 years. Then ..... (he / give) it up. Now he works as a gardener.
- 6 Mary lives in Dublin. ..... (She / live) there all her life.
- 7 My grandfather ..... (die) before I was born. ..... (I / never / meet) him.
- 8 I don't know Karen's husband. ..... (I / never / meet) him.
- 9 It's nearly lunchtime, and ..... (I / not / see) Martin all morning. I wonder where he is.
- 10 A: ..... (you / go) to the cinema last night?  
B: Yes, but the movie ..... (be) awful.
- 11 A: ..... (It / be) very warm here since we arrived.  
B: Yes, ..... (it / be) 35 degrees yesterday.
- 12 A: Where do you live?  
A: How long ..... (you / live) there?  
A: Where ..... (you / live) before that?  
A: And how long ..... (you / live) in Chicago?  
B: In Boston.  
B: Five years.  
B: In Chicago.  
B: Two years.

## 14.4 Write sentences about yourself using the ideas in brackets.

- 1 (something you haven't done today) I haven't eaten any fruit today.
- 2 (something you haven't done today) .....
- 3 (something you didn't do yesterday) .....
- 4 (something you did yesterday evening) .....
- 5 (something you haven't done recently) .....
- 6 (something you've done a lot recently) .....

# Past perfect (I had done)

**A**

Study this example situation:



Sarah and Paul went to the same party last week, but they didn't see each other. Paul left the party at 10.30 and Sarah arrived at 11 o'clock.

So when Sarah arrived at the party, Paul wasn't there.

He **had gone** home.

**had gone** is the *past perfect*:

I/we/they/you he/she/it	<b>had</b>	(= I'd etc.) (= he'd etc.)	<b>gone</b> <b>seen</b> <b>finished</b> etc.
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The past perfect (simple) is **had + past participle (gone/seen/finished etc.)**.

Sometimes we talk about something that happened in the past:

- Sarah **arrived** at the party.

This is the starting point of the story. Then, if we want to talk about things that happened *before* this time, we use the past perfect (**had ...**):

- When Sarah arrived** at the party, Paul **had** already **gone** home.

Some more examples:

- When we got home last night, we found that somebody **had broken** into the flat.
- Karen didn't come to the cinema with us. She'd already **seen** the movie.
- At first I thought I'd **done** the right thing, but I soon realised that I'd **made** a big mistake.
- The people sitting next to me on the plane were nervous. They **hadn't flown** before.  
or They'd never **flew** before.

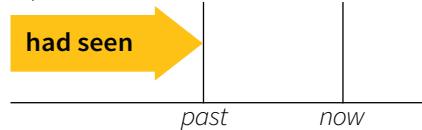
**B**Compare *present perfect* (**have seen** etc.) and *past perfect* (**had seen** etc.):

*Present perfect*



- Who is that woman? I've **seen** her before, but I can't remember where.
- We aren't hungry. We've just **had** lunch.
- The house is dirty. They **haven't cleaned** it for weeks.

*Past perfect*



- I wasn't sure who she was. I'd **seen** her before, but I couldn't remember where.
- We weren't hungry. We'd just **had** lunch.
- The house was dirty. They **hadn't cleaned** it for weeks.

**C**Compare *past simple* (**left, was** etc.) and *past perfect* (**had left, had been** etc.):

*Past simple*

- A: Was Tom there when you arrived?  
B: Yes, but he **left** soon afterwards.
- Kate **wasn't** at home when I phoned. She **was** at her mother's house.

*Past perfect*

- A: Was Tom there when you arrived?  
B: No, he'd already **left**.
- Kate **had** just **got** home when I phoned. She'd **been** at her mother's house.

# Exercises

## 15.1 Read the situations and write sentences using the words in brackets.

- 1 There was a picture lying on the floor.  
(It / fall / off the wall) It had fallen off the wall.
- 2 The people sitting next to you on the plane were nervous. It was their first flight.  
(They / not / fly / before) They hadn't flown before.
- 3 You went back to your home town recently after many years. It wasn't the same as before.  
(It / change / a lot) It ...
- 4 Somebody sang a song. You didn't know it.  
(I / not / hear / it / before) I ...
- 5 I invited Rachel to the party, but she couldn't come.  
(She / arrange / to do something else) She ...
- 6 You went to the cinema last night. You got to the cinema late.  
(The film / already / start) The film ...
- 7 Last year we went to Mexico. It was our first time there.  
(We / not / be / there / before) We ...
- 8 I met Daniel last week. It was good to see him again after such a long time.  
(I / not / see / him for five years) I ...
- 9 I offered my friends something to eat, but they weren't hungry.  
(They / just / have / lunch) They ...
- 10 Sam played tennis yesterday. He wasn't very good at it because it was his first game ever.  
(He / never / play / before) He ...

## 15.2 Use the sentences on the left to complete the paragraphs on the right. These sentences are in the order in which they happened – so (a) happened before (b), (b) before (c) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1 (a) Somebody broke into the office during the night.<br/><u>(b) We arrived at work in the morning.</u><br/>(c) We called the police.</li> <li>2 (a) Laura went out this morning.<br/><u>(b) I rang her doorbell.</u><br/>(c) There was no answer.</li> <li>3 (a) Joe came back from holiday a few days ago.<br/><u>(b) I met him the same day.</u><br/>(c) He looked very well.</li> <li>4 (a) James sent Amy lots of emails.<br/><u>(b) She never replied to them.</u><br/>(c) <u>Yesterday he got a phone call from her.</u><br/>(d) He was surprised.</li> </ol> | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>We arrived at work in the morning and found that <u>somebody had broken</u> into the office during the night. So <u>we called</u> the police.</p> </div> <div style="width: 45%;"> <p>I went to Laura's house this morning and rang her doorbell, but <u>no answer</u>. <u>... out</u>.</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>I met Joe a few days ago. <u>... just holiday</u>. <u>... very well</u>.</p> </div> <div style="width: 45%;"> <p>Yesterday James <u>... from Amy</u>. <u>surprised</u>. <u>lots of emails</u>, <u>but</u> ...</p> </div> </div> |
|--|---|

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

- 1 Paul wasn't at the party when I arrived. He'd gone (He / go) home.
- 2 I felt very tired when I got home, so ..... (I / go) straight to bed.
- 3 The house was very quiet when I got home. Everybody ..... (go) to bed.
- 4 Mark travels a lot. When I first met him, ..... (he / already / travel) round the world.
- 5 Sorry I'm late. The car ..... (break) down on my way here.
- 6 We were driving along the road when ..... (we / see) a car which ..... (break) down, so ..... (we / stop) to help.

# Past perfect continuous (I had been doing)

**A**

Study this example situation:

yesterday morning



Yesterday morning I got up and looked out of the window. The sun was shining, but the ground was very wet.

**It had been raining.**

It was *not* raining when I looked out of the window. The sun was shining. But it **had been raining** before.

**had been -ing** is the *past perfect continuous*:

I/we/you/they he/she/it	<b>had</b>	(= I'd etc.) (= he'd etc.)	<b>been</b>	<b>doing</b> working play <b>ing</b> etc.
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Some more examples:

- My hands were dirty because **I'd been repairing** my bike.
- Tom was tired when he got home. **He'd been working** hard all day.
- I went to Madrid a few years ago and stayed with a friend of mine. **She hadn't been living** there very long, but she knew the city very well.

You can say that something **had been happening** before something else happened:

- We'd been playing tennis for about half an hour when it **started** to rain heavily.

**B**

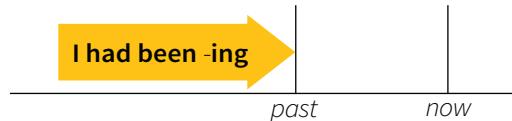
Compare **have been -ing** (*present perfect continuous*) and **had been -ing** (*past perfect continuous*):

*Present perfect continuous*



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

*Past perfect continuous*



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

**C**

Compare **was -ing** (*past continuous*) and **had been -ing**:

- It **wasn't raining** when we went out. The sun **was shining**. But it **had been raining**, so the ground was wet.
- Katherine **was lying** on the sofa. She was tired because she'd **been working** hard.

**D**

Some verbs (for example, **know**) are not normally used in *continuous forms* (**be + -ing**):

- We were good friends. We **had known** each other for years. (*not had been knowing*)
- A few years ago Lisa cut her hair really short. I was surprised because she'd **always had** long hair. (*not she'd been having*)

For a list of these verbs, see **Unit 4A**. For **have**, see **Unit 17**

# Exercises

## 16.1 Read the situations and make sentences using the words in brackets.

- 1 Tom was very tired when he got home.  
(He / work / hard all day) He'd been working hard all day.
- 2 The children came into the house. They had a football and they were both very tired.  
(They / play / football)
- 3 I was disappointed when I had to cancel my holiday.  
(I / look / forward to it)
- 4 Anna woke up in the middle of the night. She was frightened and didn't know where she was.  
(She / have / a bad dream)
- 5 When I got home, Mark was sitting in front of the TV. He had just turned it off.  
(He / watch / a film)
- 6 The people waiting at the bus stop were getting impatient. The bus was very late.  
(They / wait / a long time)

## 16.2 Read the situations and complete the sentences.

- 1 We played tennis yesterday. We didn't finish our game.  
We'd been playing (We / play) for half an hour when it started (it / start) to rain.
- 2 I had arranged to meet Tom in a restaurant. I arrived and waited for him to come.  
.....(I / wait) for 20 minutes when .....(I / realise) that .....(I / be) in the wrong restaurant.
- 3 Sarah worked in a company for a long time. The company no longer exists.  
At the time the company .....(go) out of business, Sarah .....(work) there for twelve years.
- 4 I went to a concert. Soon after the orchestra began playing, something strange happened.  
The orchestra .....(play) for about ten minutes when a man in the audience suddenly .....(start) shouting.

### Now make your own sentence:

- 5 I began walking along the road. I .....when .....

## 16.3 Which is right?

- 1 It was noisy next door last night. Our neighbours were having / had been having a party.  
(were having is correct)
- 2 At the end of our journey we were extremely tired. We were travelling / We'd been travelling for more than 24 hours.
- 3 James was on his hands and knees on the floor. He was looking / He'd been looking for his contact lens.
- 4 Sue was sitting on the ground. She was out of breath. She was running / She'd been running.
- 5 John and I went for a walk. He was walking / He'd been walking very fast and I had difficulty keeping up with him.
- 6 I was sad when I sold my car. I've had it / I'd had it for a very long time.
- 7 I was sad when my local cafe closed. I was going / I'd been going there for many years.
- 8 I'm running a marathon next month. I've been training / I'd been training for it every day.
- 9 I had arranged to meet Kate, but I was late. When I finally arrived, she was waiting / she'd been waiting for me. She was annoyed because she was waiting / she'd been waiting such a long time.
- 10a Joe and I work for the same company. He joined the company before me. When I started a few years ago, he was already working / he'd already been working there.
- 10b I started working at the company a few years ago. At the time I started, Joe was already working / had already been working there for two years.
- 10c Joe still works for the company. He's been working / He'd been working there a long time now.

# have and have got

**A**

**have and have got** (=for possession, relationships, illnesses, appointments etc.)

You can use **have** or **have got**. There is no difference in meaning. You can say:

- They **have** a new car. or They've **got** a new car.
- Lisa **has** two brothers. or Lisa **has got** two brothers.
- I **have** a headache. or I've **got** a headache.
- Our house **has** a small garden. or Our house **has got** a small garden.
- He **has** a few problems. or He's **got** a few problems.
- I **have** a driving lesson tomorrow. or I've **got** a driving lesson tomorrow.

With these meanings (possession etc.), we do not use continuous forms (**I'm having** etc.):

- We're enjoying our holiday. We **have** / We've **got** a nice room in the hotel.  
(not We're having a nice room)

For the past we use **had** (usually without **got**):

- Lisa **had** long hair when she was a child. (not Lisa had got)

**B**

In questions and negative sentences there are three possible forms:

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

In past questions and negative sentences, we use **did/didn't**:

- Did you have** a car when you were living in Paris?
- I **didn't have** my phone, so I couldn't call you.
- Lisa **had** long hair, **didn't** she?

**C**

**have breakfast / have a shower / have a good time** etc.

We also use **have** (but not **have got**) for things we do or experience. For example:

<b>have</b>	<b>breakfast / dinner / a cup of coffee / something to eat</b> etc. <b>a bath / a shower / a swim / a break / a rest / a party / a holiday</b> <b>an accident / an experience / a dream</b> <b>a look</b> (at something) <b>a chat / a discussion / a conversation</b> (with somebody) <b>trouble / difficulty / fun / a good time</b> etc. <b>a baby</b> (=give birth to a baby)
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**Have got** is not possible in these expressions. Compare:

- Sometimes I **have** (=eat) a sandwich for my lunch. (not I've got)
- but I've **got** / I **have** some sandwiches. Would you like one?

You can use continuous forms (**I'm having** etc.) with these expressions:

- We're enjoying our holiday. We're **having** a great time.
- 'Where's Mark?' 'He's **having** a shower.'

In questions and negative sentences we use **do/does/did**:

- I **don't** usually **have** a big breakfast. (not I usually haven't)
- Where **does** Chris usually **have** lunch?
- Did** you **have** trouble finding somewhere to stay? (not Had you)

# Exercises

## 17.1 Which goes with which?

- 1 I'm not free tomorrow morning.
- 2 Rachel is an only child.
- 3 We've got plenty of time.
- 4 You've got a really good voice.
- 5 I don't feel very well this morning.
- 6 Laura studied at university.
- 7 I've got a question.
- 8 James has got a lot of experience.

- a She's got a degree in physics.
- b I've got a sore throat.
- c There's no need to hurry.
- d I've got a driving lesson.
- e Maybe you can answer it.
- f I think he should get the job.
- g I wish I could sing as well as you.
- h She's got no brothers or sisters.

- 1 ..... d .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

## 17.2 Complete the sentences using **have**.

- 1 She couldn't get into the house. She didn't have a key.
- 2 Is there anything you'd like to ask? Do you have any questions?
- 3 They can't pay their bills. They ..... any money.
- 4 We got wet in the rain yesterday. We ..... an umbrella.
- 5 Jack ..... a car. He can't afford one and he can't drive anyway.
- 6 'Excuse me, ..... a pen I could borrow?' 'Yes, sure. Here you are.'
- 7 I was very busy yesterday. I ..... time to go shopping.
- 8 'Tell me about Jack. ..... a job?' 'Yes, he works at the hospital.'
- 9 When you worked in your last job, ..... your own office?
- 10 'Where's the remote control?' 'I don't know. I ..... it.'
- 11 'Tom ..... a motorbike, ..... he?' 'Yes, that's right. A long time ago.'

## 17.3 Are the underlined words OK? Change them where necessary.

- 1 I'm not free tomorrow morning. I've got a driving lesson.
- 2 Lisa had got long hair when she was a child.
- 3 I couldn't contact you because I hadn't my phone.
- 4 'Are you feeling OK?' 'No, I'm having a cold'.
- 5 I'm not working right now. I'm having a break.
- 6 I felt really tired. I hadn't any energy.
- 7 It's a small town. It doesn't have many shops.
- 8 Was your trip OK? Had you any problems?
- 9 My friend called me when I was having breakfast.
- 10 The last time I saw Steve, he was having a beard.
- 11 We don't need to hurry. We have plenty of time.
- 12 How often have you a shower?

OK

Lisa had long hair

## 17.4 Complete the sentences. Use an expression with **have** in the correct form. Choose from:

<b>have a baby</b>	<b>have a break</b>	<b>have a chat</b>	<b>have trouble</b>	<b>have a shower</b>
<b>have a look</b>	<b>have lunch</b>	<b>have a party</b>	<b>have a nice time</b>	<b>have a holiday</b>

- 1 I don't eat much during the day. I never ..... have lunch .....
- 2 David starts work at 8 o'clock and ..... at 10.30.
- 3 We ..... last week. We invited lots of people.
- 4 There's something wrong with my bike. Can you ..... at it for me?
- 5 Joe is away on holiday at the moment. I hope he .....
- 6 I met some friends in the supermarket yesterday. We stopped and .....
- 7 ' ..... finding the book you wanted?' 'No, I found it OK.'
- 8 Suzanne ..... a few weeks ago. It's her second child.
- 9 I ..... when the light went out suddenly.
- 10 I'd like to go away somewhere. I ..... for a long time.

# used to (do)

**A**

Study this example situation:

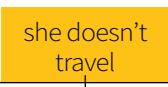
*a few years ago*

Nicola doesn't travel much these days.  
She prefers to stay at home.

But she **used to travel** a lot.  
She **used to go** away two or three times a year.

She **used to travel** a lot = she travelled often in the past, but she doesn't do this any more.

*these days*

*past*

*now***B**

**I used to** do something = I did it often in the past, but not any more:

- I **used to play** tennis a lot, but I don't play very much now.
- David **used to spend** a lot of money on clothes. These days he can't afford it.
- 'Do you go to the cinema much?' 'Not now, but I **used to**' (=I used to go)

We also use **used to** ... for things that were true, but are not true any more:

- This building is now a furniture shop. It **used to be** a cinema.
- I **used to think** Mark was unfriendly, but now I realise he's a very nice person.
- I've started drinking coffee recently. I never **used to like** it before.
- Lisa **used to have** very long hair when she was a child.

**C**

'**I used to** do something' is past. There is no present. You cannot say 'I use to do'.

To talk about the present, we use the present simple (**I do**).

Compare:

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

- We **used to live** in a small village, but now we **live** in a city.
- There **used to be** four cinemas in the town. Now there **is** only one.

**D**

The normal question form is **did** (you) **use to** ... :

- Did you **use to eat** a lot of sweets when you were a child? (= did you do this often?)

The negative form is **didn't use to** ... (**used not to** ... is also possible):

- I **didn't use to like** him. (or I **used not to like** him.)

**E**

Compare **I used to do** and **I was doing**:

- I **used to watch** TV a lot. (=I watched TV often in the past, but I don't do this any more)
- I **was watching** TV when Rob called. (=I was in the middle of watching TV)

**F**

Do not confuse **I used to do** and **I am used to doing** (see Unit 61). The structures and meanings are different:

- I **used to live** alone. (=I lived alone in the past, but I no longer live alone.)
- I **am used to living** alone. (=I live alone, and it's not a problem for me because I've lived alone for some time.)

>> Past continuous (**I was doing**) → Unit 6    would (=used to) → Unit 36  
be/get used to (**doing** something) → Unit 61

# Exercises

## 18.1 Complete the sentences with **used to** + a suitable verb.

- 1 Nicola used to travel a lot, but she doesn't go away much these days.
- 2 Sophie ..... a motorbike, but last year she sold it and bought a car.
- 3 Our friends moved to Spain a few years ago. They ..... in Paris.
- 4 Jackie ..... my best friend, but we aren't friends any more.
- 5 I rarely eat ice cream now, but I ..... it when I was a child.
- 6 It only takes me about 40 minutes to get to work now that the new road is open.  
It ..... more than an hour.
- 7 There ..... a hotel near the airport, but it closed a long time ago.
- 8 I ..... in a factory. It wasn't my favourite job.

## 18.2 Complete the sentences. Choose from the box.

- 1 Lisa used to have very long hair when she was a child.
- 2 We ..... to watch TV a lot, but we don't have a TV any more.
- 3 Lisa works in a shop now. She ..... a receptionist in a hotel.
- 4 What games ..... you use to play when you were a child?
- 5 I ..... like big cities, but now I prefer the countryside.
- 6 In your last job, how many hours a day did you ..... to work?
- 7 I don't travel very much these days, but I used .....
- 8 I used to ..... to run ten kilometres, but I can't run that far now.
- 9 These days I eat more than before. I ..... use to eat as much.

**did  
didn't  
to  
use  
used  
used to  
used to be  
used to have  
be able**

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



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

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

## 18.4 Write sentences about yourself. Begin **I used to ...** (**I used to be/work/like/play** etc.)

- 1 I used to live in a small village, but now I live in a city.
- 2 I used to play tennis a lot, but I don't play any more.
- 3 I used ..... , but .....
- 4 I .....
- 5 .....

Now begin with **I didn't use to ...**.

- 6 I didn't use to read a lot, but I do now.
- 7 I didn't .....
- 8 .....

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

**A**

*Present continuous (I am doing) with a future meaning*



This is Ben's diary for next week.

He **is playing** tennis on Monday afternoon.  
He **is going** to the dentist on Tuesday morning.  
He **is meeting** Kate on Friday.

In all these examples, Ben has already decided and arranged to do these things.

**I'm doing** something (tomorrow etc.) = I have already decided and arranged to do it:

- A: What **are** you **doing** on Saturday evening? (*not* What do you do)
- B: **I'm going** to the cinema. (*not* I go)
- A: What time **is** Katherine **arriving** tomorrow?  
B: Half past ten. We're **meeting** her at the station.
- I'm not working** tomorrow, so we can go out somewhere.
- Steve **isn't playing** football next Saturday. He's hurt his leg.

We do not normally use **will** to talk about what we have arranged to do:

- What **are** you **doing** tonight? (*not* What will you do)
- Alex **is getting** married next month. (*not* will get)

We also use the present continuous for an action *just before you start to do it*. This happens especially with verbs of movement (**go/come/leave** etc.):

- I'm tired. **I'm going** to bed now. Goodnight. (*not* I go to bed now)
- 'Tina, are you ready yet?' 'Yes, **I'm coming**' (*not* I come)

**B**

*Present simple (I do) with a future meaning*

We use the present simple when we talk about timetables and programmes (for example, transport or cinema times):

- I have to go. My train **leaves** at 11.30.
- What time **does** the film **start** tonight?
- The meeting **is** at nine o'clock tomorrow.

You can use the present simple to talk about people if their plans are fixed like a timetable:

- I **start** my new job on Monday.
- What time **do** you **finish** work tomorrow?

But the continuous is more usual for other personal arrangements:

- What time **are** you **meeting** Kate tomorrow? (*not* do you meet)

Compare:

*Present continuous*

- What time **are** you **arriving**?
- I'm going** to the cinema this evening.

*Present simple*

- What time **does** the train **arrive**?
- The film **starts** at 8.15.

When you talk about appointments, lessons, exams etc., you can use **I have** or **I've got**:

- I have** an exam next week. *or* **I've got** an exam next week.

# Exercises



ANNA

## 19.1 Ask Anna about her holiday plans.

- 1 (where / go?) Where are you going?
- 2 (how long / go for?) .....
- 3 (when / leave?) .....
- 4 (go / alone?) .....
- 5 (travel / by car?) .....
- 6 (where / stay?) .....

Scotland.  
Ten days.  
Next Friday.  
No, with a friend.  
No, by train.  
In a hotel.

## 19.2 Complete the sentences.

- 1 Steve isn't playing (not / play) football on Saturday. He's hurt his leg.
- 2 ..... (We / have) a party next week. We've invited all our friends.
- 3 ..... (I / not / work) tomorrow. It's a public holiday.
- 4 ..... (I / leave) now. I've come to say goodbye.
- 5 'What time ..... (you / go) out this evening?' 'Seven o'clock.'
- 6 ..... (Laura / not / come) to the party tomorrow. She isn't well.
- 7 I love New York. ..... (I / go) there soon.
- 8 Ben can't meet us on Monday. ..... (He / work) late.

## 19.3 Have you arranged to do anything at these times? Write sentences about yourself.

- 1 (this evening) I'm not doing anything this evening.
- 2 (tomorrow morning) I .....
- 3 (tomorrow evening) I .....
- 4 (next Sunday) I .....
- 5 (another day or time) .....

## 19.4 Complete the sentences. Use the present continuous or present simple.

- 1 A: Tina, are you ready yet?  
B: Yes, I'm coming (I / come).
- 2 A: ..... (you / go) to Sam's party on Saturday?  
B: No, I haven't been invited.
- 3 A: Has Jack moved into his new apartment yet?  
B: Not yet, but ..... (he / move) soon – probably at the end of the month.
- 4 A: ..... (I / go) to a concert tonight.  
B: That's nice. What time ..... (it / start)?
- 5 A: Have you seen Chris recently?  
B: No, but ..... (we / meet) for lunch next week.
- 6 A: ..... (you / do) anything tomorrow morning?  
B: No, I'm free. Why?
- 7 A: When ..... (this term / end)?  
B: Next Friday. And next term ..... (start) four weeks after that.
- 8 A: ..... (We / go) to a wedding at the weekend.  
B: Really? ..... (Who / get) married?
- 9 A: There's football on TV later tonight. ..... (you / watch) it?  
B: No, I'm not interested.
- 10 A: What time is your train tomorrow?  
B: It ..... (leave) at 9.35 and ..... (arrive) at 12.47.
- 11 A: I'd like to go and see the exhibition at the museum. How long is it on for?  
B: ..... (It / finish) next week.
- 12 A: Do you need the car this evening?  
B: No, you can have it. ..... (I / not / use) it.

# I'm going to (do)

**A**

**I am going to do** something = I have already decided to do it, I intend to do it:

- 'Are you **going to eat** anything?' 'No, I'm not hungry.'
- A: I hear Sarah won the lottery. What **is** she **going to do** with the money?  
B: She's **going to buy** a new car.
- I'm just **going to make** a quick phone call. Can you wait for me?
- This cheese smells horrible. I'm **not going to eat** it.

**B**

**I am doing** and **I am going to do**

**I am doing** = it is *already fixed or arranged*. For example, you have arranged to go somewhere or meet somebody:

- I'm **leaving** next week. I've booked my flight.
- What time **are** you **meeting** Emily this evening?

**I am going to do** something = I've decided to do it. Maybe I've arranged to do it, maybe not.

- A: Your shoes are dirty.  
B: Yes, I know. I'm **going to clean** them.  
(= I've *decided* to clean them, but I haven't arranged this with anybody)
- I don't want to stay here. Tomorrow I'm **going to look** for somewhere else to stay.

Compare:

- I don't know what I'm **doing** tomorrow. (= I don't know my schedule or plans)
- I don't know what I'm **going to do** about the problem. (=I haven't decided what to do)

Often the difference is small and either form is possible.

**C**

You can also say that 'something **is going to happen**' in the future. For example:



The man isn't looking where he is going.

He **is going to walk** into the wall.

When we say that 'something **is going to happen**', the situation *now* makes this clear.

The man is walking towards the wall now, so we can see that he **is going to walk** into it.



**going to** →



Some more examples:

- Look at those black clouds! It's **going to rain**. (we can see the clouds *now*)
- I feel terrible. I think I'm **going to be** sick. (I feel terrible *now*)
- The economic situation is bad now and things **are going to get** worse.

**D**

**I was going to** do something = I intended to do it, but didn't do it:

- We **were going to travel** by train, but then we decided to drive instead.
- I **was just going to cross** the road when somebody shouted 'Stop!'

You can say that 'something **was going to happen**' (but didn't happen):

- I thought it **was going to rain**, but it didn't.

# Exercises

## 20.1 Write questions with **going to**.

- 1 Your friend has won some money. You ask:  
(what / do?) ..... **What are you going to do with it?** .....
- 2 Your friend is going to a wedding next week. You ask:  
(what / wear?) .....
- 3 Your friend has just bought a new table. You ask:  
(where / put?) .....
- 4 Your friend has decided to have a party. You ask:  
(who / invite?) .....
- 5 Your friend has bought some fish for dinner. You ask:  
(how / cook?) .....

## 20.2 Complete the sentences using **I'm going to ... / I'm not going to ...**. Choose from:

**complain    learn    run    say    try    wash    not/accept    not/eat    not/tell**

- 1 This cheese smells horrible. ..... **I'm not going to eat** it.
- 2 I haven't been trying hard enough. From now on ..... harder.
- 3 I have to make a speech tomorrow, but I don't know what .....
- 4 'The car is very dirty.' 'I know. .... it.'
- 5 I've been offered a job, but ..... it. The pay is too low.
- 6 ..... a language, but I haven't decided yet which one.
- 7 One day ..... in a marathon. It's my ambition.
- 8 The food in this restaurant is awful. .....
- 9 Ben doesn't need to know what happened, so ..... him.

## 20.3 What is going to happen in these situations? Use the words in brackets.

- 1 There are a lot of black clouds in the sky.  
(rain) ..... **It's going to rain.** .....
- 2 It is 8.30. Tom is leaving home. He has to be at work at 8.45, but the journey takes 30 minutes.  
(late) He .....
- 3 There is a hole in the bottom of the boat. A lot of water is coming in through the hole.  
(sink) The boat .....
- 4 Amy and Ben are driving. The tank is nearly empty. It's a long way to the nearest petrol station.  
(run out) They .....
- 5 Sarah's car was badly damaged in an accident. Now it has to be repaired.  
(cost a lot) It ..... to repair the car.

## 20.4 Complete the sentences with **was/were going to**. Choose from:

**be    buy    give up    phone    play    say    travel**

- 1 We ..... **were going to travel** ..... by train, but then we decided to go by car instead.
- 2 I ..... some new clothes yesterday, but I didn't have time to go to the shops.
- 3 Tom and I ..... tennis last week, but he'd hurt his knee and had to cancel.
- 4 I ..... Jane, but I sent her an email instead.
- 5 I thought the exam ..... hard, but it was easier than I expected.
- 6 Peter ..... his job, but in the end he decided to stay where he was.
- 7 I'm sorry I interrupted you. What ..... you ..... ?

# will and shall 1

**A**

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

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

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

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

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

- I'm a little hungry. **I think I'll have** something to eat.
- I don't think I'll go** out tonight. I'm too tired.

In spoken English **will not** is usually **won't**:

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

**B**

We often use **I'll** in these situations:

*Offering to do something*

- That bag looks heavy. **I'll help** you with it. (*not I help*)



*Agreeing to do something*

- A: Can you give Tom this book?
- B: Sure, **I'll give** it to him when I see him this afternoon.

*Promising to do something*

- Thanks for lending me the money. **I'll pay** you back on Friday.
- I won't tell** anyone what happened. I promise.



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

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

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

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

**C**

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

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

Compare:

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

**D**

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

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

- Shall I** open the window? (=do you want me to open it?)
- I've got no money. **What shall I** do? (=what do you suggest?)
- 'Shall we go?' 'Just a minute. I'm not ready yet.'
- 'Where **shall we** have lunch?' 'Let's go to Marino's.'

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

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

# Exercises

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

- 1 ‘How are you going to get home?’ ‘I think ..... I'll take ..... a taxi.’
- 2 ‘It's cold in this room.’ ‘Is it? ..... on the heating then.’
- 3 ‘Are you free next Friday?’ ‘Let me see. .... my diary.’
- 4 ‘Shall I do the washing-up?’ ‘No, it's all right. .... it later.’
- 5 ‘I don't know how to use this phone.’ ‘OK, ..... you.’
- 6 ‘Would you like tea or coffee?’ ‘..... coffee, please.’
- 7 ‘Are you coming with us?’ ‘No, I think ..... here.’
- 8 ‘Can you finish this report today?’ ‘Well, ...., but I can't promise.’

## 21.2 Read the situations and write sentences with I think I'll ... or I don't think I'll ....

- 1 It's a bit cold. The window is open and you decide to close it. You say:  
It's cold with the window open. .... I think I'll close it.
- 2 You are feeling tired and it's getting late. You decide to go to bed. You say:  
I'm tired, so ..... Goodnight!
- 3 The weather is nice and you need some exercise. You decide to go for a walk. You say:  
It's a lovely morning. .... Do you want to come too?
- 4 You were going to have lunch. Now you decide you don't want to eat anything. You say:  
I don't feel hungry any more. .... lunch.
- 5 You planned to go swimming today. Now you decide not to go. You say:  
I've got a lot to do, so ..... today.

## 21.3 Which is correct?

- 1 ‘Did you call Max?’ ‘Oh no, I forgot. I call / I'll call him now.’ (I'll call is correct)
- 2 I can't meet you tomorrow morning. I'm playing / I'll play tennis. (I'm playing is correct)
- 3 ‘I meet / I'll meet you outside the hotel at 10.30, OK?’ ‘Yes, that's fine.’
- 4 ‘Please don't go yet.’ ‘OK, I'm staying / I'll stay a little longer, but I have to go soon.’
- 5 I'm having / I'll have a party next Saturday. I hope you can come.
- 6 ‘Remember to lock the door when you go out.’ ‘OK. I don't forget / I won't forget’
- 7 ‘Do you have any plans for the weekend?’ ‘Yes, we're going / we'll go to a wedding.’
- 8 ‘Are you doing / Will you do anything tomorrow evening?’ ‘No, I'm free. Why?’
- 9 ‘Do you do / Will you do something for me?’ ‘It depends. What do you want me to do?’
- 10 ‘Do you go / Will you go to work by car?’ ‘Not usually. I prefer to walk.’
- 11 I asked Sue what happened, but she doesn't tell / won't tell me.
- 12 I don't know if I can win the race tomorrow, but I'm doing / I'll do my best.

## 21.4 What do you say in these situations? Write sentences with shall I ... ? or shall we ... ?

- 1 You and a friend want to do something this evening, but you don't know what.  
You say: What shall we do this evening? .... Do you want to go somewhere?
- 2 You and a friend are going on holiday together, but you have to decide where.  
You ask your friend: .... ?
- 3 You try on a jacket in a shop. You are not sure whether to buy it or not.  
You ask a friend for advice: .... ? What do you think?
- 4 You and a friend are going out. You have to decide whether to get a taxi or to walk.  
You ask your friend: .... or .... ?
- 5 It's Helen's birthday soon. You want to give her a present, but what?  
You ask a friend: What .... ? Any ideas?
- 6 You're meeting a friend tomorrow, but you have to decide what time.  
You say: .... ? Is 10.30 OK for you?

# will and shall 2

**A**

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

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

See Units 19–20.

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

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

Do you think  
Kate **will pass**?

Yes, she's a good driver.  
**She'll pass** easily.



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

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

Some more examples:

- They've been away a long time. When they return, they'll **find** a lot of changes here.
- 'Where **will** you **be** this time next year?' 'I'll **be** in Japan.'
- That plate is hot. If you touch it, you'll **burn** yourself.
- Anna looks completely different now. You **won't recognise** her.
- When **will** you **get** your exam results?

Compare:

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

**B**

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

**probably**

I'll **probably** be home late tonight.

**I'm sure**

Don't worry about the exam. **I'm sure** you'll pass.

**I think**

Do you **think** Sarah **will** like the present we bought her?

**I don't think**

I **don't think** the exam **will** be very difficult.

**I wonder**

I **wonder** what **will** happen.

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

- I hope Kate **passes** the driving test.
- I hope it **doesn't rain** tomorrow.

**C**

Generally we use **will** to talk about *the future*, but sometimes we use **will** to talk about *now*:

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

**D**

Normally we use **shall** only with **I** and **we**. You can say:

**I shall** or **I will** ('ll)      **we shall** or **we will** ('we'll)

- I shall** be late this evening. (*or* **I will** be)
- We shall** probably go to France in June. (*or* **We will** probably go)

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

- We'll** probably go to France.

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

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

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

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

# Exercises

## 22.1 Put in **will** ('ll) or **won't**.

- 1 Can you wait for me? I ..... won't ..... be long.
- 2 There's no point in asking Amanda for advice. She ..... know what to do.
- 3 I'm glad I'm meeting Emma tomorrow. It ..... be good to see her again.
- 4 I'm sorry about what happened yesterday. It ..... happen again.
- 5 You don't need to take an umbrella with you. I don't think it ..... rain.
- 6 I've got some incredible news! You ..... believe it.

## 22.2 Complete the sentences using **will** ('ll). Choose from the following:

<b>it/be</b>	<b>she/come</b>	<b>you/get</b>	<b>you/like</b>	<b>you/enjoy</b>
<b>people/live</b>	<b>it/look</b>	<b>we/meet</b>	<del>you/pass</del>	<b>she/mind</b>

- 1 Don't worry about your exam. I'm sure ..... you'll pass .....
- 2 Why don't you try on this jacket? ..... nice on you.
- 3 You must meet Max sometime. I think ..... him.
- 4 It's a very nice hotel. ..... your stay there.
- 5 It's raining hard. Don't go out. ..... very wet.
- 6 Do you think ..... longer in the future?
- 7 Goodbye! I'm sure ..... again before long.
- 8 I've invited Anna to the party, but I don't think ..... .
- 9 You can borrow Amy's umbrella. I don't think ..... .
- 10 It takes me an hour to get to work at the moment. When the new road is finished, ..... much quicker.

## 22.3 Write questions using **do you think ... will ... ?** + the following:

<b>be back</b>	<b>cost</b>	<b>end</b>	<b>get married</b>	<b>happen</b>	<b>like</b>	<b>rain</b>
----------------	-------------	------------	--------------------	---------------	-------------	-------------

- 1 I've bought this picture for Karen. ..... Do you think she'll like it ..... ?
- 2 The weather doesn't look very good. Do you ..... ?
- 3 The meeting is still going on. When do you ..... ?
- 4 My car needs to be repaired. How much ..... ?
- 5 Sally and David are in love. Do ..... ?
- 6 'I'm going out now.' 'OK. What time ..... ?'
- 7 The future situation is uncertain. What ..... ?

## 22.4 Where do you think you will be at these times? Write sentences about yourself. Use:

**I'll be ...** or **I'll probably be ...** or **I don't know where ...**

- 1 (next Monday evening at 7.45) ..... I'll probably be at home. ....
- 2 (at 3 am tomorrow) .....
- 3 (at 10.30 tomorrow morning) .....
- 4 (next Friday afternoon at 4.15) .....
- 5 (this time next year) .....

## 22.5 Which is better in these sentences?

- 1 Lisa isn't free on Saturday. She'll work / She's working. (She's working is correct)
- 2 It was an amazing experience. I never forget it. / I'll never forget it.
- 3 Something very funny happened. You're laughing / You'll laugh when I tell you about it.
- 4 I'll go / I'm going to a party tomorrow night. Would you like to come too?
- 5 Who do you think will win / is winning the game tomorrow?
- 6 I can't meet you this evening. A friend of mine will come / is coming to see me.
- 7 Don't be afraid of the dog. It won't hurt / It isn't hurting you.
- 8 What's happening / What will happen if I press this button?
- 9 A: Have you decided where to go for your holidays?  
B: Yes, we'll go / we're going to Italy.

# I will and I'm going to

**A**

## Future actions

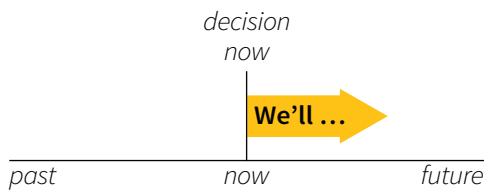
Compare **will** and **(be) going to**:

Sarah is talking to Helen:



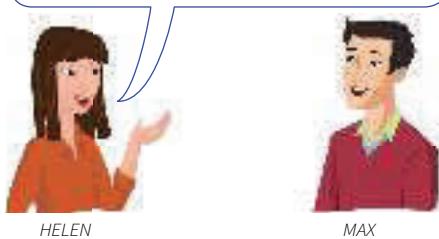
**will** (We'll invite ...)

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



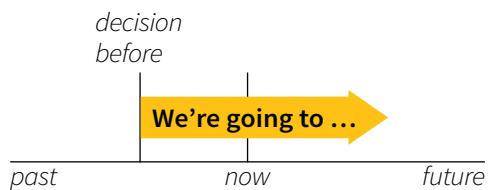
Later that day, Helen meets Max:

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



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

We use **(be) going to** when we have *already decided* to do something. Helen had already decided to invite lots of people *before* she spoke to Max.



Compare:

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

**B**

## Future happenings and situations (predicting the future)

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

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

When we say something **is going to** happen, we believe this because of the situation *now*. What is happening *now* shows that something **is going to** happen in the future. For example:

- Look at those black clouds. It's **going to rain**. (*not* it will rain)  
(we can see that it **is going to rain** – the black clouds are in the sky *now*)

Compare:

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

# Exercises

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

- 1 A: Why are you turning on the TV?  
B: I'm going to watch ... the news. (I / watch)
- 2 A: I forgot my wallet. I don't have any money.  
B: Not to worry. .... you some. (I / lend)
- 3 A: Why are you filling that bucket with water?  
B: ..... the car. (I / wash)
- 4 A: I don't know how to use the washing machine.  
B: It's easy. .... you. (I / show)
- 5 A: I've decided to paint this room.  
B: That's nice. What colour ..... it? (you / paint)
- 6 A: Where are you going? Are you going shopping?  
B: Yes, ..... some things for dinner tonight. (I / buy)
- 7 A: What would you like to eat?  
B: ..... a pizza, please. (I / have)
- 8 A: This food doesn't taste very good, does it?  
B: No, it's horrible. ..... it. (I / not / finish)
- 9 A: Tom is starting an evening class next month.  
B: Is he? What .....? (he / study)
- 10 A: Did you call Lisa?  
B: Oh, no. I completely forgot. .... her now. (I / call)
- 11 A: Has Dan decided what to do when he leaves school?  
B: Yes. Everything is planned.  
First ..... a holiday for a few weeks. (he / have)  
Then ..... a management training course. (he / do)

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

- 1 You want some coffee. You go to the kitchen to make some.  
You say (to your friend): I'm going to make ... some coffee. Would you like some?
- 2 You're speaking to a friend and arranging to meet. You suggest a time and place.  
You say: ..... you at 10.30 in the hotel lobby, OK? (I/see)
- 3 You have decided to sell your car. You tell a friend of yours.  
You say: I don't need my car any more. .... it. (I/sell)
- 4 Your friend is worried because she has lost her driving licence.  
You say: Don't worry. I'm sure ..... it. (you/find)
- 5a You have an old camera that is broken. You have decided to throw it away. You tell your friend.  
You say: This camera is broken. ..... it away. (I/throw)
- 5b Your friend loves and collects old cameras. He doesn't want you to throw it away.  
He says: Don't throw it away! ..... it. (I/have)
- 6a Joe has to go to the airport tomorrow. He doesn't know how to get there. Amy offers to take him.  
Amy says: Don't worry about getting to the airport, Joe. ..... you. (I/take)
- 6b Later that day, Paul offers to take Joe to the airport. Joe tells him that it's not necessary.  
Joe says: Thanks, Paul, but ..... me. (Amy/take)

## 23.3 Which goes with which?

- 1 Why don't you come to the party with us?
- 2 That ceiling looks dangerous.
- 3 He's looking very tired.
- 4 This table is too big.
- 5 The weather forecast is good.
- 6 Jack is very determined.
- 7 They are building a new skyscraper here.
- 8 I haven't seen Ben for ages.

- a He'll get what he wants.
- b He probably won't remember me.
- c It's going to be a nice day.
- d It looks as if it's going to fall down.
- e It's going to be 200 metres high.
- f You'll enjoy it.
- g I don't think it will fit in the room.
- h I think he's going to fall asleep.

- 1 f .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

# will be doing and will have done

**A**

Study this example situation:

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



now

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



half an hour from now

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



three hours from now

**B**

**I will be doing** something (*future continuous*) = I will be in the middle of doing it:

- This time next week I'll be on holiday. I'll be lying on the beach or swimming in the sea.
- You have no chance of getting the job. You'll be wasting your time if you apply.

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

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

Compare:

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

**C**

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

For example:

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

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



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

**D**

**I will have done** something (*future perfect*) = it will be complete before a time in the future. For example:

- Sally always leaves for work at 8.30 in the morning. She won't be at home at 9 o'clock – she'll have gone to work.
- We're late. The film will already have started by the time we get to the cinema.

Compare:

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

# Exercises

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

Andy goes to work every day. He leaves home at 8 o'clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.

1

**At 7.45**

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

4

**At 12.45**

- a he'll have lunch
- b he'll be having lunch
- c he'll have finished his lunch
- d he'll have started his lunch

2

**At 8.15**

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

5

**At 4 o'clock**

- a he'll have finished work
- b he'll finish work
- c he'll be working
- d he won't have finished work

3

**At 9.15**

- a he'll be working
- b he'll start work
- c he'll have started work
- d he'll be arriving at work

6

**At 4.45**

- a he'll leave work
- b he'll be leaving work
- c he'll have left work
- d he'll have arrived home

**24.2** Complete the sentences. Choose from the box.

- 1 There's an election next week. Who will you be voting for?
- 2 I'll ..... shopping later. Can I get you anything?
- 3 Emily is not well, so she ..... volleyball tomorrow.
- 4 Little Emma ..... school soon. She's growing up fast.
- 5 The match is on TV tonight. Will you ..... it?
- 6 What ..... in your new job? The same as before?
- 7 I ..... to the wedding. I'll be away on holiday.
- 8 Please fasten your seat belts. The plane ..... in ten minutes.

**be watching**  
**will be landing**  
**won't be playing**  
**will be starting**  
**will you be voting**  
**won't be going**  
**be going**  
**will you be doing**

**24.3** Put the verb into the correct form, **will be (do)ing** or **will have (done)**.

- 1 Don't phone between 7 and 8. We'll be eating then. (we / eat)
- 2 Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, ..... tennis. (we / play)
- 3 Sarah will meet you at the station. ..... for you when you arrive. (she / wait)
- 4 The meeting starts at 9.30 and won't last longer than an hour. You can be sure that ..... by 11 o'clock. (it / finish)
- 5 Do you think ..... in the same place in ten years' time? (you / still / live)
- 6 Lisa is travelling in Europe and so far she has travelled about 1,000 miles. By the end of the trip, ..... more than 3,000 miles. (she / travel)
- 7 If you need to contact me, ..... at the Lion Hotel until Friday. (I / stay)
- 8 Ben is on holiday and is spending his money very quickly. If he continues like this, ..... all his money before the end of his holiday. (he / spend)
- 9 I'm fed up with my job. I hope ..... it much longer. (I / not / do)

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

**A**

Study this example:

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

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



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

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

The time is *future* ('later'), but Amy says:

... **when I arrive** (*not* when I will arrive)

We say

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

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

Some more examples:

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

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

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

**B**

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

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

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

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

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

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

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

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

**C**

## if and when

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

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

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

- If** it is raining this evening, I won't go out. (*not* when it is raining)
- Don't worry **if** I'm late tonight. (*not* when I'm late)
- If** they don't come soon, I'm not going to wait for them.

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

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

# Exercises

## 25.1 Which is correct?

- 1 Don't forget to lock the door when you go out / you'll go out. (you go out is correct)
- 2 As soon as we get any more information, we let / we'll let you know.
- 3 I want to get to the cinema before the film starts / will start.
- 4 Don't drive through a red light. Wait until it changes / it will change to green.
- 5 Sarah will be here soon. I make / I'll make some coffee when she comes.
- 6 I'm 20 now. I wonder where I'll be when I'm 40 / I'll be 40.
- 7 I wait / I'll wait for you until you're ready, but don't be long.
- 8 Oliver is five years old. He wants to be a TV presenter when he grows up / he'll grow up.
- 9 We could meet for coffee tomorrow morning if you're / you will be free.
- 10 If the weather is / will be nice tomorrow, we're going to the beach.
- 11 Vicky is / will be very disappointed if she doesn't get a place at university.
- 12 You'll feel better after you've had / you'll have something to eat.

## 25.2 Complete the sentences using the verbs in brackets. Use **will/won't** or the present (see/plays/are etc.).

- 1 When ..... you are ..... (you / be) here again, you must come and see us.
- 2 I want to see Sophie before ..... (she / go) away next week.
- 3 Call me when ..... (you / know) what time you're going to get here.
- 4 There's no need to hurry. .... (I / wait) for you until ..... (you / be) ready.
- 5 I'm going out for about an hour. .... (you / still / be) here when ..... (I / get) back?
- 6 I think everything will be fine, but if ..... (there / be) any problems, ..... (I / let) you know, OK?
- 7 Kate looks completely different now. .... (you / not / recognise) her when ..... (you / see) her again.
- 8 I'm going to be away for a few days. If ..... (you / need) to contact me while ..... (I / be) away, you can call me.

## 25.3 Read the situations and complete the sentences.

- 1 You and a friend want to go out, but it's raining hard. You don't want to get wet.  
You say: Let's wait until ..... it stops raining .....
- 2 You're visiting a friend. It's going to get dark soon, and you want to leave before that.  
You ask: I'd better go now before .....
- 3 You want to sell your car. Mark is interested in buying it, but he hasn't decided yet.  
You ask: Let me know as soon as .....
- 4 Your friends are going to Hong Kong soon. You want to know where they're going to stay.  
You ask: Where are you going to stay when ..... ?
- 5 The traffic is bad in your town, but they are going to build a new road.  
You say: I think things will be better when they .....
- 6 Someone you know has been very rude to you. You want her to apologise.  
You say (to someone else): I won't speak to her until .....

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

- 1 Don't worry ..... if ..... I'm late tonight.
- 2 Be careful. You'll hurt yourself ..... you fall.
- 3 I'm going shopping. ..... you want anything, I can get it for you.
- 4 I'm going away for a few days. I'll call you ..... I get back.
- 5 ..... I don't see you tomorrow, when will I see you again?
- 6 I'm watching a programme on TV right now. ..... it finishes, I'm going to bed.
- 7 We can eat at home or, ..... you prefer, we can go to a restaurant.
- 8 I hope Sarah can come to the party. It will be a shame ..... she can't come.

# can, could and (be) able to

**A**

We use **can** to say that something is possible or allowed, or that somebody has the ability to do something. We use **can + infinitive** (**can do / can see** etc.):

- We **can see** the lake from our hotel.
- 'I don't have a pen.' 'You **can use** mine.'
- Can** you **speak** any foreign languages?
- I **can come** and see you tomorrow if you like.
- The word 'dream' **can be** a noun or a verb.

The negative is **can't (=cannot)**:

- I'm afraid I **can't come** to the party on Friday.

**B**

You can say that somebody **is able to** do something, but **can** is more usual:

- We **are able to see** the lake from our hotel.

But **can** has only two forms: **can** (*present*) and **could** (*past*). So sometimes it is necessary to use **(be) able to**. Compare:

- I **can't sleep.**
- Tom **can** come tomorrow.
- Maria **can** speak French, Spanish and English.

- I **haven't been able to** sleep recently.
- Tom **might be able to** come tomorrow.
- Applicants for the job **must be able to** speak two foreign languages.

**C**

Sometimes **could** is the past of **can**. We use **could** especially with:

**see      hear      smell      taste      feel      remember      understand**

- We had a lovely room in the hotel. We **could see** the lake.
- As soon as I walked into the room, I **could smell** gas.
- I was sitting at the back of the theatre and **couldn't hear** very well.

We also use **could** to say that somebody had the ability to do something, or was allowed to do something:

- My grandfather **could speak** five languages.
- We were totally free. We **could do** what we wanted. (=we were allowed to do)

**D**

## could and was able to

We use **could** for *general* ability and with **see, hear** etc.:

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

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

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

Compare:

- Jack was an excellent tennis player when he was younger. He **could beat** anybody.  
(= he was good enough to beat anybody, he had the ability)
- but      Jack and Andy played a match yesterday. Andy played well, but Jack **managed to beat** him.  
(= he succeeded in beating him this time)

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

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

# Exercises

## 26.1 Complete the sentences using **can** or **(be) able to**. If **can** is not possible, use **(be) able to**.

- 1 Gary has travelled a lot. He can speak five languages.
- 2 I haven't been able to sleep very well recently.
- 3 Nicole ..... drive, but she doesn't have a car.
- 4 I used to ..... stand on my head, but I can't do it any more.
- 5 I can't understand Mark. I've never ..... understand him.
- 6 I can't see you on Friday, but I ..... meet you on Saturday morning.
- 7 Ask Katherine about your problem. She might ..... help you.
- 8 You have to be careful in this part of the city. It ..... be dangerous.
- 9 Michael has lived in Italy a long time, so he should ..... speak Italian.

## 26.2 Write sentences about yourself using the ideas in brackets.

- 1 (something you used to be able to do)  
I used to be able to sing well.
- 2 (something you used to be able to do)  
I used .....
- 3 (something you would like to be able to do)  
I'd .....
- 4 (something you have never been able to do)  
I've .....

## 26.3 Complete the sentences with **can/can't/could/couldn't + the following:**

**believe    come    hear    run    sleep    wait**

- 1 I'm afraid I can't come to your party next week.
- 2 When Dan was 16, he ..... 100 metres in 11 seconds.
- 3 'Are you in a hurry?' 'No, I've got plenty of time. I .....
- 4 I don't feel good this morning. I ..... last night.
- 5 Can you speak a little louder? I ..... you very well.
- 6 I was amazed when I heard the news. I ..... it.

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

- 1 A: Did everybody escape from the fire?  
B: Yes. The fire spread quickly, but everybody was able to escape.
- 2 A: Did you finish your work this afternoon?  
B: Yes, there was nobody to disturb me, so I .....
- 3 A: Did you solve the problem?  
B: Yes, we did. It wasn't easy, but we .....
- 4 A: Did the thief get away?  
B: Yes. No-one realised what was happening and the thief .....

## 26.5 Complete the sentences using **could, couldn't or managed to**.

- 1 My grandfather travelled a lot. He could speak five languages.
- 2 I looked everywhere for the book, but I couldn't find it.
- 3 They didn't want to come with us at first, but we managed to persuade them.
- 4 Jessica had hurt her foot and ..... walk very well.
- 5 There was a small fire in the kitchen, but fortunately I ..... put it out.
- 6 The walls were thin and I ..... hear people talking in the next room.
- 7 I ran my first marathon recently. It was very hard, but I ..... finish.
- 8 My grandmother loved music. She ..... play the piano very well.
- 9 We wanted to go to the concert, but we ..... get tickets.
- 10 A girl fell into the river, but some people ..... pull her out. She's all right now.

# could (do) and could have (done)

**A**

Sometimes **could** is the past of **can** (see Unit 26):

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

But **could** is not always past. We also use **could** for possible actions now or in the future, especially to make suggestions. For example:

- A: What shall we do tonight?  
B: We **could go** to the cinema.
- A: When you go to Paris next month,  
you **could stay** with Sarah.  
B: Yes, I suppose I **could**.

**Can** is also possible in these sentences ('We can go to the cinema.' etc.). **Could** is less sure than **can**.

**B**

We also use **could** (*not can*) for actions that are not realistic. For example:

- I'm so tired, I **could sleep** for a week. (*not I can sleep for a week*)

Compare **can** and **could**:

- I **can stay** with Sarah when I go to Paris. (realistic)
- Maybe I **could stay** with Sarah when I go to Paris. (possible, but less sure)
- This is a wonderful place. I **could stay** here for ever. (unrealistic)

**C**

We also use **could** (*not can*) to say that something is possible now or in the future:

- The story **could be** true, but I don't think it is. (*not can be true*)
- I don't know what time Lisa is coming. She **could get** here at any time.

Compare **can** and **could**:

- The weather **can** change very quickly in the mountains. (in general)
- The weather is nice now, but it **could** change later. (the weather now, not in general)

**D**

We use **could have** (done) to talk about the past. Compare:

- I'm so tired, I **could sleep** for a week. (now)  
I was so tired, I **could have slept** for a week. (past)
- The situation is bad, but it **could be** worse. (now)  
The situation was bad, but it **could have been** worse. (past)

Something **could have** happened = it was possible, but did *not* happen:

- Why did you stay at a hotel? You **could have stayed** with me.
- David was lucky. He **could have hurt** himself when he fell, but he's all right.

**E**

**I couldn't do** something = it would not be possible:

- I **couldn't live** in a big city. I'd hate it. (= it wouldn't be possible for me)
- Everything is fine right now. Things **couldn't be** better.

For the past we use **couldn't have** ... (= would not have been possible):

- We had a really good holiday. It **couldn't have been** better.

Note that 'I **couldn't do** something' has two meanings:

- (1) I **couldn't** = it would not be possible now, I would not be able:
  - I **couldn't run** ten kilometres now. I'm not fit enough. (= I would not be able)
- (2) I **couldn't** = I was not able (past)
  - I **couldn't run** yesterday because I'd hurt my leg. (= I was not able)

# Exercises

## 27.1 Which goes with which?

- 1 What shall we eat tonight?
- 2 I need to phone Vicky sometime.
- 3 What shall I get Ann for her birthday?
- 4 Where shall we put this picture?
- 5 What would you like to do at the weekend?
- 6 I don't know what to wear to the wedding.

- a We could go away somewhere.
- b You could give her a book.
- c We could have fish.
- d You could wear your brown suit.
- e You could do it now.
- f We could hang it in the kitchen.

- 1 c .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

## 27.2 Put in can or could.

- 1 This is a wonderful place. I could stay here forever.
- 2 I'm so angry with him. I ..... kill him!
- 3 I ..... hear a strange noise. What is it?
- 4 It's so nice here. I ..... sit here all day but unfortunately I have to go.
- 5 I ..... understand your point of view, but I don't agree with you.
- 6 Peter is a keen musician. He plays the flute and he ..... also play the piano.
- 7 The company Amy works for isn't doing well. She ..... lose her job.
- 8 Some people are unlucky. Life ..... be very unfair.
- 9 I've been really stupid. I ..... kick myself.
- 10 Be careful climbing that tree. You ..... fall.

## 27.3 Complete the sentences. Choose from:

**gone  
have moved**

**could be  
could have**

**could come  
could have come**

**-could sleep  
could have been**

- 1 A: Are you tired?  
B: Yes, very tired. I feel as if I could sleep for a week.
- 2 A: I spent a very boring evening at home yesterday.  
B: Why did you stay at home? You ..... out with us.
- 3 A: Shall I open this letter?  
B: Yes. It ..... important.
- 4 A: How was your exam? Was it difficult?  
B: It wasn't so bad. It ..... worse.
- 5 A: I got very wet walking home in the rain.  
B: Why did you walk? You ..... taken a taxi.
- 6 A: Where shall we meet tomorrow?  
B: Well, I ..... to your office if you like.
- 7 A: Does Tom still live in the same place?  
B: I'm not sure. He could ..... .
- 8 A: Did you go to university?  
B: No. I could have ..... , but I didn't want to.

## 27.4 Complete the sentences. Use couldn't or couldn't have + these verbs (in the correct form):

**afford    be    be    live    manage    stand    study    wear**

- 1 I couldn't live in a big city. I'd hate it.
- 2 We had a really good holiday. It couldn't have been better.
- 3 I ..... that hat. People would laugh at me.
- 4 You helped me a lot. I ..... without you.
- 5 The staff at the hotel were really good. They ..... more helpful.
- 6 There's no way we could buy a car now. We ..... it.
- 7 Jack prepared for the exam as well as he could. He ..... harder.
- 8 I wouldn't like to live near the motorway. I ..... the noise of the traffic.

# must and can't

**A**

Study this example:

My house is very near the motorway.



It **must be** very noisy.



We use **must** to say that we believe something is certain:

- You've been travelling all day. You **must be** tired.  
(travelling is tiring and you've been travelling all day, so you **must** be tired)
- 'Joe is a hard worker.' 'Joe? You **must be joking**. He doesn't do anything.'
- Louise **must get** very bored in her job. She does the same thing every day.

We use **can't** to say that we believe something is not possible:

- You've just had lunch. You **can't be** hungry already.  
(we don't expect people to be hungry immediately after a meal)
- They haven't lived here for very long. They **can't know** many people.

The structure is:

you/she/they (etc.)

**must**  
**can't**

**be** (tired / hungry / at work etc.)  
**be -ing** (doing / going / joking etc.)  
**get / know / have** etc.

**B**

Study this example:

There's nobody at home. They **must have gone out**.



Martin and Lucy expected their friends to be at home.

They rang the doorbell twice, but nobody has answered. Lucy says:

They **must have gone** out.  
(= there is no other possibility)

For the past we use **must have ...** and **can't have ...**:

- I lost one of my gloves. I **must have dropped** it somewhere.  
(that's the only explanation I can think of)
- 'We used to live very near the motorway.' 'Did you? It **must have been** noisy.'
- Sarah hasn't contacted me. She **can't have got** my message.
- Max walked into a wall. He **can't have been looking** where he was going.

The structure is:

I/you/he (etc.)

**must**  
**can't**

**have**

**been** (asleep / at work etc.)  
**been -ing** (doing / looking etc.)  
**gone / got / known** etc.

You can use **couldn't have** instead of **can't have**:

- Sarah **couldn't have got** my message.
- Max **couldn't have been looking** where he was going.

# Exercises

## 28.1 Put in must or can't.

- 1 You've been travelling all day. You ... **must** ... be tired.
- 2 That restaurant ..... be very good. It's always full of people.
- 3 That restaurant ..... be very good. It's always empty.
- 4 I'm sure Kate gave me her address. I ..... have it somewhere.
- 5 I often see that man in this street. He ..... live near here.
- 6 It rained every day during their holiday. It ..... have been very nice for them.
- 7 Congratulations on passing your exam. You ..... be very pleased.
- 8 This bill ..... be correct. It's much too high.
- 9 You got here very quickly. You ..... have driven very fast.
- 10 Bill and Sue always stay at five-star hotels. They ..... be short of money.
- 11 Karen hasn't left the office yet. She ..... be working late tonight.

## 28.2 Complete each sentence with a verb (one or two words).

- 1 I've lost one of my gloves. I must ..... **have dropped** ..... it somewhere.
- 2 Their house is very near the motorway. It must ..... **be** ..... very noisy.
- 3 You've lived in this village a long time. You must ..... everybody who lives here.
- 4 I don't seem to have my wallet with me. I must ..... it at home.
- 5 'How old is Ed?' 'He's older than me. He must ..... at least 40.'
- 6 I didn't hear my phone. I must ..... asleep.
- 7 'You're going on holiday soon. You must ..... forward to it.' 'Yes, I am.'
- 8 I'm sure you know this song. You must ..... it before.
- 9 The road is closed, so we have to go another way. There must ..... an accident.
- 10 'Do you have a car?' 'You must ..... ! How could I afford to have a car?'
- 11 David is the managing director of a large company, so he must ..... quite a high salary.

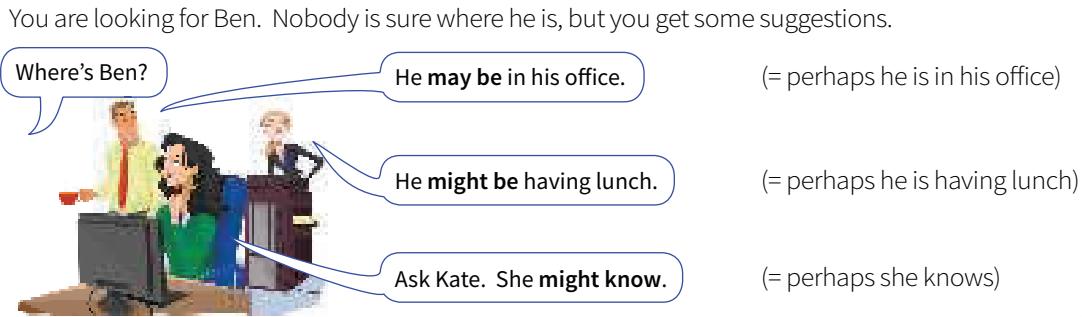
## 28.3 Use the words in brackets to write sentences with must have and can't have.

- 1 We went to our friends' house and rang the doorbell, but nobody answered. (they / go out)  
**They must have gone out.**
- 2 Sarah hasn't contacted me. (she / get / my message)  
**She can't have got my message.**
- 3 The jacket you bought is very good quality. (it / be / very expensive)
- 4 I haven't seen our neighbours for the last few days. (they / go away)
- 5 I can't find my umbrella. (I / leave / it in the restaurant last night)
- 6 Amy was in a very difficult situation when she lost her job. (it / be / easy for her)
- 7 There was a man standing outside the cafe. He was there a long time. (he / wait / for somebody)
- 8 Rachel did the opposite of what I asked her to do. (she / understand / what I said)
- 9 When I got back to my car, it was unlocked. (I / forget / to lock it)
- 10 My neighbours were making a lot of noise in the night. It woke me up. (they / have / a party)
- 11 The light was red, but the car didn't stop. (the driver / see / the red light)
- 12 Paul has had these shoes for years, but they still look new. (he / wear / them much)

# may and might 1

**A**

Study this example situation:



We use **may** or **might** to say that something is possible. You can use **may** or **might**:

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

The negative forms are **may not** and **might not**:

- It **may not** be true. (= perhaps it isn't true)
- She **might not** know. (= perhaps she doesn't know)

I/you/he (etc.)	<b>may</b> <b>might</b>	(not)	<b>be</b> (true / in his office etc.) <b>be -ing</b> (doing / working / having etc.) <b>know / work / want</b> etc.
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Note the difference between **may be** (2 words) and **maybe** (1 word):

- It **may be** true. (**may** + verb)
- 'Is it true?' '**Maybe**. I'm not sure.' (**maybe** = it's possible, perhaps)

**B**

For the past we use **may have** ... or **might have** ...:

- A: I wonder why Kate didn't answer her phone.  
B: She **may have been** asleep. (= perhaps she was asleep)
- A: I can't find my phone anywhere.  
B: You **might have left** it at work. (= perhaps you left it at work)
- A: Why wasn't Amy at the meeting yesterday?  
B: She **might not have known** about it. (= perhaps she didn't know)
- A: I wonder why David was in such a bad mood yesterday.  
B: He **may not have been feeling** well. (= perhaps he wasn't feeling well)

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

**could** is similar to **may** and **might**:

- It's a strange story, but it **could be** true. (= it is possible that it's true)
- You **could have left** your phone at work. (= it's possible that you left it there)

But **couldn't** (negative) is different from **may not** and **might not**. Compare:

- Sarah **couldn't have received** my message. Otherwise she would have replied.  
(= it is not possible that she got my message)
- Why hasn't Sarah replied to my message? I suppose she **might not have received** it.  
(= it's possible that she didn't receive it – perhaps she did, perhaps she didn't)

# Exercises

## 29.1 Complete the sentences. Choose from the box.

- 1 A: Do you know where Helen is?  
B: I'm not sure. She might be in her room.
- 2 A: Is there a bookshop near here?  
B: I'm not sure, but ask Anna. She .....
- 3 A: Where are those people from?  
B: I don't know. They .....
- 4 A: I hope you can help me.  
B: I'll try, but it .....
- 5 A: Whose phone is this?  
B: It's not mine. It .....
- 6 A: Why doesn't George answer his phone?  
B: He .....
- 7 A: Do you know anyone who has a key to this cupboard?  
B: Rachel ....., but I'm not sure.
- 8 A: Gary is in a strange mood today.  
B: Yes, he is. He .....

**may be Tom's**  
**may not be feeling well**  
**may not be possible**  
**might be in her room**  
**might be Brazilian**  
**might be driving**  
**might have one**  
**might know**

## 29.2 Complete each sentence using the verb in brackets.

- 1 A: Where's Ben?  
B: I'm not sure. He might be having lunch. (have)
- 2 A: Who was the guy we saw with Anna yesterday?  
B: I'm not sure. It may ..... her brother. (be)
- 3 A: Is Ellie here?  
B: I can't see her. She may not ..... yet. (arrive)
- 4 A: Gary said he would meet us in the cafe, but he isn't here.  
B: He might ..... outside. I'll go and look. (wait)
- 5 A: How did John know that I'd lost my job?  
B: I don't know. I suppose Sam may ..... him. (tell)
- 6 A: Do you know where Jeff is? Is he still in the office?  
B: He was here earlier, but he might ..... home. (go)
- 7 A: Where's Emma? What's she doing?  
B: I'm not sure. She might ..... TV. (watch)
- 8 A: Does Max have any brothers or sisters?  
B: I'm not sure. I think he may ..... a younger sister. (have)
- 9 A: I can't find my umbrella. Have you seen it?  
B: You may ..... it in the restaurant last night. (leave)
- 10 A: I rang Dan's doorbell, but he didn't answer. I'm sure he was there.  
B: He might not ..... the doorbell. (hear)
- 11 A: Hannah is supposed to meet us here, and she's already 20 minutes late.  
B: She may ..... . She's always forgetting things. (forget)

## 29.3 Complete the sentences using **might not have ...** or **couldn't have ...**.

- 1 A: I was surprised Amy wasn't at the meeting. Perhaps she didn't know about it.  
B: Maybe. She might not have known about it.
- 2 A: I wonder why Tom didn't come to the party. Perhaps he didn't want to come.  
B: It's possible. He ..... to come.
- 3 A: I wonder how the fire started. Was it an accident?  
B: No, the police say it ..... an accident. It was deliberate.
- 4 A: Mike says he needs to see you. He tried to find you yesterday.  
B: Well, he ..... very hard. I was in my office all day.
- 5 A: The man you spoke to – are you sure he was American?  
B: No, I'm not sure. He .....

# may and might 2

**A**

We use **may** and **might** to talk about possible actions or happenings in the future:

- I haven't decided where to go on holiday. I **may go** to Ireland. (= perhaps I will go there)
- Take an umbrella with you. It **might rain** later. (= perhaps it will rain)
- The bus isn't always on time. We **might have** to wait a few minutes.  
(= perhaps we will have to wait)

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

- Amy **may not go** out tonight. She isn't feeling well. (= perhaps she will not go out)
- There **might not be** enough time to discuss everything at the meeting.  
(= perhaps there will not be enough time)

Compare:

- I'm going** to buy a car. (for sure)
- I may buy** a car. *or* **I might buy** a car. (possible)

**B**

Usually you can use **may** or **might**. So you can say:

- I may go** to Ireland. *or* **I might go** to Ireland.
- Jane **might be** able to help you. *or* Jane **may be** able to help you.

But we use **might** (*not* **may**) when the situation is *not real*:

- If they paid me better, I **might** work harder. (*not* I may work)

This situation (**If they paid** me better) is not real. They do *not* pay me well, so I'm not going to work harder.

**C**

Compare **may/might be -ing** and **will be -ing**:

- Don't phone at 8.30. I'll **be watching** the football on TV.
- Don't phone at 8.30. I **might be watching** the football on TV. (= perhaps I'll be watching it)

We also use **may/might be -ing** for possible plans. Compare:

- I'm going** to Ireland soon. (for sure)
- I might be going** (*or* **I may be going**) to Ireland soon. (possible)

**D**

## might as well

Helen and Clare have just missed the bus.

The buses run every hour.

What shall we do? Shall we walk?

We **might as well**. It's a nice day and I don't want to wait here for an hour.



We **might as well** do something = we should do it because there is no better alternative. There is no reason not to do it.

You can also use **may as well**.

- A: What time are you going out?  
B: Well, I'm ready, so I **might as well go** now. *or* ... **I may as well go** now.
- Buses are so expensive these days, you **might as well get** a taxi.  
(= taxis are as good, no more expensive than buses)

# Exercises

## 30.1 Which alternative makes sense?

- 1 A: Where are you going for your holidays?  
B: I haven't decided yet. I might go / I'm going to Ireland. (I might go makes sense)
- 2 A: Have you decided what sort of car you want to buy?  
B: Yes, I might get / I'm going to get a sports car.
- 3 A: When is Tom coming to see us?  
B: He hasn't said yet. He might come / He's coming on Sunday.
- 4 A: Where are you going to put that picture?  
B: I don't know yet. I might hang / I'm going to hang it in the bedroom.
- 5 A: What's Tanya going to do when she leaves school? Does she know yet?  
B: Yes, she's decided. She might go / She's going to university.
- 6 A: Do you have plans for the weekend?  
B: Nothing fixed. I might go away / I'm going away.

## 30.2 Complete the sentences using **might** + a verb from the box:

- 1 Take an umbrella with you when you go out. It might rain later.
- 2 Don't make too much noise. You ..... the baby.
- 3 Be careful with your coffee. You ..... it.
- 4 Don't forget your phone. You ..... it.
- 5 It's better if we don't talk so loud. Somebody ..... us.
- 6 Be careful. This footpath is icy. You .....

hear  
need  
rain  
slip  
spill  
wake

## 30.3 Complete the sentences. Use **might be able to** or **might have to** + one of these verbs:

**fix help leave meet pay wait**

- 1 Tell me about your problem. I might be able to help you.
- 2 I can come to the meeting, but I ..... before the end.
- 3 I'm not free this evening, but I ..... you tomorrow evening.
- 4 I'm not sure whether this car park is free or not. We .....
- 5 There's a long queue. We ..... a long time.
- 6 'I've got a problem with my bike.' 'Let me have a look. I ..... it.'

## 30.4 Write sentences with **might not**.

- 1 Lisa's not feeling very well. I'm not sure that she will go to the party.  
Lisa might not come to the party.
- 2 I haven't seen him for a long time. I don't know if I will recognise him or not.  
I might ..... him.
- 3 We want to go to the game, but I don't know whether we'll be able to get tickets.  
We ..... for the game.
- 4 I said I'd do the shopping, but it's possible I won't have time.  
I ..... to do the shopping.
- 5 I've been invited to the wedding, but I'm not sure that I'll be able to go.  
I .....

## 30.5 Read the situations and write sentences with **might as well**.

- 1 You and a friend have just missed the bus. The buses run every hour.  
You say: We'll have to wait an hour for the next bus. We might as well walk .....
- 2 Your computer doesn't work any more. It will cost a lot to repair.  
You say: It's not worth repairing. I ..... a new one.
- 3 You've painted the kitchen. You still have a lot of paint, so why not paint the bathroom too?  
You say: I ..... too. There's plenty of paint left.
- 4 You and a friend are at home. You're bored. There's a film on TV starting in a few minutes.  
You say: We ..... it. There's nothing else to do.

# have to and must

**A**

I **have to** do something = it is necessary to do it, I am obliged to do it:

- You can't turn right here. You **have to turn** left.
- I **have to wear** glasses for reading.
- Robert can't come out with us this evening.  
He **has to work** late.
- Last week Tina broke her arm and **had to go** to hospital.
- I haven't **had to go** to the doctor for ages.

We use **do/does/did** in questions and negative sentences (for the present and past simple):

- What **do I have to do** to get a new driving licence? (*not* What have I to do?)
- Karen **doesn't have to work** Saturdays. (*not* Karen hasn't to)
- 'Did you **have to wait** a long time for a bus?' 'No, only ten minutes.'



You can say **I'll have to ...**, **I'm going to have to ...**, **I might have to ...**, **I may have to ...**:

- They can't repair my computer, so **I'll have to buy** a new one. *or*  
... **I'm going to have to buy** a new one.
- We **might have to change** our plans. *or* We **may have to change** ...  
(= it's possible that we will have to change them)

**B**

**Must** is similar to **have to**. You can say:

- It's later than I thought. I **must go**. *or* I **have to go**.

You can use **must** or **have to** when you give your own opinion (for example, to say what you think is necessary, or to recommend someone to do something):

- I haven't spoken to Sue for ages. I **must phone** her. / I **have to phone** her.  
(= I say this is necessary)
- Mark is a really nice person. You **must meet** him. / You **have to meet** him.  
(= I recommend this)

We use **have to** (*not usually must*) to say what someone is *obliged* to do. This is a *fact*, not the speaker's own opinion:

- I **have to work** from 8.30 to 5.30 every day. (a fact, not an opinion)
- Jane **has to travel** a lot for her work.



But we use **must** in written rules and instructions:

- Applications for the job **must be received** by 18 May.
- Seat belts **must be worn**.

We use **had to** (*not must*) to talk about the past:

- I went to the meeting yesterday, but I **had** to leave early. (*not* I must)

**C**

**Mustn't** and **don't have to** are completely different:

You **mustn't** do something = *don't* do it:

- You **must keep** this a secret. You **mustn't tell** anyone. (= don't tell anyone)
- I promised I would be on time. I **mustn't be** late. (= I must be on time)

You **don't have to** do something = you don't need to do it (but you can if you want):

- You **don't have to come** with me. I can go alone.
- I **don't have to be** at the meeting, but I'm going anyway.

**D**

You can use **have got to** instead of **have to**. You can say:

- I've **got to** work tomorrow. *or* I **have to** work tomorrow.
- When **has** Helen **got to** go? *or* When **does** Helen **have to** go?

# Exercises

**31.1** Complete the sentences using **have/has/had to ...**. Use the verbs in brackets.

- 1 Robert can't come out with us this evening. .... He has to work ..... late. (he / work)
- 2 'The bus was late this morning.' 'How long ... did you have to wait ...?' (you / wait)
- 3 I don't have much time. .... in ten minutes. (I / go)
- 4 'I'm afraid I can't stay long.' 'What time ..... ?' (you / go)
- 5 Joe starts work at 5 am every day, which means ..... at four. (he / get up)
- 6 We nearly missed the bus this morning. .... to catch it. (we / run)
- 7 Is Lisa usually free on Saturdays or ..... ? (she / work)
- 8 There was nobody to help me. .... everything by myself. (I / do)
- 9 How old ..... to have a driving licence? (you / be)
- 10 There was a lot of noise from the street. .... the window. (we / close)
- 11 Was the exhibition free, or ..... to go in? (you / pay)

**31.2** Complete the sentences using **have/has/had to + the verbs in the list**. Some sentences are negative (**I don't have to ... etc.**):

<b>ask</b>	<b>decide</b>	<b>drive</b>	<b>get up</b>	<b>go</b>	<b>make</b>	<b>make</b>	<b>pay</b>	<b>show</b>	<b>stand</b>
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- 1 I'm not working tomorrow, so ... I don't have to get up ..... early.
- 2 Steve didn't know how to change the settings on his phone. I ... had to show ..... him.
- 3 Excuse me a moment – I ..... a phone call. I won't be long.
- 4 You can let me know later what you want to do. You ..... now.
- 5 I couldn't find the street I wanted. I ..... somebody for directions.
- 6 This car park is free. You .....
- 7 A man was slightly injured in the accident, but he ..... to hospital.
- 8 Jane has a senior position in the company. She ..... important decisions.
- 9 The train was very full and there were no seats free. We ..... all the way.
- 10 When Patrick starts his new job next month, he ..... 50 miles to work every day.

**31.3** In some of these sentences, **must** is wrong or unnatural. Correct the sentences where necessary.

- 1 It's later than I thought. I must go.
- 2 I must start work every day at 8.30.
- 3 I must remember to call Sarah tomorrow.
- 4 I couldn't get a taxi last night. I must walk home.
- 5 You must come and see us again soon.
- 6 Tom isn't going out this evening. He must study for his exam.
- 7 We can't go the usual way because the road is closed. We must go another way.
- 8 Julia wears glasses. She must wear glasses since she was very young.

OK (I have to go is also correct) .....

I have to start work .....

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

**31.4** Complete the sentences with **mustn't, don't have to** or **doesn't have to**.

- 1 I don't want anyone to know about our plan. You ... mustn't ... tell anyone.
- 2 Richard ... doesn't have to ... wear a suit to work, but he usually does.
- 3 There's a lift in the building, so we ..... climb the stairs.
- 4 I promised Kate I'd call her tomorrow. I ..... forget.
- 5 I'm not very busy. I have a few things to do, but I ..... do them now.
- 6 Sophie likes weekends because she ..... get up early.
- 7 You ..... be a good player to enjoy a game of tennis.
- 8 You should keep trying to find a job. You ..... give up.
- 9 I ..... eat too much. I'm supposed to be on a diet.
- 10 We have plenty of time before our flight. We ..... check in yet.

# must mustn't needn't

## A must and mustn't

You **must** do something = it is necessary that you do it:

- Don't tell anybody what I said. You **must keep** it a secret.
- We don't have much time. We **must hurry**.

You **mustn't** do something = don't do it:

- You **must** keep it a secret. You **mustn't** tell anyone. (=don't tell anyone)
- We **must** be very quiet. We **mustn't** make any noise.

## B needn't and don't need to

You **needn't** do something = it's not necessary to do it (but you can if you want):

- We have plenty of time. We **needn't hurry**. (=it is not necessary to hurry)
- Joe can stay here. He **needn't come** with us. (=it is not necessary for him to come)

You can also use **don't/doesn't need to**:

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

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

Compare **needn't** and **mustn't**:

- You **needn't** tell Steve. I can tell him myself. (=it is not necessary)
- You **mustn't** tell Steve. I don't want him to know. (=don't tell him)

## C needn't have (done)

Study this example situation:



Paul and Sarah reserved a table at a restaurant.

But when they went to the restaurant, it was almost empty.

They **needn't have reserved** a table.

This means: they reserved a table, but now they know this was not necessary.

Compare **needn't** (do) and **needn't have** (done):

- Everything will be OK. You **needn't worry**. (it is not necessary)
- Everything was OK. You **needn't have worried**. (you worried, but it was not necessary)

## D needn't have (done) and didn't need to (do)

He **needn't have done** something = he did it, but now we know that it was not necessary:

- Why did he get up at 5 o'clock? He **needn't have got** up so early. He could have stayed in bed longer.

He **didn't need to do** something = it was not necessary to do it. It doesn't matter whether he did it or not:

- He **didn't need to get** up early, so he didn't.
- He **didn't need to get** up early, but it was a beautiful morning, so he did.

You can also say 'He **didn't have to** get up' in these examples.



**must** ('You must be tired') → **Unit 28**

**have to** and **must** → **Unit 31**

Modal verbs (**can/could/will/would** etc.) → **Appendix 4**

American English → **Appendix 7**

# Exercises

## 32.1 Which goes with which? Find the sentences with a similar meaning.

- 1 You must be very quiet.
- 2 You must remember your password.
- 3 You must be brave.
- 4 You must be on time.
- 5 You must leave the furniture as it is.
- 6 You must go away.
- 7 You must forget what happened.

- a You mustn't stay here.
- b You mustn't be afraid.
- c You mustn't think about it.
- d You mustn't forget it.
- e You mustn't be late.
- f ~~You mustn't make any noise.~~
- g You mustn't move anything.

1 ..... f  
2 .....  
3 .....  
4 .....  
5 .....  
6 .....  
7 .....

## 32.2 Which is correct?

- 1 We have plenty of time. We mustn't / needn't hurry. (needn't is correct)
- 2 I have to talk to Gary. I must / mustn't remember to call him.
- 3 I have to talk to Gary. I mustn't / needn't forget to call him.
- 4 There's plenty of time for you to decide. You mustn't / don't need to decide now.
- 5 These are important documents. We mustn't / needn't lose them.
- 6 You mustn't / needn't wait for me. You go on and I'll join you later.
- 7 This is a dangerous situation and we need to be careful. We mustn't / needn't do anything stupid.
- 8 I understand the situation perfectly. You mustn't / don't need to explain further.
- 9 A: What sort of house do you want to buy? Something big?  
B: It mustn't / needn't be big – that's not so important. But it must / mustn't have a nice garden.

## 32.3 Complete the sentences. Use **needn't** + verb. Choose from:

**come      keep      leave      walk      worry**

- 1 We have plenty of time. We needn't leave yet.
- 2 I can manage the shopping alone. You ..... with me.
- 3 We ..... all the way home. We can get a taxi.
- 4 You can delete these emails. You ..... them.
- 5 I'll be all right. You ..... about me.

## 32.4 Write two sentences for each situation. Use **needn't have** in the first sentence and **could have** in the second (as in the example). For **could have**, see Unit 27.

- 1 Why did you rush? Why didn't you take your time?  
You needn't have rushed. You could have taken your time.
- 2 Why did you walk home? Why didn't you take a taxi?  
.....
- 3 Why did they stay at a hotel? Why didn't they stay with us?  
.....
- 4 Why did she phone me at 3 am? Why didn't she wait until the morning?  
.....
- 5 Why did you shout at me? Why weren't you more patient?  
.....

## 32.5 Are these sentences OK? Change them where necessary.

- 1 We have plenty of time. We don't need hurry.
- 2 Keep it a secret. You mustn't tell anybody.
- 3 You needn't to shout. I can hear you perfectly.
- 4 I needn't have gone out, so I stayed at home.
- 5 This train is direct. You don't need to change.
- 6 You mustn't lock the door. It's OK to leave it unlocked.
- 7 I needn't have said anything, so I kept quiet.
- 8 I needn't have said anything. I should have kept quiet.

We don't need to hurry .....  
OK .....  
.....  
.....  
.....  
.....  
.....  
.....

# should 1

**A**

You **should do** something = it is a good thing to do or the right thing to do.

You can use **should** to give advice or to give an opinion:

- You look tired. You **should go** to bed.
- The government **should do** more to improve schools.
- A: **Should** we **invite** Stephanie to the party?  
B: Yes, I think we **should**.
- The man on the motorbike **should be wearing** a helmet.



You **shouldn't** do something = it isn't a good thing to do:

- You **shouldn't believe** everything you read in newspapers.

We often use **should** with **I think / I don't think / Do you think ... ?**:

- I think** the government **should do** more to improve schools.
- I don't think** you **should work** so hard.
- A: **Do you think I should apply** for this job?  
B: Yes, **I think** you **should**.

**Should** is not as strong as **must** or **have to**:

- You **should** apologise. (= it would be a good thing to do)
- You **must** apologise. / You **have to** apologise. (=you have no alternative)

**B**

We use **should** when something is not right or what we expect:

- Where's Tina? She **should be** here by now.  
(= she isn't here yet, and this is not normal)
- The price on this packet is wrong. It **should be** £2.50, not £3.50.

We also use **should** to say that we expect something to happen:

- Helen has been studying hard for the exam, so she **should pass**.  
(= I expect her to pass)
- There are plenty of hotels in the town. It **shouldn't be** hard to find a place to stay.  
(= I don't expect it to be hard)

**C**

You **should have done** something = you didn't do it, but it would have been a good thing to do:

- You missed a great party last night. You **should have come**. Why didn't you?  
(= you didn't come, but it would have been good to come)
- I wonder why they're so late. They **should have been** here long ago.

You **shouldn't have done** something = you did it, but it wasn't a good thing to do:

- I'm feeling sick. I **shouldn't have eaten** so much. (= I ate too much)
- She **shouldn't have been listening** to our conversation. It was private.  
(= she was listening)

Compare **should** (do) and **should have** (done):

- You look tired. You **should go** to bed now.
- You went to bed very late last night. You **should have gone** to bed earlier.

**D**

## ought to ...

You can use **ought to** instead of **should** in the sentences on this page.

We say 'ought to do' (with **to**):

- Do you think I **ought to apply** for this job? (= Do you think I **should apply** ... ?)
- Jack **ought not to go** to bed so late. (= Jack **shouldn't go** ...)
- It was a great party last night. You **ought to have come**. (= You **should have come**)

# Exercises

**33.1** For each situation, write a sentence with **should** or **shouldn't** + one of the following:

**go away for a few days**  
**put some pictures on the walls**

**stay up so late**  
**take a picture**

**look for another job**  
**worry so much**

- 1 Anna needs a change.
- 2 Your salary is very low.
- 3 Jack always finds it hard to get up.
- 4 What a beautiful view!
- 5 Laura is always anxious.
- 6 Dan's room isn't very nice.

*She should go away for a few days.*  
You .....  
He .....  
You .....  
She .....  
.....

**33.2** Complete the sentences. Choose from:

**should solve**  
**should receive**

**should be working OK**  
**-should pass the exam**

**shouldn't cost more**  
**should be much warmer**

**shouldn't take long**  
**should be here soon**

- 1 Helen has been studying hard, so she *should pass the exam* .....
- 2 Joe hasn't arrived yet, but he .....
- 3 The TV has been repaired. It ..... now.
- 4 It ..... to get to the hotel. About 20 minutes.
- 5 I sent the documents to you today, so you ..... them tomorrow.
- 6 The weather is unusually cold. It ..... at this time of year.
- 7 The best way to get to the airport is by taxi. It ..... than ten pounds.
- 8 If you have a problem with the computer, try restarting it. That ..... the problem.

**33.3** Complete the sentences. Use **should ...** or **should have ...** + the verb in brackets.

- 1 You look tired. You *should go* ..... to bed. (go)
- 2 You missed a great party last night. *You should have come* ..... (come)
- 3 I'm in a difficult position. What do you think I ..... now? (do)
- 4 I'm sorry that I didn't take your advice. I ..... what you said. (do)
- 5 We lost the game, but we were the better team. We ..... (win)
- 6 We don't see you enough. You ..... and see us more often. (come)
- 7 We went the wrong way and got lost. We ..... right, not left. (turn)
- 8 My exam results weren't good. I ..... better. (do)

**33.4** Read the situations and write sentences with **should** / **should have** / **shouldn't** / **shouldn't have**.

- 1 I'm feeling sick. I ate too much.  
*I shouldn't have eaten so much.* .....
- 2 When we got to the restaurant, there were no free tables. We hadn't reserved one.  
We .....
- 3 Laura told me her address, but I didn't write it down. Now I can't remember the house number.  
I .....
- 4 The shop is open every day from 8.30. It is 9 o'clock now, but the shop isn't open yet.  
.....
- 5 I was looking at my phone. I wasn't looking where I was going. I walked into a wall.  
.....
- 6 Kate is driving. The speed limit is 30 miles an hour, but Kate is doing 50.  
She .....
- 7 I wasn't feeling well yesterday, but I went to work. That was a mistake. Now I feel worse.  
.....
- 8 Tomorrow there is a football match between Team A and Team B. Team A are much better.  
.....
- 9 I was driving. The car in front stopped suddenly and I drove into it. It wasn't my fault.  
The driver in front .....

## should 2

**A**You can use **should** after:

insist demand recommend suggest propose

- I insisted that he **should apologise**.
- Doctors **recommend** that everyone **should eat** plenty of fruit.
- What do you **suggest** we **should do**?
- Many people are **demanding** that something **should be done** about the problem.

*also*It's important/vital/necessary/essential that ... **should** ... :

- It's **essential** that everyone **should be** here on time.

**B**You can also leave out **should** in the sentences in section A. So you can say:

- It's **essential** that everyone **be** here on time. (= ... that everyone **should be** here ...)
- I insisted that he **apologise**. (= ... that he **should apologise**)
- What do you **suggest** we **do**?
- Many people are **demanding** that something **be done** about the problem.

This form (**be/do/apologise** etc.) is called the *subjunctive*. It is the same as the *infinitive* (without **to**).

You can also use normal present and past forms:

- It's **essential** that everyone **is** here on time.
- I insisted that he **apologised**.

**C**We do not use **to** ... with **suggest**. You can say:

- What do you **suggest we should do**?
- or      What do you **suggest we do**? (but not What do you suggest us to do?)
- Jane won the lottery.  
I **suggested** that she **should buy** a car with the money she won.
- or      I **suggested** that she **buy** a car.
- or      I **suggested** that she **bought** a car. (but not I suggested her to buy)

You can also use -ing after **suggest** (What do you **suggest doing**?). See Unit 53.**D**You can use **should** after some adjectives, especially:

strange odd funny typical natural interesting surprised surprising

- It's **strange** that he **should be** late. He's usually on time.
- I was **surprised** that he **should say** such a thing.

**E**You can say 'if something **should** happen ...'. For example:

- We have no jobs at present, but if the situation **should change**, we will contact you.

You can also begin with **should** (**Should** something happen ...):

- Should** the situation **change**, we will contact you.

This means the same as 'If the situation **changes**, ...'. With **should**, the speaker feels that the possibility is smaller.**F**You can use **I should** ... / **I shouldn't** ... to give advice. For example:

- 'Shall I leave now?' 'No, I **should wait** a bit.' (= I advise you to wait)

Here, **I should** ... = 'I would ... if I were you', 'I advise you to ...'. Two more examples:

- 'I'm going out now. Is it cold outside?' 'Yes, I **should wear** a coat.'
- I **shouldn't stay** up too late. You have to be up early tomorrow.

# Exercises

**34.1 Complete the second sentence so that it means the same as the first.**

- 1 'It would be a good idea to eat more fruit,' the doctor said to me.  
The doctor recommended that I should eat more fruit.
- 2 'You really must stay a little longer,' she said to me.  
She insisted that I .....
- 3 'Why don't you visit the museum after lunch?' I said to them.  
I suggested that .....
- 4 'You must pay the rent by Friday,' the landlord said to us.  
The landlord demanded that .....
- 5 'Let's go to the cinema,' Chris said to me.  
Chris suggested that .....

**34.2 Two of these sentences are not correct. Change the two that are not correct.**

- 1 Tom suggested that I look for another job. OK
- 2 I called Tina and suggested that we meet for coffee. ....
- 3 What do you suggest me to do? ....
- 4 What sort of car do you suggest I should buy? ....
- 5 I suggest you to read this book. ....
- 6 I suggested that Anna learn to drive. ....

**34.3 Complete the sentences using **should** + verb. Choose from:**

**ask    -be-    be done    leave    say    vote    worry**

- 1 It's strange that he should be late. He's usually on time.
- 2 It's funny that you ..... that. I was thinking the same thing.
- 3 It's only natural that parents ..... about their children.
- 4 Isn't it typical of Joe that he ..... without saying goodbye to anybody?
- 5 I was surprised that they ..... me for advice. What advice could I give them?
- 6 This is a democratic election, and it's important that you .....
- 7 The bridge needs to be repaired. It's essential that the work ..... as soon as possible.

**34.4 Complete the sentences using **If ... should ...**. Choose from:**

**anyone / ask    -the situation / change-    it / rain    there / any problems**

- 1 We have no jobs at present. If the situation should change, we'll let you know.
- 2 I've hung out the washing to dry on the balcony. If ....., can you bring it inside?
- 3 I think everything will be OK. ...., I'm sure we'll be able to solve them.
- 4 I don't want anyone to know where I'm going. ...., say you don't know.

**Now complete the same sentences beginning with **Should ...**.**

- 5 Should the situation change, we'll let you know.
- 6 ...., can you bring the washing inside?
- 7 ...., I'm sure we'll be able to solve them.
- 8 ...., where I'm going, say you don't know.

**34.5 Complete the sentences using **I should**. Choose from:**

**call    get    keep    -wait-**

- 1 'Shall I leave now?' 'No, ... I should wait a bit.'
- 2 'Shall I throw these things away?' 'No, ..... them. You may need them.'
- 3 'Shall I go and see Paul?' 'Yes, but ..... him first.'
- 4 'Is it worth getting this computer repaired?' 'No, ..... a new one.'

# I'd better ... it's time ...

## A had better (I'd better / you'd better etc.)

**I'd better do** something = it is advisable to do it. If I don't do it, there will be a problem or a danger:

- I have to meet Amy in ten minutes. **I'd better go** now or I'll be late.
- 'Shall I take an umbrella?' 'Yes, **you'd better**. It might rain.'
- We'd better stop** for petrol soon. The tank is almost empty.

The negative is **I'd better not** (= I **had** better not):

- A: That jacket looks good on you. Are you going to buy it?
- B: **I'd better not**. It's very expensive.
- You don't look very well. **You'd better not go** out tonight.

Remember that:

**I'd better** = **I had** better, **you'd** better = **you had** better etc.

- I'd better** phone Chris, **hadn't** I?
- We **had better** go now.

**Had** is normally past, but we use **had better** for the present or future, *not* past.

- I'd better go **now / tomorrow**.

We say 'I'd better **do**' (*not* to do).

- It might rain. We'd better **take** an umbrella. (*not* We'd better to take)

## B had better and should

**Had better** is similar to **should** but not exactly the same. We use **had better** only for a specific situation, not for things in general. You can use **should** in all types of situations to give an opinion or give advice:

- It's late. You'd better go. or You **should go**. (a specific situation)
- You're always at home. You **should go** out more often. (in general – *not* 'had better go')

Also, with **had better**, there is always a danger or a problem if you don't follow the advice.

**Should** means only 'it is a good thing to do'. Compare:

- It's a great film. You **should** go and see it. (but no problem if you don't)
- The film starts at 8.30. You'd better go now or you'll miss the beginning.

## C it's time ...

You can say **It's time** (for somebody) **to** ...:

- It's time **to go** home. / It's time for us **to go** home.

But you can also say:

- It's late. It's time **we went** home.

When we use **it's time** + past ('it's time we **went**' etc.), the meaning is present, *not* past:

- It's time** they **were** here. Why are they so late? (*not* It's time they are here)

**It's time** somebody **did** something = they should have already done it or started it.

We often use this structure to criticise or to complain:

- This situation can't continue. **It's time** you **did** something about it.
- He's very selfish. **It's time** he **realised** that he isn't the most important person in the world.

You can also say **It's about time** ...:

- Jack is a great talker, but **it's about time** he **did** something instead of just talking.

# Exercises

## 35.1 Read the situations and write sentences with 'd better or 'd better not. Choose a verb from:

check    disturb    go    put    reserve    take

- 1 You're going out for a walk with a friend. It looks as if it might rain.  
You say: We'd better take an umbrella.
- 2 You and Kate plan to go to a restaurant tonight. It will be busy.  
You say to Kate: We ..... a table.
- 3 Oliver has just cut himself. It's bleeding and he'll need a plaster on it.  
You say to him: You ..... on it.
- 4 Rebecca doesn't look well this morning – not well enough to go to work.  
You say to her: ..... this morning.
- 5 You're going to the cinema, but you're not sure what time the film starts.  
You say: ..... the film starts.
- 6 You need to talk to your boss, but she's very busy right now.  
You say to a colleague: ..... right now.

## 35.2 Is had better OK in these sentences? Change to should where necessary.

- 1 I have an appointment in ten minutes. I'd better go now or I'll be late.
- 2 You'd better set your alarm. You have to get up early tomorrow.
- 3 I'm glad you came to see us. You'd better come more often.
- 4 She'll be sad if we don't invite her to the party, so we'd better invite her.
- 5 It's nearly time to go out. I'd better get ready.
- 6 I think everybody had better learn a foreign language.
- 7 We've just missed the last bus. We'd better get a taxi.

OK .....  
.....  
.....  
.....  
.....  
.....  
.....

## 35.3 Complete the sentences. Choose from the box.

- 1 It might rain. We'd better ..... an umbrella.
- 2 Ben needs to know what happened. Somebody ..... better tell him.
- 3 We'd better ..... park the car here. The road is too narrow.
- 4 You ..... brush your teeth at least twice a day.
- 5 What are we going to do? It's time ..... decide.
- 6 ..... better not be late. It's an important meeting.
- 7 It's time they ..... here. They promised they wouldn't be late.
- 8 The window is open. You'd ..... close it before you go out.
- 9 We'd better leave as soon as possible, ..... we?
- 10 The government should ..... something about the problem.
- 11 It's time the government ..... something about the problem.
- 12 It's time something ..... done about the problem.

better  
do  
did  
had  
hadn't  
I'd  
not  
to  
take  
should  
was  
were

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

- 1 You're at a friend's house. You planned to go home at 11 o'clock. It's already 11 o'clock now.  
(I / go) It's time I went home.
- 2 You haven't had a holiday for a very long time. You need one now.  
(I / holiday) It's time .....
- 3 It's 10 o'clock. It's after the children's bedtime. You think they should be in bed.  
(children / bed) .....
- 4 You didn't realise it was so late. You need to start cooking dinner.  
(start / cook) ..... dinner.
- 5 Kate is always complaining about everything. You think she complains too much.  
(stop / complaining) ..... about everything.
- 6 The company you work for has been badly managed for a long time. You think some changes should be made.  
(changes / make) ..... in the way the company is run.

# would

**A**

We use **would** ('d) / **wouldn't** when we *imagine* a situation or action (= we think of something that is not real):

- It **would be** nice to buy a new car, but we can't afford it.
- I'd **love** to live by the sea.
- A: Shall I tell Chris what happened?  
B: No, I **wouldn't say** anything.  
(= I wouldn't say anything in your situation)



We use **would have (done)** when we imagine something that didn't happen in the past:

- They helped us a lot. I don't know what we'd **have done** without their help.  
(we'd have done = we **would** have done)
- It's a shame you didn't see the film. You **would have liked** it.
- I didn't tell Sam what happened. He **wouldn't have been** pleased.

Compare **would (do)** and **would have (done)**:

- I **would call** Lisa, but I don't have her number. (*now*)  
I **would have called** Lisa, but I didn't have her number. (*past*)
- I'm not going to invite them to the party. They **wouldn't come** anyway.  
I didn't invite them to the party. They **wouldn't have come** anyway.

We often use **would** in sentences with **if** (see Units 38–40):

- I **would call** Lisa **if** I had her number.
- I **would have called** Lisa **if** I'd had her number.

**B**

Compare **will ('ll)** and **would ('d)**:

- I'll **stay** a little longer. I've got plenty of time.  
I'd **stay** a little longer, but I really have to go now. (so I can't stay longer)
- I'll **call** Lisa. I have her number.  
I'd **call** Lisa, but I don't have her number. (so I can't call her)

Sometimes **would/wouldn't** is the past of **will/won't**.

Compare:

present	past
<input type="checkbox"/> TOM: I'll <b>call</b> you on Sunday.	→ Tom said he'd <b>call</b> me on Sunday.
<input type="checkbox"/> AMY: I promise I <b>won't be</b> late.	→ Amy promised that she <b>wouldn't be</b> late.
<input type="checkbox"/> LISA: Oh, no! The car <b>won't start</b> .	→ Lisa was annoyed because her car <b>wouldn't start</b> .

Somebody **wouldn't do** something = he/she refused to do it:

- I tried to warn him, but he **wouldn't listen** to me. (= he refused to listen)
- The car **wouldn't start**. (= it 'refused' to start)

**C**

You can also use **would** to talk about things that happened regularly in the past:

- When we were children, we lived by the sea. In summer, if the weather was fine, we **would** all get up early and go for a swim. (= we did this regularly)
- Whenever Richard was angry, he **would** walk out of the room.

With this meaning, **would** is similar to **used to** (see Unit 18):

- Whenever Richard was angry, he **used to walk** out of the room.

# Exercises

## 36.1 Write sentences about yourself. Imagine things you would like or wouldn't like.

- 1 (a place you'd love to live) ..... *I'd love to live by the sea.*
- 2 (a job you wouldn't like to do) .....
- 3 (something you would love to do) .....
- 4 (something that would be nice to have) .....
- 5 (a place you'd like to go to) .....

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

**be      be      do      do      enjoy      enjoy      have      stop**

- 1 They helped us a lot. I don't know what we ..... *would have done* ..... without their help.
- 2 You should go and see the film. I think you ..... *it.*
- 3 It's a pity you couldn't come to the party last night. You ..... *it.*
- 4 Shall I apply for the job or not? What ..... *you* ..... in my position?
- 5 I was in a hurry when I saw you. Otherwise I ..... *to talk.*
- 6 We took a taxi home last night, but got stuck in the traffic. It ..... *quicker to walk.*
- 7 Why don't you go and see Clare? She ..... *very pleased to see you.*
- 8 In an ideal world, everybody ..... *enough to eat.*

## 36.3 Each sentence on the right follows a sentence on the left. Which follows which?

- 1 I'd like to go to Australia one day.
- 2 I wouldn't like to live on a busy road.
- 3 I'm sorry your trip was cancelled.
- 4 I'm looking forward to going out tonight.
- 5 I'm glad we didn't go out in the rain.
- 6 I'm not looking forward to the trip.

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

- 1 ..... c .....
- 2 ..... .....
- 3 ..... .....
- 4 ..... .....
- 5 ..... .....
- 6 ..... .....

## 36.4 Write sentences using **promised** + **would/wouldn't**.

- 1 I wonder why Laura is late. *She promised she wouldn't be late.*
- 2 I wonder why Steve hasn't called me. He promised .....
- 3 Why did you tell Amy what I said? You .....
- 4 I'm surprised they didn't wait for us. They .....

## 36.5 Complete the sentences. Use **wouldn't** + a suitable verb.

- 1 I tried to warn him, but he ..... *wouldn't listen* ..... to me.
- 2 I asked Amanda what had happened, but she ..... *me.*
- 3 Paul was angry about what I'd said and he ..... *to me for two weeks.*
- 4 Martina insisted on carrying all her luggage. She ..... *me help her.*

## 36.6 Complete the sentences using **would** (section C). Choose from these verbs:

**forget      shake      share      smile      stay      -walk**

- 1 Whenever Richard was angry, he ..... *would walk* ..... out of the room.
- 2 We used to live next to a railway line. Every time a train went past, the house .....
- 3 Katherine was always very generous. She didn't have much, but she ..... *what she had with everyone else.*
- 4 You could never rely on Joe. It didn't matter how many times you reminded him to do something, he ..... *always* .....
- 5 When we were children, we used to go to the beach a lot. We ..... *there all day playing in the sand and swimming in the sea.*
- 6 Lucy was always friendly. Whenever I saw her, she ..... *always* ..... and say hello.

# can/could/would you ... ? etc.

## (Requests, offers, permission and invitations)

### A Asking people to do things (requests)

We use **can** or **could** to ask people to do things:

- Can you** wait a moment, please?
- Could you** wait a moment, please?
- or
- Helen, **can you** do me a favour?
- Excuse me, **could you** tell me how to get to the bus station?

You can say **Do you think** you **could** ... :

- Do you think you could** take me to the airport?  
(not Do you think you can)

**Could you open the door, please?**



### B Asking for things

To ask for something, we use **Can (I) have ... ?** / **Could (I) have ... ?** or **Can (I) get ... ?**:

- (*in a shop*) **Can I have** these postcards, please? or **Can I get** these postcards, please?
- (*in a restaurant*) **Could we have** the menu, please? or **Can we have** the menu, please?

**May I have** ... ? is also possible:

- May I have** these postcards, please?

### C Asking to do things

We use **can I** or **could I** to ask to do something:

- (*on the phone*) Hello, **can I** speak to Steve, please?
- ‘**Could I** use your phone charger?’ ‘Sure.’
- Do you think I could** borrow your bike?

**May** is also possible:

- May I ask you a question?**

**May** is more formal than **can** or **could**.

You can also say:

- Do you mind if I ... ?**
- Is it all right if I ... ? / Is it OK if I ... ?**
- Do you mind if I** use your phone charger?
- ‘**Is it all right if I** sit here?’ ‘Yes, of course.’

**Could I use your phone charger?**



### D Offering and inviting

You can use **Can I ... ?** to offer to do something:

- ‘**Can I** help you?’ ‘No, it’s OK. I can manage, thanks.’
- ‘**Can I** get you some coffee?’ ‘That would be nice.’

To offer or to invite, we use **Would you like ... ?** (not **Do you like**):

- ‘**Would you like** some coffee?’ ‘No, thanks.’
- ‘**Would you like** to eat with us tonight?’ ‘That would be great.’

**I’d like** ... (= **I would like**) is a polite way to say what you want:

- (*at a tourist information office*) **I’d like** some information about hotels, please.
- (*in a shop*) **I’d like** to try on this jacket, please.

# Exercises

## 37.1 Which goes with which?

- 1 Could you pass the sugar?
- 2 Would you like to go to the cinema?
- 3 Can I use your toilet?
- 4 Do you mind if I leave work early?
- 5 Can you do me a favour?
- 6 Would you like something to eat?
- 7 Can I give you a hand?
- 8 I'd like some fresh air.

- a It depends what you want me to do.
- b No, that's fine.
- c Me too. Let's go out for a walk.
- d Sure. It's the door on the left.
- e Yes, here you are.
- f No, it's all right. I can manage, thanks.
- g Maybe. What's on?
- h No, thanks. I'm not hungry.

- 1 e .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

## 37.2 Complete the sentences. Choose from:

<b>I'd like</b>	<b>Would you like to try</b>	<b>Do you mind</b>	<b>Can I take</b>
<b>Can I give</b>	<b>Would you like to come</b>	<b>Would you like</b>	<b>I'd like to</b>

- 1 You're driving and you see a friend walking along the road. You stop and say:  
Hi Joe. .... **Can I give** you a lift?
- 2 You're making a cold drink for your friend. Perhaps he wants ice. You ask:  
..... ice in your drink?
- 3 You're ordering something to eat in a cafe. You say:  
..... a chicken salad, please.
- 4 You have an extra ticket for a concert. Maybe your friend will come. You ask:  
..... to a concert tomorrow night?
- 5 You answer the phone. The caller wants to speak to Lisa. You say:  
Lisa's not here. .... a message?
- 6 You need to see a dentist. You phone for an appointment. You say:  
Hello. .... make an appointment, please.
- 7 You work in a shoe shop. A customer asks you about some shoes. You ask:  
..... them on?
- 8 You go into a cafe and see some people you know. You ask:  
..... if I join you?

## 37.3 What would you say in these situations?

- 1 You're carrying a lot of things. You can't open the door yourself. There's a man near the door.  
You say to him: **Could you open the door, please?**
- 2 You've finished your meal in a restaurant and now you want the bill.  
You ask the waiter: .....
- 3 You've filled in some forms in English. You want your friend to check them for you.  
You ask your friend: .....
- 4 The woman in the next room is playing music. It's very loud. You want her to turn it down.  
You say to her: .....
- 5 You're on a train. The window is open and you're cold. You'd like to close it.  
You ask the man next to you: .....
- 6 You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.  
You say to him: .....
- 7 You're a tourist. You want to go to the station, but you don't know how to get there.  
You ask at your hotel: .....
- 8 You are in a clothes shop. You see some trousers you like and you want to try them on.  
You say to the shop assistant: .....
- 9 You meet a very famous person. You want to get his/her autograph.  
You ask: .....

# if I do ... and if I did ...

**A**

Compare these examples:

- (1) LISA: Shall we take the bus or the train?  
 JESS: **If we take** the bus, it **will** be cheaper.

For Jess, it is possible that they will take the bus, so she says:

**If we take** the bus, it **will** be ...



- (2) Lisa and Jess decide to take the train.  
 Later, Jess talks to Joe.

JOE: How are you going to travel?

JESS: We're going to take the train. **If we took** the bus, it **would** be cheaper, but the train is quicker.

Now Jess knows they are *not* going to take the bus, so she says:

**If we took** the bus, it **would** be ...

**If we took the bus, it would be cheaper.**

**B**

When we talk about something that will not happen, or we don't expect that it will happen, we use **if + past** (**if we went** / **if there was** etc.).

But the meaning is *not* past:

- What would you do **if you won** a lot of money?  
 (I don't really expect this to happen)
- If there was** an election tomorrow, who would you vote for?  
 (there will not be an election tomorrow)
- I'd be surprised **if they didn't come** to the party.  
 (I expect them to come)



**If I won a lot of money ...**

Compare **if I find** and **if I found**:

- I think I left my watch at your house. **If you find** it, can you call me?  
 but
- If you found** a wallet in the street, what would you do with it?

**C**

We do not normally use **would** in the **if**-part of the sentence:

- I'd be very scared **if somebody pointed** a gun at me. (*not* if somebody would point)
- If we went** by bus, it would be cheaper. (*not* If we would go)

In the other part of the sentence (not the **if**-part) we use **would ('d) / wouldn't**:

- I'd be** (= **I would** be) scared if somebody pointed a gun at me.
- I'm not going to bed yet. I'm not tired. If I went to bed now, I **wouldn't sleep**.
- What **would** you **do** if you were bitten by a snake?

**Could** and **might** are also possible:

- If I won a lot of money, I **might** buy a house.  
 (= it is possible that I would buy a house)
- If it stopped raining, we **could go** out.  
 (= we would be able to go out)

# Exercises

## 38.1 Complete the sentences. Choose from:

**did      dropped      found      happened      lost      was      went**

- 1 If you ..... **found** ..... a wallet in the street, what would you do with it?
- 2 Be careful with that vase. If you ..... it, it would break into small pieces.
- 3 This notebook is very important to me. I'd be very upset if I ..... it.
- 4 I don't expect to lose my job but if that ..... , I'd have to find another one.
- 5 We're thinking about our holiday for next year. If we ..... to Italy, would you come with us?
- 6 I don't think he'll fail the exam. I'd be very surprised if he .....
- 7 If there ..... a fire in the building, would you know how to put the fire out?

## 38.2 What do you say in these situations?

- 1 Of course you don't expect to win the lottery. Which do you say?  
 a If I win the lottery, I'll buy a big house.   
 b If I won the lottery, I'd buy a big house.  (b is correct)
- 2 You're not going to sell your car because it's old and not worth much. Which do you say?  
 a If I sell my car, I won't get much money for it.   
 b If I sold my car, I wouldn't get much money for it.
- 3 You often see Sarah. A friend of yours wants to contact her. Which do you say?  
 a If I see Sarah, I'll tell her to call you.   
 b If I saw Sarah, I'd tell her to call you.
- 4 You don't expect that there will be a fire in the building. Which do you say?  
 a What will you do if there is a fire in the building?   
 b What would you do if there was a fire in the building?
- 5 You've never lost your passport. You can only imagine it.  
 a I don't know what I'll do if I lose my passport.   
 b I don't know what I'd do if I lost my passport.
- 6 Somebody stops you and asks the way to a bank. Which do you say?  
 a If you go right at the end of this street, you'll see a bank on your left.   
 b If you went right at the end of this street, you'd see a bank on your left.
- 7 You're in a lift. There is an emergency button. Nobody is going to press it. Which do you say?  
 a What will happen if somebody presses that button?   
 b What would happen if somebody pressed that button?

## 38.3 Complete the sentences.

- 1 I'd be very scared if ..... **somebody pointed** ..... (somebody / point) a gun at me.
- 2 I can't afford to buy a car. If ..... (I / buy) a car, I'd have to borrow the money.
- 3 If you had a party, who ..... (you / invite)?
- 4 Don't lend James your car. If ..... (he / ask) me, I wouldn't lend him mine.
- 5 I don't think Gary and Emma will get married. ..... (I / be) amazed if they did.
- 6 If ..... (somebody / give) me \$20,000, ..... (I / have) a long holiday.
- 7 ..... (you / be) nervous if ..... (you / meet) a famous person?
- 8 What ..... (you / do) if ..... (you / be) in a lift and ..... (it / stop) between floors?

## 38.4 Write sentences beginning **If ...**.

- 1 We're not going to take the 10.30 train. (we / arrive too early)  
 If ..... **we took the 10.30 train, we'd arrive too early.** .....
- 2 We're not going to stay at a hotel. (it / cost too much)  
 If we ..... , it .....
- 3 There's no point in telling you what happened. (you / not / believe)  
 If I .....
- 4 Sally has no plans to leave her job. (it / hard to find another one)  
 If she .....
- 5 Kevin is not going to apply for the job. (he / not / get it).  
 .....

# if I knew ... I wish I knew ...

**A**

Study this example situation:

Sarah wants to phone Paul, but she can't do this because she doesn't know his number. She says:

**I'd phone** him if I **knew** his number.  
(I'd phone = I **would** phone)

Sarah *doesn't* know Paul's number, so she says 'if I **knew**'.  
She *imagines* what she **would** do if she **knew** his number.



When we imagine a situation like this, we use **if + past** (**if I knew** / **if you were** / **if we didn't** etc.).  
But the meaning is present, *not* past:

- There are many things I'd like to do **if I had** more time. (but I don't have time)
- If I didn't** want to go to the party, I wouldn't go. (but I want to go)
- If you were** in my position, what would you do?
- It's a pity he can't drive. It would be useful **if he could**.

**B**

We use the past in the same way after **wish** (**I wish I knew** / **I wish you were** etc.).

We use **wish** to say that we regret something, that something is not as we would like it to be:

- I wish I knew** Paul's phone number.  
(= I don't know it and I regret this)
- Do you ever **wish** you **could** fly?  
(you can't fly)
- It's very crowded here. **I wish** there **weren't** so many people. (there are a lot of people)
- I wish I didn't** have to work tomorrow, but unfortunately I do.

Compare:

- I'm glad I live** here. (I live here and that's good)
- I wish I lived** here. (I don't live here unfortunately)

**C**

After **if** and **wish**, you can use **were** instead of **was** (**if I were** / **I wish it were** etc.).

You can also use **was**. So you can say:

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

**D**

We do not usually say 'if ... would'. We use **would** ('d) in the other part of the sentence:

- If I were** rich, I **would** travel a lot. (not If I would be rich)
- Who **would** you ask **if you needed** help? (not if you would need)

In the same way we say:

- I wish I had** something to read. (not I wish I would have)
- I wish she were** here now. (not I wish she would be)

For 'I **wish** ... **would** ...' see Unit 41.

**E**

**Could** sometimes means 'would be able to' and sometimes 'was/were able to':

- |   |   |
|---|---|
| <input type="checkbox"/> She <b>could get</b> a better job<br>if she <b>could speak</b> another language. | (she <b>could get</b> = she <b>would be able</b> to get)<br>(if she <b>could speak</b> = if she <b>was able</b> to speak) |
| <input type="checkbox"/> I wish I <b>could</b> help you.  | (I wish I <b>could</b> = I wish I <b>was able</b> )   |

# Exercises

## 39.1 Put the verb into the correct form.

- 1 If ..... (I / know) his number, I would phone him.
- 2 ..... (I / wouldn't buy) (I / not / buy) that coat if I were you.
- 3 ..... (I / help) you if I could, but I'm afraid I can't.
- 4 This soup isn't very nice. ..... (it / taste) better if it wasn't so salty.
- 5 We live in a city and don't need a car, but we would need one if ..... (we / live) in the country.
- 6 If we had the choice, ..... (we / live) in the country.
- 7 I'd make a lot of changes if ..... (I / be) the manager of the company.
- 8 I wouldn't call someone in the middle of the night if ..... (it / not / be) important.
- 9 If I were you, ..... (I / not / wait). ..... (I / go) now.
- 10 You're always tired because you go to bed so late. If ..... (you / not / go) to bed so late every night, ..... (you / not / be) tired all the time.
- 11 I think there are too many cars. If ..... (there / not / be) so many cars, ..... (there / not / be) so much pollution.
- 12 We all need jobs and money, but what ..... (you / do) if ..... (you / not / have) to work?

## 39.2 Write a sentence with **if ...** for each situation.

- 1 We don't see you very often because you live so far away.  
.....
- 2 I like these shoes but they're too expensive, so I'm not going to buy them.  
I ..... them if ..... so .....
- 3 We'd like to go on holiday, but we can't afford it.  
We ..... if .....
- 4 It would be nice to have lunch outside but it's raining, so we can't.  
We .....
- 5 I don't want his advice, and that's why I'm not going to ask for it.  
If .....

## 39.3 Write sentences beginning **I wish ...**.

- 1 I don't know many people (and I'm lonely). ..... **I wish I knew more people.** .....
- 2 I don't have much free time (and I need more). I wish .....
- 3 Helen isn't here (and I need to see her). .....
- 4 It's cold (and I hate cold weather). .....
- 5 I live in a big city (and I don't like it). .....
- 6 I can't find my phone (which is a problem). .....
- 7 I'm not feeling well (which isn't good). .....
- 8 I have to get up early tomorrow (but I'd prefer to sleep late).  
.....
- 9 I don't know much about science (and I should know more).  
.....

## 39.4 Write your own sentences beginning **I wish ...**.

- 1 (somewhere you'd like to be now – on the beach, in New York, in bed etc.)  
I wish I .....
- 2 (something you'd like to have – a motorbike, more friends, lots of money etc.)  
.....
- 3 (something you'd like to be able to do – sing, travel more, cook etc.)  
.....
- 4 (something you'd like to be – famous, more intelligent, good at sport etc.)  
.....

# if I had known ... I wish I had known ...

**A**

Study this example situation:

Last month Gary was in hospital for a few days. Rachel didn't know this. A few days ago they met by chance. Rachel said:

**If I'd known** you were in hospital, **I would have gone** to visit you.  
(= I didn't know, so I didn't go to visit you)

**If I'd known** = If I **had** known. This tells us that she *didn't* know before.

We use **if + had ('d)** ... to talk about the past (**if I'd known / if you'd done** etc.):

- I didn't see you when you passed me in the street. **If I'd seen** you, I would have said hello.
- They didn't go out last night. They would have gone out **if they hadn't been** so tired.  
(but they were tired)
- If you'd been looking** where you were going, you wouldn't have walked into the wall.  
(but you weren't looking)
- The view was wonderful. I would have taken some pictures **if I'd had** (= if I **had had**) a camera with me. (but I didn't have a camera)

Compare:

- I'm not hungry. **If I was** hungry, I would eat something. (now)
- I wasn't hungry. **If I had been** hungry, I would have eaten something. (past)

**B**

We do *not* say 'if something would have happened'. We use **would** in the other part of the sentence:

- If I had seen** you, **I would have said** hello. (not If I would have seen you)

The short form '**'d**' can be **would** or **had**:

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

**C**

We use **had done/known/been** etc. in the same way after **wish**.

**I wish** something **had happened** = I am sorry that it didn't happen

**I wish** something **hadn't happened** = I am sorry that it happened

- I wish I'd known** that Gary was ill. I would have gone to see him. (but I didn't know)
- I feel sick. **I wish I hadn't eaten** so much. (I ate too much)
- Do you **wish you'd studied** science instead of languages? (you didn't study science)

Compare:

- I'm glad I saw** him. (= I **saw** him)
- I wish I'd seen** him. (= I **didn't see** him)

We do *not* say 'wish ... would have ...'.

- The weather was cold. I wish it **had been** warmer. (not I wish it would have been)

**D**

Compare **would (do)** and **would have (done)**:

- If I'd gone to the party last night, I **would be** tired now. (I am not tired now – *present*)
- If I'd gone to the party last night, I **would have met** lots of people. (I didn't meet lots of people – *past*)

Compare **would have**, **could have** and **might have**:

- If the weather hadn't been so bad, 

we **would have gone** out.  
we **could have gone** out.  
(= we would have been able to go out)  
we **might have gone** out.  
(= maybe we would have gone out)

# Exercises

## 40.1 Put the verb into the correct form.

- 1 I didn't see you. If ..... (I / see) you, ..... I would have said ..... (I / say) hello.
- 2 Sarah got to the station just in time to catch her train to the airport. If ..... (she / miss) the train, ..... (she / miss) her flight too.
- 3 Thanks for reminding me about Lisa's birthday. ..... (I / forget) if ..... (you / not / remind) me.
- 4 I didn't have your email address, so I couldn't contact you. If ..... (I / have) your email address, ..... (I / send) you an email.
- 5 Their trip was OK, but ..... (they / enjoy) it more if the weather ..... (be) better.
- 6 Sorry we're late. Our taxi got stuck in the traffic. ..... (it / be) quicker if ..... (we / walk).
- 7 Why didn't you tell me about your problem? If ..... (you / tell) me, ..... (I / try) to help you.
- 8 I'm not tired. If ..... (I / be) tired, I'd go home now.
- 9 I wasn't tired last night. If ..... (I / be) tired, I would have gone home earlier.

## 40.2 For each situation, write a sentence beginning with **If**.

- 1 I wasn't hungry, so I didn't eat anything.  
If I'd been hungry, I would have eaten something.
- 2 The accident happened because the road was icy.  
If the road ....
- 3 I didn't know that you had to get up early, so I didn't wake you up.  
If I ....
- 4 Unfortunately I lost my phone, so I couldn't call you.  
.....
- 5 Karen wasn't injured in the crash, because fortunately she was wearing a seat belt.  
.....
- 6 You didn't have any breakfast – that's why you're hungry now.  
.....
- 7 I didn't get a taxi because I didn't have enough money.  
.....
- 8 Dan didn't do well at school, so he couldn't go to university.  
.....

## 40.3 Imagine that you are in these situations. For each situation, write a sentence with **I wish**.

- 1 You've eaten too much and now you feel sick.  
You say: I wish I hadn't eaten so much.
- 2 When you were younger, you never learned to play a musical instrument. Now you regret this.  
You say: .....
- 3 You've painted the gate red. Now you think it doesn't look good. Red was the wrong colour.  
You say: .....
- 4 You decided to travel by car, but the journey was long and tiring. Going by train would have been better.  
You say: I wish we .....
- 5 Last year you went to New York with a friend. You didn't have time to do all the things you wanted to do.  
You say: .....
- 6 You moved to a new flat a few months ago. Now you don't like your new flat. You think that moving was a bad idea.  
You say: .....

## wish

**A**

We say 'wish somebody **luck / all the best / success**' etc.:

- I **wish you all the best** in the future.
- I saw Mark before the exam and **he wished me luck**.

We say 'wish somebody *something*' (**luck, happiness** etc.), but we do not say 'I wish something *happens*'.

We use **hope** in this situation:

- I'm sorry you're not well. I **hope** you **feel** better soon. (*not I wish you feel*)

Compare **I wish** and **I hope**:

- I **wish** you **a pleasant stay** at this hotel.
- I **hope** you **enjoy** your stay at this hotel. (*not I wish you enjoy*)

**B**

We also use **wish** to say that we regret something, that something is not as we would like it.

When we use **wish** in this way, we use the *past* (**knew/lived** etc.), but the meaning is *present*:

- I **wish I knew** what to do about the problem. (but I don't know)
- I **wish you didn't** have to go so soon. (but you have to go)
- Do you **wish you lived** near the sea? (you don't live near the sea)
- Jack's going on a trip to Mexico soon. I **wish I was** going too. (but I'm not going)

To say that we regret something that happened before, we use **wish + had** known / **had** said etc.:

- I **wish I'd known** about the party. I'd have gone if I'd known. (but I didn't know)
- It was a stupid thing to say. I **wish I hadn't said** it. (but I said it)

See also Units 39 and 40.

**C**

**I wish I could (do something)** = I regret that I cannot do it:

- I'm sorry you have to go. I **wish you could stay** longer. (but you can't)
- I've met that man before. I **wish I could remember** his name. (but I can't)

**I wish I could have (done something)** = I regret that I could not do it:

- I hear the party was great. I **wish I could have gone**. (but I couldn't go)

**D**

You can say '**I wish** something **would** happen'. For example:

I **wish it would stop raining**.



It's been raining all day. Tanya doesn't like it. She says:

**I wish it would stop** raining.

Tanya would like the rain to stop, but this will probably not happen.

We use **I wish ... would** when we would like something to happen or change.

We often use **I wish ... would** to complain about a situation:

- The phone has been ringing for five minutes. I **wish** somebody **would answer** it.
- I **wish you'd do** (=you **would** do) something instead of just sitting and doing nothing.

You can use **I wish ... wouldn't** ... to complain about things that people do repeatedly:

- I **wish you wouldn't keep** interrupting me. (=please stop interrupting me)

**E**

We use **I wish ... would** ... to say that we want something *to happen*. We do not use **I wish ... would** ... to say how we would like things *to be*. Compare:

- I **wish Sarah would** come. (=I want her to come)  
but      I **wish Sarah was (or were)** here now. (*not I wish Sarah would be*)
- I **wish somebody would buy** me a car.  
but      I **wish I had** a car. (*not I wish I would have*)

# Exercises

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

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

## 41.2 Complete the sentences.

- 1 Jack is going on a trip to Mexico soon. I wish I ..... **was going** ..... too.
- 2 I'm very tired and I have so much to do. I wish I ..... so tired.
- 3 You didn't tell me you were ill. Why not? I wish you ..... me.
- 4 I don't have enough free time. I wish I ..... more free time.
- 5 I can't make up my mind what to do. I wish I ..... decide.
- 6 I bought these shoes, but now I don't like them. I wish I ..... them.
- 7 We have to go out now and I don't want to go. I wish we ..... to go out now.
- 8 Unfortunately I couldn't go to the wedding last month. I wish I could .....

## 41.3 What do you say in these situations? Write sentences with **I wish ... would ...**.

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

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

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

## 41.4 Put the verb into the correct form.

- 1 It was a stupid thing to say. I wish ..... **I hadn't said** ..... it. (I / not / say)
- 2 I'm fed up with this rain. I wish ..... **it would stop** ..... (it / stop)
- 3 It's a difficult question. I wish ..... the answer. (I / know)
- 4 I really didn't enjoy the party. I wish ..... (we / not / go)
- 5 I wish ..... We've been waiting for 20 minutes. (the bus / come)
- 6 You're lucky to be going away. I wish ..... with you. (I / can / come)
- 7 Our flat is rather small. I wish ..... a bit bigger. (it / be)
- 8 I should have listened to you. I wish ..... your advice. (I / take)
- 9 You keep interrupting me! I wish ..... (you / listen)
- 10 You're always complaining. I wish ..... all the time.  
(you / not / complain)
- 11 It's freezing today. I wish ..... so cold. I hate cold weather. (it / not / be)
- 12 I wish ..... It's horrible! (the weather / change)
- 13 I wish ..... a piano. I'd love to have one. (I / have)
- 14 When we were in London last year, we didn't have time to see all the things we wanted to see.  
I wish ..... there longer. (we / can / stay)



# Exercises

## 42.1 Complete the sentences. Use these verbs in the correct form, present or past:

<b>cause</b>	<b>damage</b>	<b>find</b>	<b>hold</b>	<b>injure</b>	<b>invite</b>
<b>make</b>	<b>overtake</b>	<b>own</b>	<b>send</b>	<b>show</b>	<b>surround</b>

- 1 Many accidents ..... by careless driving.
- 2 Cheese ..... from milk.
- 3 The roof of the building ..... in a storm a few days ago.
- 4 A cinema is a place where films .....
- 5 You ..... to the party. Why didn't you go?
- 6 This plant is very rare. It ..... in very few places.
- 7 Although we were driving fast, we ..... by a lot of other cars.
- 8 In the US, elections for president ..... every four years.
- 9 There was an accident last night, but fortunately nobody .....
- 10 You can't see the house from the road. It ..... by trees.
- 11 I never received the letter. It ..... to the wrong address.
- 12 The company I work for ..... by a much larger company.

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

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

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

- 1 a Two hundred people ..... (employ) by the company.  
b The company ..... (employ) 200 people.
- 2 a Water ..... (cover) most of the earth's surface.  
b How much of the earth's surface ..... (cover) by water?
- 3 a While I was on holiday, my camera ..... (steal) from my hotel room.  
b While I was on holiday, my camera ..... (disappear) from my hotel room.
- 4 a Robert's parents ..... (die) when he was very young.  
b Robert and his sister ..... (bring up) by their grandparents.
- 5 a The boat hit a rock and ..... (sink) quickly.  
b Fortunately everybody ..... (rescue).
- 6 a Bill ..... (fire) from his job. He wasn't very good at it.  
b Sue ..... (resign) from her job because she didn't enjoy it any more.
- 7 a It can be noisy living here, but it ..... (not / bother) me.  
b It can be noisy living here, but I ..... (not / bother) by it.
- 8 a Maria had an accident. She ..... (knock) off her bike.  
b Maria had an accident. She ..... (fall) off her bike.
- 9 a I haven't seen these flowers before. What ..... (they / call)?  
b I haven't seen these flowers before. What ..... (you / call) them?

## 42.4 Instead of using **somebody**, **they**, **people** etc., write a passive sentence.

- 1 Somebody cleans the room every day. ..... **The room is cleaned every day** .....
- 2 They cancelled all flights because of fog. All ..... money.
- 3 Somebody accused me of stealing money. ....
- 4 How do you use this word? How ..... used?
- 5 The price includes all taxes. All ..... in the price.
- 6 People warned us not to go out alone. We .....
- 7 We don't use this office any more. This .....
- 8 They invited five hundred people to the wedding. Five hundred .....

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

**A***Infinitive*active: (to) **do/clean/see** etc.Somebody **will clean** this room later.passive: (to) **be + done/cleaned/seen** etc.This room **will be cleaned** later.

- The situation is serious. Something must **be done** before it's too late.
- A mystery is something that can't **be explained**.
- The music was very loud and could **be heard** from a long way away.
- A new supermarket is going **to be built** next year.
- Please go away. I want **to be left** alone.

**B***Perfect infinitive*active: (to) **have + done/cleaned/seen** etc.Somebody **should have cleaned** the room.passive: (to) **have been + done/cleaned/seen** etc.The room **should have been cleaned**.

- I haven't received the letter yet. It might **have been sent** to the wrong address.
- If you had locked the car, it wouldn't **have been stolen**.
- There were some problems at first, but they seem **to have been solved**.

**C***Present perfect*active: **have/has + done** etc.The room looks nice. Somebody **has cleaned** it.passive: **have/has been + done** etc.The room looks nice. **It has been cleaned**.

- Have you heard? The trip **has been cancelled**.
- Have** you ever **been bitten** by a dog?
- 'Are you going to the party?' 'No, I **haven't been invited**'

*Past perfect*active: **had + done** etc.The room looked nice. Somebody **had cleaned** it.passive: **had been + done** etc.The room looked nice. **It had been cleaned**.

- The vegetables didn't taste good. They **had been cooked** too long.
- The car was three years old, but **hadn't been used** very much.

**D***Present continuous*active: **am/is/are + (do)ing**Somebody **is cleaning** the room at the moment.passive: **am/is/are + being (done)**The room **is being cleaned** at the moment.

- There's somebody walking behind us. I think we **are being followed**.
- A new bridge **is being built** across the river. It will be finished next year.

*Past continuous*active: **was/were + (do)ing**Somebody **was cleaning** the room when I arrived.passive: **was/were + being (done)**The room **was being cleaned** when I arrived.

- There was somebody walking behind us. I think we **were being followed**.

# Exercises

**43.1** Complete these sentences. Use the following verbs in the passive:

arrest carry cause delay do forget keep knock know make repair send

Sometimes you need **have** (**might have**, **would have** etc.).

- 1 The situation is serious. Something must ..... before it's too late.
- 2 I haven't received the letter yet. It might ..... to the wrong address.
- 3 A decision will not ..... until the next meeting.
- 4 These documents are important. They should always ..... in a safe place.
- 5 This road is in bad condition. It should ..... a long time ago.
- 6 The injured man couldn't walk and had to .....
- 7 If you hadn't shouted at the policeman, you wouldn't .....
- 8 I'm not sure what time I'll arrive tomorrow. I may .....
- 9 It's not certain how the fire started. It might ..... by an electrical fault.
- 10 A new school is being built. The old one is going to ..... down.
- 11 The election is next Sunday. The full results will ..... on Tuesday.
- 12 Last week they weren't speaking to one another. Now they're happy again. The problem seems to .....

**43.2** Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive.

- 1 There's somebody behind us. (We / follow) ..... **We're being followed.**
- 2 This door is a different colour, isn't it? (you / paint?) ..... **Have you painted it?**
- 3 My bike has disappeared. (It / steal!) It .....
- 4 My umbrella has disappeared. (Somebody / take) Somebody .....
- 5 A neighbour of mine disappeared six months ago.  
(He / not / see / since then) He .....
- 6 I wonder how Jessica is these days.  
(I / not / see / for ages) I .....
- 7 A friend of mine was stung by a bee recently.  
(you / ever / sting / bee?) ..... you .....
- 8 The bridge was damaged recently.  
(It / repair / at the moment) It .....
- 9 Tom's car was stolen recently.  
(It / not / find / yet) .....
- 10 I went into the room and saw that the table and chairs were not in the same place.  
(The furniture / move) The .....

**43.3** Instead of using 'somebody', 'they' etc., write a passive sentence.

- 1 Somebody has cleaned the room. The ..... **room has been cleaned** .....
- 2 They are building a new road around the city.  
A ..... around the city.
- 3 They have built two new hotels near the airport.  
Two ..... near the airport.
- 4 When I last visited, they were building some new houses here.  
When I last visited, some .....
- 5 The meeting is now on 15 April. They have changed the date.  
The date of .....
- 6 I didn't know that somebody was recording our conversation.  
I didn't know that our .....
- 7 Is anyone doing anything about the problem?  
..... anything ..... the problem?
- 8 The windows were very dirty. Nobody had cleaned them for ages.  
The windows were very dirty. They .....

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

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

- My grandfather gave me this watch.  
object 1      object 2

It is possible to make two passive sentences:

- I was given** this watch (by my grandfather). or
- This watch was given** to me (by my grandfather).

Other verbs which can have two objects are:

**ask      offer      pay      show      tell**



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

- I've been offered** the job, but I don't think I want it. (= somebody has offered me the job)
- You will be given** plenty of time to decide. (= we will give you plenty of time)
- I didn't see the original document, but **I was shown** a copy. (= somebody showed me a copy)
- Tim has an easy job – **he's paid a lot of money** to do very little. (= somebody pays him a lot)

**B I don't like being ...**

The passive of **doing/seeing** etc. is **being done / being seen** etc. Compare:

*active:* I don't like **people telling me** what to do.  
*passive:* I don't like **being told** what to do.

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

**C I was born ...**

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

- |   |                  |
|---|------------------|
| <input type="checkbox"/> I was born in Chicago.<br><input type="checkbox"/> Where <b>were</b> you <b>born</b> ? ( <i>not</i> Where are you born?) | } <i>past</i>    |
| <i>but</i>  |                  |
| <input type="checkbox"/> How many babies <b>are born</b> every day?   | } <i>present</i> |

**D get**

You can use **get** for the passive:

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

We use **get** only when things *happen*. For example, you cannot use **get** in these sentences:

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

We use **get** mainly in informal spoken English. You can use **be** in all situations.

We also use **get** in the following expressions (which are not passive in meaning):

**get married, get divorced**  
**get lost** (= not know where you are)

**get dressed** (= put on your clothes)  
**get changed** (= change your clothes)

# Exercises

## 44.1 Complete the sentences using the correct form of the verb.

- 1 I tried to contact Tom.  
I called his office but I ..... **was told** ..... (tell) that he was in a meeting.
- 2 Amy retired from her job recently.  
She ..... (give) a present by her colleagues.
- 3 I didn't know there was a meeting yesterday.  
I ..... (not / tell) about it.
- 4 Sarah's salary is very low.  
I don't understand why she ..... (pay) so little.
- 5 You will need to use this machine.  
Have you ..... (show) how it works?
- 6 I had an interview for a job recently. It wasn't easy.  
I ..... (ask) some questions that were very hard for me to answer.
- 7 They didn't tell us much about the project.  
We ..... (not / give) enough information.
- 8 I was surprised to get the job I applied for.  
I didn't expect ..... (offer) it.

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

**bite give invite keep knock down stick treat**

- 1 Steve hates ..... **being kept** ..... waiting.
- 2 We went to the wedding without .....
- 3 I like giving presents and I also like ..... them.
- 4 It's a busy road and I don't like crossing it. I'm afraid of .....
- 5 How do you avoid ..... by mosquitoes?
- 6 I'm an adult. I don't like ..... like a child.
- 7 You can't do anything about ..... in a traffic jam.

## 44.3 Complete the sentences using **get or got** + the following verbs (in the correct form):

**ask break hurt pay steal sting stop use**

- 1 There was a fight, but nobody ..... **got hurt** .....
- 2 Alex ..... by a bee while he was sitting in the garden.
- 3 These tennis courts don't ..... very often. Not many people want to play here.
- 4 I used to have a bike, but it ..... a few months ago.
- 5 Rachel works hard, but she doesn't ..... very much.
- 6 Please pack these things very carefully. I don't want anything to .....
- 7 People often want to know what my job is. I ..... that question a lot.
- 8 Last night I ..... by the police as I was driving home. One of the lights on my car wasn't working.

## 44.4 Complete the sentences.

- 1 I've been ..... **offered** ..... the job, but I don't think I'll accept it.
- 2 I ..... **don't** ..... get invited to many parties.
- 3 Which year ..... you born in?
- 4 I haven't been ..... any information yet.
- 5 I didn't know the way, so I got .....
- 6 He doesn't like ..... interrupted when he's speaking.
- 7 How did the window ..... broken? What happened?
- 8 She's a voluntary worker. She ..... get paid.
- 9 I ..... born in a small town in the north of the country.
- 10 We had to do what we did. We ..... given any choice.

# it is said that ... he is said to ... he is supposed to ...

**A**

Study this example situation:



George is very old. Nobody knows exactly how old he is, but:

**It is said that** **he** is 108 years old.

or **He is said to be** 108 years old.

Both these sentences mean: 'People say that he is 108 years old.'

You can use these structures with a number of other verbs, especially:

**alleged believed considered expected known reported thought understood**

- |   |   |
|---|---|
| <input type="checkbox"/> Cathy loves running.<br><b>It is said that</b> she runs 10 miles a day.  | or <b>She is said to</b> run 10 miles a day.                                |
| <input type="checkbox"/> The police are looking for a missing boy.<br><b>It is believed that</b> the boy is wearing a white sweater and blue jeans. | or <b>The boy is believed to</b> be wearing a white sweater and blue jeans. |
| <input type="checkbox"/> The strike started three weeks ago.<br><b>It is expected that</b> it will end soon.  | or <b>The strike is expected to</b> end soon.                               |
| <input type="checkbox"/> A friend of mine has been arrested.<br><b>It is alleged that</b> he stole a car.   | or <b>He is alleged to</b> have stolen a car.                               |
| <input type="checkbox"/> The two houses belong to the same family.<br><b>It is said that</b> there is a secret tunnel between them.                 | or <b>There is said to</b> be a secret tunnel between them.                 |

These structures are often used in news reports. For example, in a report about an accident:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>It is reported that</b> two people were injured in the explosion. | or <b>Two people are reported to</b> have been injured in the explosion. |
|---|--|

**B** **supposed to ...**

You can use **supposed to ...** in the same way as **said to ...**:

- I want to see that film. **It's supposed to be** good. (= people say it's good)
- There are many stories about Joe. **He's supposed to have robbed** a bank many years ago.
- Fireworks **are supposed to have been invented** in China. Is it true?

Sometimes **supposed to ...** has a different meaning. We use **supposed to** to say what is intended, arranged or expected. Often this is different from the real situation:

- The plan **is supposed to be** a secret, but everybody seems to know about it. (= the plan is intended to be a secret)
- What are you doing at work? You're **supposed to be** on holiday. (= you arranged to be on holiday)
- Our guests **were supposed to come** at 7.30, but they were late.
- Jane **was supposed to phone** me last night, but she didn't.
- I'd better hurry. I'm **supposed to be meeting** Chris in ten minutes.

**You're not supposed to** do something = it is not allowed or advised:

- You're not supposed to park** your car here. It's private parking only.
- Joe is much better after his illness, but **he's not supposed to exercise** too hard.

# Exercises

**45.1** Write these sentences in another way, beginning as shown. Use the underlined word each time.

- 1 It is expected that the strike will end soon.  
The strike .....  
.....
- 2 It is reported that many people are homeless after the floods.  
Many people .....
- 3 It is thought that the thieves got in through a window in the roof.  
The thieves .....
- 4 It is alleged that the driver of the car was driving at 110 miles an hour.  
The driver .....
- 5 It is reported that the building has been badly damaged by the fire.  
The building .....
- 6 It is said that the company is losing a lot of money.  
The company .....
- 7 It is believed that the company lost a lot of money last year.  
The company .....
- 8 It is expected that the company will make a loss this year.  
The company .....

**45.2** Complete the sentences. Use the words in brackets and any other necessary words.

- 1 A: What's the City Hotel like? Can you recommend it?  
B: I've never stayed there, but ..... it's supposed to be ..... (it / supposed) very good.
- 2 A: How much are these paintings worth?  
B: I'm not sure, but ..... (they / supposed) very valuable.
- 3 A: This looks an interesting building.  
B: Yes, ..... (it / supposed) a prison a long time ago.
- 4 A: Is it true that your neighbours were lucky in the lottery?  
B: Yes, ..... (they / supposed / win) a lot of money.
- 5 A: Is it possible to climb to the top of the tower?  
B: Yes, ..... (the view / supposed) very nice.
- 6 A: I heard that Laura has gone away.  
B: Yes, ..... (she / supposed / living) in London now.

**45.3** Write sentences using **supposed to be** + the following:

**on a diet      a flower      my friend      a joke      open every day      a secret      working**

- 1 How is it that everybody knows about the plan? ..... It's supposed to be a secret .....
- 2 You shouldn't criticise me all the time. You .....
- 3 I shouldn't be eating this cake really. I .....
- 4 I'm sorry for what I said. I was trying to be funny. It .....
- 5 What's this drawing? Is it a tree? Or maybe it .....
- 6 You shouldn't be playing a game now. .....
- 7 That's strange. The museum seems to be closed. .....

**45.4** Write sentences with **supposed to ...** or **not supposed to ...**. Choose from the following verbs:

**depart      lift      park      phone      put      start**

- 1 You ..... 're not supposed to park ..... your car here. It's private parking only.
- 2 We ..... work at 8.15, but we rarely do anything before 8.30.
- 3 I ..... Helen last night, but I completely forgot.
- 4 This door is a fire exit. We ..... anything in front of it.
- 5 My flight ..... at 10.15, but it didn't leave until 11.30.
- 6 Jonathan has a problem with his back. He ..... anything heavy.

# have something done

**A**

Study this example situation:



The roof of Lisa's house was damaged. So she called a builder, and yesterday he came and repaired it.

Lisa **had** the roof **repaired** yesterday.

This means: Lisa arranged for somebody else to repair the roof. She didn't repair it herself.

If you **have something done**, you arrange for somebody to do it for you.

Compare:

- Lisa **repaired** the roof. (= she repaired it herself)
- Lisa **had** the roof **repaired**. (= she arranged for somebody else to repair it)
- A: Did you **make** those curtains yourself?  
B: Yes, I like making things.
- A: Did you **have** those curtains **made**?  
B: No, I made them myself.

**B**

Study the word order:

<b>have</b>	<i>object</i>	<i>past participle</i>
Lisa <b>had</b>	the roof	<b>repaired</b> .
Where did you <b>have</b>	your hair	<b>cut?</b>
We are <b>having</b>	the house	<b>painted.</b>
I think you should <b>have</b>	that coat	<b>cleaned.</b>
I don't like <b>having</b>	my picture	<b>taken.</b>

We say:

- How often do you **have your car serviced**? (*not have serviced your car*)
- Our neighbour is **having a garage built**. (*not having built a garage*)
- Your hair looks nice. Did you **have it cut**?

**C**

## get something done

You can say 'get something done' instead of 'have something done':

- When are you going to **get the roof repaired**? (= have the roof repaired)
- I think you should **get your hair cut** really short.

**D**

We also use **have something done** with a different meaning. For example:

- Paul and Karen **had their bags stolen** while they were travelling.

This does not mean that they arranged for somebody to steal their bags. 'They **had their bags stolen**' means only: 'Their bags were stolen'.

With this meaning, we use **have something done** to say that something happens to somebody or their belongings:

- Gary **had** his nose **broken** in a fight. (= his nose was broken)
- Have you ever **had** your bike **stolen**?

# Exercises

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


SARAH

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



DAN

- (a) Dan is cutting his hair.  
(b) Dan is having his hair cut.



KATE

- (a) Kate is painting the gate.  
(b) Kate is having the gate painted.



SUE

- (a) Sue is taking a picture.  
(b) Sue is having her picture taken.

**46.2** Put the words in the correct order.

- 1 (painted / had / a few weeks ago / the house)

We ... had the house painted a few weeks ago.

- 2 (serviced / car / once a year / her / has)

Sarah .....

- 3 (had / your / recently / tested / eyes / you?)

Have .....

- 4 (like / cut / my / having / don't / hair)

I .....

- 5 (fifteen pounds / have / cleaned / my suit / cost / to)

It .....

- 6 (as soon as possible / need / translated / to get / this document)

You .....

**46.3** Write sentences in the way shown.

- 1 Lisa didn't repair the roof herself. She ... had it repaired.

- 2 I didn't cut my hair myself. I .....

- 3 We didn't clean the carpets ourselves. We .....

- 4 Ben didn't build that wall himself. He .....

- 5 I didn't deliver the flowers myself. I .....

- 6 Sarah didn't repair her shoes herself. She .....

**46.4** Which goes with which?

- 1 My hair is getting long.  
2 I really like this picture.  
3 The washing machine is broken.  
4 I want to wear earrings.  
5 Can you recommend a dentist?  
6 I've lost my key.

- a I need to get it fixed.  
b I'll have to get a new one made.  
c I need to get my teeth checked.  
d I should get it cut.  
e I'm going to get my ears pierced.  
f I'm going to get it framed.

- 1 ... d ..  
2 ...  
3 ...  
4 ...  
5 ...  
6 ...

**46.5** Use the words in brackets to complete the sentences.

- 1 Did I tell you about Paul and Karen?

(They / their bags / steal) ... They had their bags stolen.

- 2 Security at the airport was strict.

(We / our bags / search) .....

- 3 I've had some good news!

(I / my salary / increase) I .....

- 4 Joe can't get a visa.

(He / his application / refuse) .....

# Reported speech 1 (he said that ...)

**A**

Study this example situation:



You saw Paul yesterday and you want to tell somebody what he said.

There are two ways of doing this:

You can repeat Paul's words (direct speech):  
Paul said, '**I'm feeling ill.**'

Or you can use reported speech:  
Paul said **that he was feeling ill.**

Compare:

direct

Paul said, 'I am feeling ill.'

reported

Paul said that **he was** feeling ill.

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

**B**

When we use reported speech, the main verb of the sentence is usually past (Paul **said** that ... / I **told** her that ... etc.). The rest of the sentence is usually past too:

- Paul **said** that he **was feeling ill.**
- I **told** Lisa that I **didn't have** any money.

You can leave out **that**. So you can say:

- Paul **said** **that** he was feeling ill. or Paul **said** he was feeling ill.

In general, the *present* in direct speech changes to the *past* in reported speech:

am/is → <b>was</b>	do/does → <b>did</b>	will → <b>would</b>
are → <b>were</b>	have/has → <b>had</b>	can → <b>could</b>
want/like/know/go etc. → <b>wanted/liked/knew/went</b> etc.		

See also Unit 48A.

Compare direct and reported speech:

You met Anna. Here are some of the things she said in *direct* speech:

- I've lost my phone.
- I want to buy a car.
- I can't come to the party on Friday.
- I don't have much free time.
- My parents are fine.
- I'm going away for a few days.
- I'll phone you when I get back.



Later you tell somebody what Anna said. You use *reported* speech:

- Anna said that she **had** lost her phone.
- She said that she **wanted** to buy a car.
- She said that she **couldn't** come to the party on Friday.
- She said that she **didn't** have much free time.
- She said that her parents **were** fine.
- She said that she **was** going away for a few days and **would** phone me when she **got** back.

**C**

The *past simple* (**did/saw/knew** etc.) can stay the same in reported speech, or you can change it to the *past perfect* (**had done / had seen / had known** etc.):

- direct      Paul said: 'I **woke** up feeling ill, so I **didn't go** to work.'
- reported    Paul said (that) he **woke** up feeling ill, so he **didn't go** to work. or  
                          Paul said (that) he **had woken** up feeling ill, so he **hadn't gone** to work.

# Exercises

**47.1** You talked to some friends of yours (Paul, Tom, Anna etc.). Read what they said on the left (direct speech). Later (the same day) you tell another friend what they said (reported speech). Complete the sentences.

	direct speech	reported speech
1	YOU: Are you going to work today, Paul? PAUL: No, I'm feeling ill.	Paul didn't go to work today. He said <u>he was feeling ill.</u>
2	YOU: Shall we walk to the station? TOM: No, it's too far. Let's get a taxi.	I wanted to walk to the station, but Tom said ..... far.
3	YOU: Have you been invited to the party? ANNA: Yes, but I don't want to go.	Anna has been invited to the party but she told me ..... to go.
4	YOU: When are you going away, Dan? DAN: I'll let you know next week.	I asked Dan about his travel plans. He said ..... next week.
5	YOU: Do you ever see Rachel these days? BEN: I haven't seen her for a while.	I asked Ben about Rachel, but he told me ..... for a while.
6	YOU: Where can I borrow a guitar? KATE: You can borrow mine.	I needed to borrow a guitar and Kate said .....
7	YOU: How's your job, Sue? SUE: I'm not enjoying it very much.	I asked Sue about her job. She said ..... very much.
8	YOU: Do you still have your car? JAMES: No, I sold it a few months ago.	I asked James about his car. He told me ..... a few months ago.
9	YOU: What's the name of the cafe we went to? SARAH: I don't know.	I asked Sarah the name of the cafe we went to but she said .....
10	YOU: How many students are there in your class, Amy? AMY: Twenty.	I asked Amy about her school and she told me ..... class.

**47.2** Somebody says something to you which is not what you expected. Use your own ideas to complete your answers.

- A: It's quite a long way from the hotel to the city centre.  
B: Is it? The man on the reception desk said it was only five minutes' walk.
- A: Sue is coming to the party tonight.  
B: Is she? I saw her a few days ago and she said she .....
- A: Sarah gets on fine with Paul.  
B: Does she? Last week you said ..... each other.
- A: Joe knows lots of people.  
B: That's not what he told me. He said ..... anyone.
- A: Jane will be here next week.  
B: Oh, really? When I spoke to her, she said ..... away.
- A: I'm going out tonight.  
B: Are you? I thought you said ..... at home.
- A: I speak French quite well.  
B: Do you? But earlier you said .....
- A: I haven't seen Ben recently.  
B: That's strange. He told me ..... last weekend.

# Reported speech 2

**A**

We do not always change the verb in reported speech. If the situation *is still the same*, it is not necessary to change the verb to the past. For example:

- direct* Paul said, '**My** new job **is** boring.'
- reported* Paul said that **his** new job **is** boring.  
(The situation is still the same. His job is still boring now.)
- direct* Helen said, '**I want** to go to Canada next year.'
- reported* Helen told me that **she wants** to go to Canada next year.  
(Helen still wants to go to Canada next year.)

You can also change the verb to the past:

- Paul said that his new job **was** boring.
- Helen told me that she **wanted** to go to Canada next year.

But if the situation has *changed or finished*, you need to use a past verb. Compare:

- Paul left the room suddenly. He said '**I have to go.**' (*direct speech*)  
Paul left the room suddenly. He said (that) **he had to go.** (*not has to go*)

**B**

You need to use the past in reported speech when what was said is different from what is really true. For example:

You met Rachel a few days ago. She said:

- Have you heard? **Joe is in hospital.**

Later that day you meet Joe in the street. You say:

- Joe, this is a surprise. Rachel said you **were** in hospital.  
(*not 'you are in hospital'* – it's clear that he isn't)

**C****say and tell**

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

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



Otherwise use **say**:

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

You can 'say something **to** somebody':

- Anna **said** goodbye **to** me and left. (*not Anna said me goodbye*)
- What did you **say to** the police?

**D**

We say '**tell** somebody **to ...**' and '**ask** somebody **to ...**'.

Compare direct and reported speech:

- direct* 'Drink plenty of water,' the doctor said to me.
- reported* The doctor **told me to drink** plenty of water.
- direct* 'Don't work too hard,' I said to Joe.
- reported* I **told Joe not to work** too hard.
- direct* 'Can you help me, please,' Jackie said to me.
- reported* Jackie **asked me to help** her.

You can also say 'Somebody **said (not) to** do something':

- Paul **said not to worry** about him. (*but not Paul said me*)

# Exercises

## 48.1 Here are some things that Sarah said to you earlier:



I've never been to the United States.

I don't have any brothers or sisters.

I can't drive.

I don't like fish.

Jane has a very well-paid job.

I'm working tomorrow evening.

Jane is a friend of mine.

Dave is lazy.

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

**Sarah**

- 1 Dave works very hard.
- 2 Let's have fish for dinner.
- 3 I'm going to buy a car.
- 4 Jane is always short of money.
- 5 My sister lives in Paris.
- 6 I think New York is a great place.
- 7 Let's go out tomorrow evening.
- 8 I've never spoken to Jane.

**You**

*But you said he was lazy.*

But .....

---



---



---



---



---



---



---



---

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

- 1 Anna said goodbye to me and left.
- 2 ..... us about your holiday. Did you have a nice time?
- 3 Don't just stand there! ..... something!
- 4 I wonder where Sue is. She ..... she would be here at 8 o'clock.
- 5 Dan ..... me that he was bored with his job.
- 6 The doctor ..... that I should rest for at least a week.
- 7 Gary couldn't help me. He ..... me to ask Chris.
- 8 Gary couldn't help me. He ..... to ask Chris.
- 9 Don't ..... anybody what I ..... It's a secret just between us.
- 10 'Did Kate ..... you what happened?' 'No, she didn't ..... anything to me.'

## 48.3 The following sentences are direct speech:

Don't wait for me if I'm late.

Mind your own business.

Please slow down!

Can you open your bag, please?

Don't worry, Sue.

Hurry up!

Will you marry me?

Do you think you could give me a hand, Tom?

Now choose one of these to complete each of the sentences below. Use reported speech.

- 1 Will was taking a long time to get ready, so I told him to hurry up ..
- 2 Sarah was driving too fast, so I asked ..
- 3 Sue was nervous about the situation. I told ..
- 4 I couldn't move the piano alone, so I ..
- 5 The security guard looked at me suspiciously and ..
- 6 The man started asking me personal questions, so I ..
- 7 Carl was in love with Maria, so he ..
- 8 I didn't want to delay Helen, so I ..

# Questions 1

**A**

In questions the subject is usually after the first verb:

subject + verb                  verb + subject

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

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

The subject is after the *first* verb:

- Is Katherine** working today? (*not Is working Katherine*)

**B**

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

you	live	→	<b>do</b>	you <b>live</b> ?
the film	starts	→	<b>does</b>	the film <b>start</b> ?

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

In *past simple* questions, we use **did**:

you	sold	→	<b>did</b>	you <b>sell</b> ?
the train	stopped	→	<b>did</b>	the train <b>stop</b> ?

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

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

**who object**

Emma phoned **somebody**.

**Who did Emma phone?**

**who subject**

**Somebody** phoned Emma.

**Who phoned Emma?**

In these examples, **who/what** etc. is the **subject**:

- Who wants** something to eat? (*not Who does want*)
- What happened** to you last night? (*not What did happen*)
- How many people came** to the party? (*not did come*)
- Which bus goes** to the centre? (*not does go*)

**C**

In questions beginning **who/what/which/where**, prepositions (**in, for** etc.) usually go at the end:

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

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

- To whom** do you wish to speak?

**D**

**isn't it ...? / didn't you ...?** etc. (negative questions)

We use negative questions especially to show surprise:

- Didn't you** hear the doorbell? I rang it three times.  
or when we expect the listener to agree with us:  
 'Haven't we' met before?' 'Yes, I think we have.'

Note the meaning of **yes** and **no** in answers to negative questions:

- 'Don't you want to go?' { 'Yes.' (=Yes, I want to go)  
                                  'No.' (=No, I don't want to go)

We often use negative questions with **Why ...?**:

- Why don't we** eat out tonight? (*not Why we don't eat*)
- Why wasn't Emma** at work yesterday? (*not Why Emma wasn't*)

# Exercises



JOE

## 49.1 Ask Joe questions.

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

In Manchester.  
No, I was born in London.  
Yes.  
17 years.  
I'm a journalist.  
She's a doctor.  
Yes, two boys.  
12 and 15.

## 49.2 Make questions with **who** or **what**.

- 1 Somebody hit me.
- 2 I hit somebody.
- 3 Somebody paid the bill.
- 4 I'm worried about something.
- 5 Something happened.
- 6 Diane said something.
- 7 This book belongs to somebody.
- 8 Somebody lives in that house.
- 9 I fell over something.
- 10 Something fell off the shelf.
- 11 This word means something.
- 12 Sarah was with somebody.
- 13 I'm looking for something.
- 14 Emma reminds me of somebody.

Who hit you?  
Who did you hit?

- Who .....
- What .....
- .....
- .....
- .....
- .....
- .....
- .....

## 49.3 Put the words in brackets in the correct order.

- 1 (when / was / built / this house?) When was this house built?
- 2 (how / cheese / is / made?) .....
- 3 (why / Sue / working / isn't / today?) .....
- 4 (what time / arriving / your friends / are?) .....
- 5 (why / was / cancelled / the meeting?) .....
- 6 (when / invented / paper / was?) .....
- 7 (where / your parents / were / born?) .....
- 8 (why / you / to the party / didn't / come?) .....
- 9 (how / the accident / did / happen?) .....
- 10 (why / happy / you / aren't?) .....
- 11 (how many / speak / can / languages / you?) .....

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

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

## Questions 2 (do you know where ... ? / he asked me where ...)

**A**

Do you **know where** ...? / I **don't know why** ... / Could you tell me **what** ...? etc.

We say: Where **has Tom** gone?

**but Do you know** where **Tom has** gone? (*not has Tom gone*)

When the question (**Where has Tom gone?**) is part of a longer sentence (**Do you know** ...? / **I don't know** ... / **Can you tell me** ...? etc.), the word order changes. We say:

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> What time <b>does the film start</b> ?<br><input type="checkbox"/> What <b>do you mean</b> ?<br><input type="checkbox"/> Why <b>did she leave</b> early? | <b>but Do you know</b> what time <b>the film starts</b> ?<br>( <i>not does the film start</i> )<br><b>Please explain</b> what <b>you mean</b> .<br><b>I wonder</b> why <b>she left</b> early. |
|---|---|

Use **if** or **whether** where there is no other question word (**what, why** etc.):

- |   |   |
|---|---|
| <input type="checkbox"/> Did anybody see you? | <b>but I don't know if</b> anybody saw me.<br><i>or ... whether</i> anybody saw me. |
|---|---|

**B**

### He asked me where ...

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

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

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

Study these examples. You had a job interview and the interviewer asked you these questions:



- |  |   |
|--|---|
| <b>Are you willing to travel?</b><br><b>What do you do</b> in your spare time?<br><b>How long have you been working</b> in your present job? | <b>Why did you apply for the job?</b><br><b>Can you speak</b> any other languages?<br><b>Do you have</b> a driving licence? |
|--|---|

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

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

# Exercises

## 50.1 Which is right? Tick (✓) the correct alternative.

- 1 a Do you know what time the film starts? ✓  
b Do you know what time does the film start?  
c Do you know what time starts the film?
  - 2 a Why Amy does get up so early every day?  
b Why Amy gets up so early every day?  
c Why does Amy get up so early every day?
  - 3 a I want to know what this word means.  
b I want to know what does this word mean.  
c I want to know what means this word.
  - 4 a I can't remember where did I park the car.  
b I can't remember where I parked the car.  
c I can't remember where I did park the car.
- 5 a Why you didn't phone me yesterday?  
b Why didn't you phone me yesterday?  
c Why you not phoned me yesterday?
  - 6 a Do you know where does Helen work?  
b Do you know where Helen does work?  
c Do you know where Helen works?
  - 7 a How much it costs to park here?  
b How much does it cost to park here?  
c How much it does cost to park here?
  - 8 a Tell me what you want.  
b Tell me what you do want.  
c Tell me what do you want.

## 50.2 Put the words in the correct order.

- 1 (it / you / what time / know / is) Do ..... ?
- 2 (is / to the airport / far / it) How ..... ?
- 3 (wonder / is / how / old / Tom) I ..... .
- 4 (they / married / been / have) How long ..... ?
- 5 (they / married / how long / been / have / know)  
Do you ..... ?
- 6 (tell / the station / you / me / is / where)  
Could ..... ?
- 7 (in the accident / injured / anyone / don't / whether / know / was)  
I ..... .
- 8 (what / tomorrow / know / time / will / arrive / you / you)  
Do ..... ?

## 50.3 You were visiting London. You met a lot of people who asked you a lot of questions:

1		Where are you from?	5		Where are you staying?
2		How long have you been in London?	6		How long are you going to stay?
3		Have you been to London before?	7		Do you think London is expensive?
4		Do you like London?	8		Why did you come to London?

Now you tell a friend what people asked you. Use reported speech.

- 1 He asked me where I was from.
- 2 She asked me .....
- 3 They .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

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

## I think so / I hope so etc.

**A**

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

	<i>auxiliary</i>	<i>main</i>	
I	<b>have</b>	<b>lost</b>	my keys.
She	<b>can't</b>	<b>come</b>	to the party.
The hotel	<b>was</b>	<b>built</b>	ten years ago.
Why	<b>do</b> you	<b>want</b>	to go home?

In these examples **have/can't/was/do** are *auxiliary* (= helping) verbs.

You can use an auxiliary verb when you don't want to repeat something:

- 'Have you locked the door?' 'Yes, I **have**.' (=I have *locked the door*)
- Gary wasn't working, but Laura **was**. (=Laura was *working*)
- Jessica could lend me the money, but she **won't**. (=she won't *lend me the money*)

We use **do/does/did** for the present and past simple:

- 'Do you like onions?' 'Yes, I **do**.' (=I *like onions*)
- 'Does Simon live in London?' 'He **did**, but he **doesn't** any more.'

You can use auxiliary verbs to deny what somebody says (= say it is not true):

- 'You're sitting in my place.' 'No, I'm **not**.' (=I'm not *sitting in your place*)
- 'You didn't lock the door before you left.' 'Yes, I **did**.' (=I *locked the door*)

**B**

We use **have you? / isn't she? / are they?** etc. to show that we are interested in what somebody has said, or to show surprise:

- 'I've just seen Steven.' 'Oh, **have you?** How is he?'
- Lisa isn't very well today.' '**Isn't she?** What's wrong with her?'
- It rained every day during our holiday.' '**Did it?** What a shame!'
- James and Tanya are getting married.' '**Are they?** Really?'

**C**

We use auxiliary verbs with **so** and **neither**:

- 'I'm tired.' '**So am I!**' (=I'm tired too)
- I never read newspapers.' '**Neither do I!**' (=I never read newspapers either)
- Sarah can't drive and **neither can Mark**.

Note the word order after **so** and **neither** (verb before subject):

- I passed the exam and **so did Paul**. (not so Paul did)

Instead of **neither**, you can use **nor**. You can also use **not ... either**:

- 'I don't know.' '**Neither do I!**' or '**Nor do I!**' or '**I don't either**'

**D**

**I think so / I suppose so** etc.

You can say **I think so / I suppose so** etc. when we don't want to repeat something:

- 'Are those people Korean?' '**I think so.**' (=I think *they are Korean*)
- Is Kate working tomorrow?' '**I suppose so.**' (=I suppose *she is working tomorrow*)
- Will you be at home this evening?' '**I expect so.**' (=I expect *I'll be at home ...*)

In the same way we say: **I hope so, I guess so** and **I'm afraid so**.

The usual negative forms are:

- |   |   |   |
|---|---|---|
| I think so / I expect so  | → | <b>I don't think so / I don't expect so</b> |
| I hope so / I'm afraid so   | → | <b>I hope not / I'm afraid not</b>          |
| I guess so / I suppose so   | → | <b>I guess not / I suppose not</b>          |
| <input type="checkbox"/> 'Is that woman American?' ' <b>I think so. / I don't think so.</b> '                   |   |   |
| <input type="checkbox"/> 'Do you think it will rain?' ' <b>I hope so. / I hope not.</b> ' (not I don't hope so) |   |   |

# Exercises

**51.1** Complete each sentence with an auxiliary verb (**do/was/could/might** etc.). Sometimes the verb must be negative (**don't/wasn't** etc.).

- 1 I wasn't tired, but my friends ..... **were**.
- 2 I like hot weather, but Ann .....
- 3 'Is Andy here?' 'He ..... five minutes ago, but I think he's gone home now.'
- 4 I haven't travelled much, but Gary .....
- 5 Lisa said she might come and see us tomorrow, but I don't think she .....
- 6 I don't know whether to apply for the job or not. Do you think I .....?
- 7 'Please don't tell anybody what happened.' 'Don't worry. I .....'
- 8 'You never listen to me.' 'Yes, I .....!'
- 9 I usually work on Saturdays, but last Saturday I .....
- 10 'Do you think it's going to rain?' 'It ..... Take an umbrella in case.'
- 11 'Are you and Chris going to the party?' 'I ..... , but Chris .....
- 12 'Please help me.' 'I'm sorry. I ..... if I ..... , but I .....

**51.2** You never agree with Amy. Answer in the way shown.

- |   |                              |
|---|------------------------------|
| 1 | I'm hungry.                  |
| 2 | I don't like driving.        |
| 3 | I like football.             |
| 4 | I didn't enjoy the film.     |
| 5 | I'm not tired.               |
| 6 | I thought the exam was easy. |
- AMY**

**Are you? I'm not.**  
**Don't you? I do.**

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

YOU

**51.3** Tina tells you something. If the same is true for you, answer with **So ...** or **Neither ...** (as in the first example). Otherwise, ask Tina questions (as in the second example).

- |   |                                     |
|---|-------------------------------------|
| 1 | I'm not tired.                      |
| 2 | I work hard.                        |
| 3 | I watched TV last night.            |
| 4 | TINA I won't be at home tomorrow.   |
| 5 | I like reading.                     |
| 6 | I'd like to live somewhere else.    |
| 7 | I can't go out tonight.             |
| 8 | I'm looking forward to the weekend. |

**Neither am I.**  
**Do you? What do you do?**

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

YOU

**51.4** What do you say to Sam? Use **I think so**, **I hope not** etc.

<p>1 (You don't like rain.)        SAM: Is it going to rain?        YOU: <b>I hope not.</b> (hope)</p>	<p>5 (Jane has lived in Italy for many years.)        SAM: Does Jane speak Italian?        YOU: ..... (suppose)</p>
<p>2 (You need more money.)        SAM: Do you think you'll get a pay rise?        YOU: ..... (hope)</p>	<p>6 (You have to leave Sam's party early.)        SAM: Do you have to leave already?        YOU: ..... (afraid)</p>
<p>3 (You're going to a party. You can't stand John.)        SAM: Will John be at the party?        YOU: ..... (hope)</p>	<p>7 (You're not sure what time the film begins, but it's probably 7.30.)        SAM: What time is the film? 7.30?        YOU: ..... (think)</p>
<p>4 (You're not sure whether Amy is married, but she probably isn't.)        SAM: Is Amy married?        YOU: ..... (think)</p>	<p>8 (You are the receptionist at a hotel. The hotel is full.)        SAM: Do you have a room for tonight?        YOU: ..... (afraid)</p>

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

**A**

Study these examples:

You haven't seen Lisa today, **have you?**

No, I haven't.



It was a good film, **wasn't it?**

Yes, it was great.



**Have you?** and **wasn't it?** are *question tags*. These are mini-questions that you can put on the end of a sentence.

In question tags, we use an auxiliary verb (**have/was/will** etc.).

We use **do/does/did** for the present and past simple (see Unit 51):

- 'Karen plays the piano, **doesn't she?**' 'Well, yes, but not very well.'
- 'You didn't lock the door, **did you?**' 'No, I forgot.'

**B**

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

*positive sentence + negative tag*

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

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

*negative sentence + positive tag*

Kate **won't** be late, **will she?**  
They **don't** like us, **do they?**  
You **haven't** eaten yet, **have you?**

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

- 'You're **not** going out this morning, **are you?**' { 'Yes.' (= Yes, I am going out)  
'No.' (= No, I am not going out)}

**C**

The meaning of a question tag depends on how you say it. If your voice goes *down*, you are not really asking a question. You expect the listener to agree with you:

- 'It's a nice day, **isn't it?**' 'Yes, beautiful.'
- 'Paul doesn't look well today, **does he?**' 'No, he looks very tired.'
- 'Lisa's very funny. She's got a great sense of humour, **hasn't she?**' 'Yes, she has.'

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

- 'You haven't seen Kate today, **have you?**' 'No, I haven't.'  
(= Have you seen Kate today?)

You can use a *negative sentence + positive tag* to ask for things or information, or to ask somebody to do something. The voice goes *up* at the end of the tag:

- 'You couldn't do me a favour, **could you?**' 'It depends what it is.'
- 'You don't know where Karen is, **do you?**' 'Sorry, I have no idea.'

**D**

After **Let's ...** (= **Let us**) the question tag is **shall we**:

- Let's** go for a walk, **shall we?** (the voice goes *up*)

After **Don't ...**, the question tag is **will you**:

- Don't** be late, **will you?** (the voice goes *down*)

After **I'm ...**, the negative question tag is **aren't I?** (= am I not?):

- 'I'm right, **aren't I?**' 'Yes, you are.'

# Exercises

## 52.1 Complete these sentences with a question tag.

- |    |                                      |                               |   |
|----|--------------------------------------|-------------------------------|---|
| 1  | Kate won't be late,                  | ..... <i>will she</i> .....   | ? |
| 2  | You're tired,                        | ..... <i>aren't you</i> ..... | ? |
| 3  | You travel a lot,                    | .....                         | ? |
| 4  | You weren't listening,               | .....                         | ? |
| 5  | Sarah doesn't know Ann,              | .....                         | ? |
| 6  | Jack's on holiday,                   | .....                         | ? |
| 7  | It didn't take long to get here,     | .....                         | ? |
| 8  | You can speak German,                | .....                         | ? |
| 9  | They won't mind if I take a picture, | .....                         | ? |
| 10 | There are a lot of people here,      | .....                         | ? |
| 11 | Let's go and have coffee,            | .....                         | ? |
| 12 | This isn't very interesting          | .....                         | ? |
| 13 | I'm too impatient                    | .....                         | ? |
| 14 | You wouldn't tell anyone,            | .....                         | ? |
| 15 | Helen has lived here a long time,    | .....                         | ? |
| 16 | I shouldn't have lost my temper,     | .....                         | ? |
| 17 | He'd never met her before,           | .....                         | ? |
| 18 | Don't forget to call me,             | .....                         | ? |

- No, she's never late.  
Yes, a little.  
Yes, I love travelling.  
Yes, I was!  
No, they've never met.  
Yes, he's in Australia.  
No, just ten minutes.  
Yes, but not fluently.  
No, of course they won't.  
Yes, more than I expected.  
Yes, let's do that.  
No, not really.  
Yes, you are sometimes.  
No, of course not.  
Yes, 20 years.  
No, but that's all right.  
No, that was the first time.  
No, I won't forget.

## 52.2 In these situations you expect your friend to agree with you. Use a question tag in your sentences.

- 1 You look out of the window. The sky is blue and the sun is shining. You say to your friend:  
(beautiful day) *It's a beautiful day, isn't it?*
- 2 You're with a friend outside a restaurant. You're looking at the prices, which are very high. You say: (expensive) It .....
- 3 You and a colleague have just finished a training course. You really enjoyed it. You say to your colleague: (great) The course .....
- 4 Your friend's hair is much shorter than when you last met. You say to her/him:  
(have / your hair / cut) You .....
- 5 You're listening to a woman singing. You like her voice very much. You say to your friend:  
(a good voice) She .....
- 6 You're trying on a jacket in a shop. You look in the mirror and you don't like what you see. You say to your friend:  
(not / look / right) It .....
- 7 You and a friend are walking over a small wooden bridge. The bridge is old and some parts are broken. You say:  
(not / very safe) This bridge .....

## 52.3 In these situations you are asking for information, asking people to do things etc.

- 1 You need a pen. Perhaps Jane has one. Ask her.  
*Jane, you don't have a pen I could borrow, do you?*
- 2 You have to move a heavy table. You want Joe to help you with it. Ask him.  
Joe, you .....
- 3 You're looking for Sarah. Perhaps Lisa knows where she is. Ask her.  
Lisa, you .....
- 4 You want to borrow a tennis racket. Perhaps Helen has one. Ask her.  
Helen, .....
- 5 Anna has a car and you need a lift to the station. Perhaps she'll take you. Ask her.  
Anna, .....
- 6 You're looking for your keys. Perhaps Robert has seen them. Ask him.  
Robert, .....

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

## A

We say:

- I **enjoy reading**. (not I enjoy to read)
- Would you **mind closing** the door?  
(not mind to close)
- Chris **suggested going** to the cinema.  
(not suggested to go)

After **enjoy**, **mind** and **suggest**, we use **-ing** (not **to ...**).Some more verbs that are followed by **-ing**:

<b>stop</b>	<b>recommend</b>	<b>admit</b>	<b>avoid</b>	<b>imagine</b>
<b>finish</b>	<b>consider</b>	<b>deny</b>	<b>risk</b>	<b>fancy</b>

- Suddenly everybody **stopped talking**. There was silence.
- I'll do the shopping when I've **finished cleaning** the flat.
- He tried to **avoid answering** my question.
- I don't **fancy going** out this evening. (=I'm not enthusiastic about it)
- Have you ever **considered going** to live in another country?
- They said they were innocent. They **denied doing** anything wrong.

The negative form is **not -ing**:

- When I'm on holiday, I enjoy **not having** to get up early.

## B

We also use **-ing** after:

<b>give up</b> (= stop)
<b>put off</b> (= delay until later)
<b>go on</b> or <b>carry on</b> (= continue)
<b>keep</b> or <b>keep on</b> (=do something continuously or repeatedly)

- I've **given up buying** newspapers. I don't read them any more.
- You shouldn't **put off telling** him what happened. You need to tell him now.
- Katherine doesn't want to retire. She wants to **go on working**. or ... to **carry on working**.
- You **keep interrupting** when I'm talking. or You **keep on interrupting** ...

## C

With some verbs you can use the structure **verb + somebody + -ing**:

- You can't **stop people doing** what they want.
- I can't **imagine George riding** a motorbike.
- Did she really say that? I don't **remember her saying** that.
- Sorry to **keep you waiting** so long.

## D

When you talk about finished actions, you can say **having done/stolen/said** etc.:

- They admitted **having stolen** the money.

But it is not necessary to use **having** (done). You can say:

- They admitted **stealing** the money.
- I now regret **saying** that. or I now regret **having said** that.

## E

Other structures are possible with **admit**, **deny**, **suggest** and **recommend**. For example, you can say:

- They **denied** (that) **they had done** anything wrong. (=They **denied doing** ...)
- Chris **suggested** (that) **we go** to the cinema. (=Chris **suggested going** ...)
- I **recommend** (that) **you travel** by train. (=I **recommend travelling** ...)

# Exercises

## 53.1 Complete the sentences for each situation. Use -ing.

1

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

She suggested going to the zoo.

2

Do you want to play tennis?  No, not really.

He didn't fancy .....

3

Let's go for a walk.  Good idea!

She suggested .....

4

You caused the accident.  No, I didn't.

He denied .....

5

Can you wait a few minutes?  Sure, no problem.

They didn't mind .....

6

You didn't tell the truth.  That's right. I didn't.

She admitted .....

## 53.2 Complete the sentences. Choose from these verbs (in the correct form):

<b>answer</b>	<b>apply</b>	<b>forget</b>	<b>interrupt</b>	<b>listen</b>	<b>live</b>
<b>lose</b>	<b>make</b>	<b>pay</b>	<b>read</b>	<b>travel</b>	<b>try</b>

- 1 He tried to avoid answering my question.
- 2 I'm trying to concentrate. Please stop ..... so much noise!
- 3 I enjoy ..... to music.
- 4 I considered ..... for the job, but in the end I decided against it.
- 5 Have you finished ..... the newspaper yet?
- 6 We need to change our routine. We can't go on ..... like this.
- 7 It's better to avoid ..... during the rush hour.
- 8 My memory is getting worse. I keep ..... things.
- 9 I've put off ..... this bill so many times. I really must do it today.
- 10 I've given up ..... to learn Japanese. I was making no progress.
- 11 If you gamble, you risk ..... your money.
- 12 Would you mind not ..... me all the time? Let me speak!

## 53.3 Put the words in the right order.

- 1 Did she really say that? I (that / remember / her / saying / don't).

I don't remember her saying that.

- 2 It's OK if you want to drive my car. I (driving / don't / it / you / mind).

I .....

- 3 What a stupid thing to do! Can (imagine / so stupid / being / you / anybody)?

Can .....

- 4 We can't control the weather. We (raining / stop / it / can't).

We .....

- 5 I'll be as quick as I can. I (waiting / want / keep / you / don't / to).

I .....

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

- 1 She's a very interesting person. I always enjoy talking to her .....
- 2 I'm not feeling very well. I don't fancy .....
- 3 I'm afraid there aren't any chairs. I hope you don't mind .....
- 4 It was a beautiful day, so I suggested .....
- 5 The movie was very funny. I couldn't stop .....
- 6 My car is unreliable. It keeps .....

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

**A**

After these verbs you can use **to** ... (*infinitive*):

<b>offer</b>	<b>plan</b>	<b>manage</b>	<b>deserve</b>
<b>agree</b>	<b>arrange</b>	<b>fail</b>	<b>afford</b>
<b>refuse</b>	<b>hope</b>	<b>promise</b>	<b>learn</b>
<b>decide</b>	<b>forget</b>	<b>threaten</b>	<b>tend</b>



- It was a long way to walk, so we **decided to take** a taxi home.
- Simon was in a difficult situation, so I **agreed to help** him.
- I waved to Karen, but **failed to attract** her attention.
- I like Dan, but I think he **tends to talk** too much.
- How old were you when you **learnt to drive**?  
or ... learnt **how** to drive?

Dan **tends to talk** too much.

The negative is **not to** ...:

- We **decided not to go** out because of the weather.
- I **promised not to be** late.

After some verbs, we use **-ing** (*not to* ...). For example, **enjoy/think/suggest**:

- I **enjoy reading**. (*not enjoy to read*)
- Andy **suggested meeting** for coffee. (*not suggested to meet*)
- Are you **thinking of buying** a car? (*not thinking to buy*)

For verb + **-ing**, see Units 53 and 62.

**B**

After **dare** you can use the infinitive with or without **to**:

- I didn't **dare to tell** him. or I didn't **dare tell** him.

But after **dare not** (*or daren't*), we do not use **to**:

- I **daren't tell** him what happened. (*not I daren't to tell him*)

**C**

We also use **to** ... after **seem, appear, pretend** and **claim**. For example:

- They **seem to have** plenty of money.
- Ann **pretended not to see** me when she passed me in the street.

You can also use **to be -ing** (*continuous infinitive*) and **to have (done)** (*perfect infinitive*):

- I **pretended to be reading** the newspaper. (=I pretended that I **was reading**)
- Have you seen my keys? I **seem to have lost** them. (=it seems that I **have lost** them)
- She **claimed not to have seen** me. (=she claimed that she **hadn't seen** me)

**D**

After these verbs you can use a question word (**what/how** etc.) + **to** ....

**ask know decide remember forget learn explain understand wonder**

For example:

We <b>asked</b>	<b>how</b>	<b>to get</b>	to the station.
Have you <b>decided</b>	<b>where</b>	<b>to go</b>	on holiday?
I don't <b>know</b>	<b>whether</b>	<b>to apply</b>	for the job or not.
Do you <b>understand</b>	<b>what</b>	<b>to do?</b>	

also

**show/tell/ask/advise/teach** somebody **what/how/where** to do something:

- Can somebody **show me how to use** this camera?
- Ask Jack. He'll **tell you what to do**.

# Exercises

## 54.1 Complete the sentences for these situations.

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

They decided to get married.

- 2 Please help me.  OK.

She agreed .....

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

He offered .....

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

They arranged .....

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

She refused .....

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

She promised .....

## 54.2 Complete the sentences. Use a suitable verb.

- 1 Don't forget to lock the door when you go out.
- 2 There was a lot of traffic, but we managed ..... to the airport in time.
- 3 We couldn't afford ..... in London. It's too expensive.
- 4 I can't play a musical instrument, but I'd like to learn ..... the guitar.
- 5 I don't want Mark to know what happened. I decided not ..... him.
- 6 We were all afraid to speak. Nobody dared ..... anything.

## 54.3 Put the verb into the correct form, **to ... or -ing**. (See Unit 53 for verbs + -ing.)

- 1 When I'm tired, I enjoy watching TV. It's relaxing. (watch)
- 2 I've decided ..... for another job. I need a change. (look)
- 3 I'm not going anywhere! I refuse ..... (move)
- 4 I'm not in a hurry. I don't mind ..... (wait)
- 5 Tina ran in a marathon last week, but she failed ..... (finish)
- 6 I wish that dog would stop ..... It's driving me crazy. (bark)
- 7 They didn't know I was listening to them. I pretended ..... asleep. (be)
- 8 We were hungry, so I suggested ..... dinner early. (have)
- 9 Hurry up! I don't want to risk ..... the train. (miss)
- 10 David is very quiet. He tends not ..... much. (say)

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

- |                                   |          |                                      |
|-----------------------------------|----------|--------------------------------------|
| 1 I've lost my keys.              | (seem)   | I <u>seem to have lost my keys</u> . |
| 2 Tom is worried about something. | (appear) | Tom appears .....                    |
| 3 You know a lot of people.       | (seem)   | You .....                            |
| 4 My English is getting better.   | (seem)   | .....                                |
| 5 That car has broken down.       | (appear) | .....                                |
| 6 Rachel is enjoying her job.     | (seem)   | .....                                |
| 7 They have solved the problem.   | (claim)  | .....                                |

## 54.5 Complete each sentence using **what/how/where/whether + these verbs:**

**do    get    go    put    ride    use**

- 1 Do you know how to get to the airport from here?
- 2 Would you know ..... if there was a fire in the building?
- 3 You'll never forget ..... a bike once you've learnt.
- 4 I've been invited to the party, but I haven't decided ..... or not.
- 5 My room is very untidy. I've got so many things and I don't know ..... them.
- 6 I have some clothes to wash. Can you show me ..... the washing machine?

# Verb (+ object) + **to** ... (I want you to ...)

**A**

We say:

verb + <b>to</b> ...		and	verb + object + <b>to</b> ...		
want expect ask help would like would prefer	to go to be to work etc.		want expect ask help would like would prefer	somebody something	to go to be to work etc.

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

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

We do not usually say 'want that':

- Do you **want me to come** with you? (*not want that I come*)

You can use **help** with or without **to**. You can say:

- Can you help me **to move** this table? *or* Can you help me **move** this table?

**B**These verbs have the structure *verb + object + to ...*:

verb	+ object	+ <b>to</b> ...
tell advise remind warn invite encourage persuade get force teach allow enable	somebody	to do to be to work etc.

- It's not a nice hotel. I wouldn't **advise you to stay** there.  
 Can you **remind me to call** Sam tomorrow?  
 Joe said the switch was dangerous and **warned me not to touch** it.  
 I didn't move the piano by myself. I **got somebody to help** me.  
 Who **taught you to drive**?  
 They don't **allow people to park** in front of the building.

In these examples, the verb is *passive* (**I was warned / we are allowed** etc.):

- I was warned not to touch** the switch.  
 **Are we allowed to park** here?

We do not use **suggest** with **to** ...:

- Jane **suggested that I ask** you for advice. (*not Jane suggested me to ask*)

**C**We say '**make** somebody **do** something', '**let** somebody **do** something' (without **to**):

- I made him promise** that he wouldn't tell anybody what happened.  
(*not made him to promise*)  
 Hot weather **makes me feel** tired. (= causes me to feel tired)  
 Her parents wouldn't **let her go** out alone. (= wouldn't allow her to go out)  
 **Let me carry** your bag for you.

We say '**make** somebody **do**', but in the *passive* we say '(be) **made to do**' (with **to**):

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

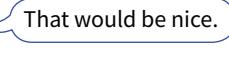
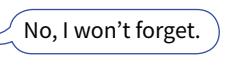
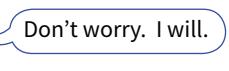
# Exercises

**55.1** Complete the questions. Use **do you want me to ... ?** or **would you like me to ... ?** with these verbs (and any other necessary words):

-come lend repeat show shut wait

- 1 Do you want to go alone, or ..... *do you want me to come with you* ?
- 2 Do you have enough money, or do you want .....
- 3 Shall I leave the window open, or would you .....
- 4 Do you know how to use the printer, or would .....
- 5 Did you hear what I said, or do .....
- 6 Can I go now, or do .....

**55.2** Complete the sentences for these situations.

- 1 Meet me at the station.   She told him to meet her at the station .....
- 2 Why don't you come and stay with us?   They invited him .....
- 3 Don't forget to call Joe.   He reminded her .....
- 4 Be careful.   She warned .....
- 5 Can you give me a hand?   He asked .....

**55.3** Complete the second sentence so that the meaning is similar to the first sentence.

- 1 My father said I could use his car. My father allowed me to use his car .....
- 2 I was surprised that it rained. I didn't expect .....
- 3 Don't stop him doing what he wants. Let .....
- 4 Tom looks older when he wears glasses. Tom's glasses make .....
- 5 I think you should know the truth. I want .....
- 6 At first I didn't want to apply for the job, but Sarah persuaded me. Sarah persuaded .....
- 7 My lawyer said I shouldn't say anything to the police. My lawyer advised .....
- 8 I was told that I shouldn't believe everything he says. I was warned .....
- 9 If you've got a car, you are able to get around more easily. Having a car enables .....

**55.4** Which is right?

- 1 You aren't allowed take / to take pictures here. (to take is correct)
- 2 I'm in a difficult position. What do you advise me do / to do?
- 3 The film was very sad. It made me cry / to cry.
- 4 Lisa's parents always encouraged her study / to study hard at school.
- 5 Please don't interrupt me. Let me finish / to finish.
- 6 You can't make people do / to do things they don't want to do.
- 7 You can't force people do / to do things they don't want to do.
- 8 Sarah won't let me drive / to drive her car. She doesn't trust me.
- 9 Why did you change your decision? What made you change / to change your mind?
- 10 If you enter a country with a tourist visa, you are not allowed work / to work there.

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

**A**

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

Verbs that you can use with **-ing** (*not to* ...):

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

For examples, see Unit 53.

Verbs that you can use with **to** ...:

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

For examples, see Unit 54.

**B**

Some verbs can be followed by **-ing** or **to** ... with a difference of meaning:

**remember**

I **remember doing** something = I did it and now I remember this.

You **remember doing** something *after* you have done it.

- I know I locked the door. I clearly **remember locking** it.  
(= I locked it, and now I remember this)
- He could **remember driving** along the road just before the accident, but he couldn't remember the accident itself.

I **remembered to do** something =

I remembered that I had to do it, so I did it.

You **remember to do** something *before* you do it.

- I **remembered to lock** the door, but I forgot to shut the windows.  
(= I remembered that I had to lock it, and so I locked it)
- Remember to buy** some bananas.  
(= Don't forget to buy them)

**regret**

I **regret doing** something = I did it and now I am sorry about it:

- I now **regret saying** what I said. I shouldn't have said it.
- Do you **regret not** going to college?

I **regret to say / to tell** you / **to inform** you = I am sorry that I have to say:

- (*from a formal letter*) I **regret to say** that we are unable to accept your offer.

**go on**

**go on doing** something = continue doing the same thing:

- The president paused for a moment and then **went on talking**.
- We need to change. We can't **go on living** like this.

**go on to do** something = do or say something new:

- After discussing the economy, the president **went on to talk** about foreign policy.

**C**

We use the following verbs with **-ing** or **to** ... with no difference of meaning:

**begin**    **start**    **continue**    **intend**    **bother**

So you can say:

- It **started raining**. or It **started to rain**.
- Andy **intends buying** a house. or Andy **intends to buy** ...
- Don't **bother locking** the door. or Don't **bother to lock** ...

Normally we do not use **-ing** after **-ing**:

- It's **starting to rain**. (*not usually* It's starting raining)

# Exercises

**56.1 Put the verb into the correct form, -ing or to ....**

- 1 They denied ..... **stealing** ..... the money. (steal)
- 2 I don't enjoy ..... very much. (drive)
- 3 I can't afford ..... away. I don't have enough money. (go)
- 4 Have you ever considered ..... to live in another country? (go)
- 5 We were unlucky to lose the game. We played well and deserved ..... (win)
- 6 Why do you keep ..... me questions? Leave me alone! (ask)
- 7 Please stop ..... me questions! (ask)
- 8 I refuse ..... any more questions. (answer)
- 9 The driver of one of the cars admitted ..... the accident. (cause)
- 10 Mark needed our help, and we promised ..... what we could. (do)
- 11 I don't mind ..... alone, but I'd rather be with other people. (be)
- 12 The wall was quite high, but I managed ..... over it. (climb)
- 13 Sarah doesn't know about the meeting. I forgot ..... her. (tell)
- 14 I've enjoyed ..... to you. I hope ..... you again soon. (talk, see)

**56.2 Tom can remember some things about his childhood, but he can't remember others. Write sentences with He remembers ... or He doesn't remember ....**

- 1 He was in hospital when he was a small child. He can still remember this.  
..... **He remembers being in hospital** ..... when he was a small child.
- 2 He cried on his first day at school. He doesn't remember this.  
He doesn't ..... on his first day at school.
- 3 Once he fell into the river. He remembers this.  
He .....
- 4 He said he wanted to be a doctor. He doesn't remember this.  
..... to be a doctor.
- 5 Once he was bitten by a dog. He doesn't remember this.  
..... a dog.
- 6 His sister was born when he was four. He remembers this.  
.....

**56.3 Complete the sentences with a suitable verb in the correct form, -ing or to ....**

- 1 a Please remember ..... **to lock** ..... the door when you go out.  
b He says we've met before, but I don't remember ..... him.  
c Someone must have taken my bag. I clearly remember ..... it by the window and now it isn't there.  
d When you see Steve, remember ..... hello to him from me.  
e A: You lent me some money a few months ago.  
B: Did I? Are you sure? I don't remember ..... you any money.  
f A: Did you remember ..... your sister?  
B: No, I forgot. I'll phone her tomorrow.
- 2 a The course I did wasn't very good, but I don't regret ..... it.  
b I knew they were in trouble, but I regret ..... I did nothing to help them.  
c It started to get cold, and he regretted not ..... his coat.  
d I now regret ..... my job. It was a big mistake.
- 3 a Ben joined the company nine years ago. He became assistant manager after two years, and a few years later he went on ..... manager of the company.  
b I can't go on ..... here any more. I want a different job.  
c When I came into the room, Lisa was reading a book. She looked up and said hello, and then went on ..... her book.  
d Food prices have gone up again. How are we going to manage if prices go on ..... ?

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

**A**

## try to ... and try -ing

**try to do** = attempt to do, make an effort to do:

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

**try something** or **try doing something** = do it as an experiment or test:

- These cakes are delicious. You should **try one**. (= have one to see if you like it)
- We couldn't find anywhere to stay. We **tried every hotel** in the town, but they were all full. (= we went to every hotel to see if they had a room)
- A: The photocopier doesn't seem to be working.  
B: **Try pressing** the green button.  
(= press the green button – perhaps this will help to solve the problem)

Compare:

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

**B**

## need to ... and need -ing

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

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

You can say that something **needs -ing**:

- My phone **needs charging**. (= it **needs to be charged**)
- Does your suit **need cleaning**? (= ... **need to be cleaned**)
- It's a difficult problem. It **needs thinking about** carefully.  
(= it **needs to be thought about** carefully)

Compare:

- I need **to charge** my phone.  
but      **My phone** needs **charging**.

**C**

## help and can't help

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

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

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

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



She **couldn't help laughing**.

# Exercises

## 57.1 Put the verb into the correct form.

- 1 I was very tired. I tried ..... to keep ..... my eyes open, but I couldn't. (keep)
- 2 I tried ..... the shelf, but I wasn't tall enough. (reach)
- 3 I rang the doorbell, but there was no answer. Then I tried ..... on the window, but there was still no answer. (knock)
- 4 We tried ..... the fire out, but without success. We had to call the fire brigade. (put)
- 5 Please leave me alone. I'm trying ..... (concentrate)
- 6 Sue needed to borrow some money. She tried ..... Carl, but he didn't have any. (ask)
- 7 Mr Bennett isn't here right now. Please try ..... later. (call)
- 8 The woman's face was familiar. I tried ..... where I'd seen her before. (remember)
- 9 If you have a problem with the computer, try ..... it. (restart)

## 57.2 For each picture, write a sentence with **need(s)** + one of the following verbs:

**clean      cut      empty      paint      tighten**



- 1 This room isn't very nice. .... It needs painting .....
- 2 The grass is very long. It .....
- 3 The windows are dirty. They .....
- 4 The screws are loose. ....
- 5 The bin is full. ....

## 57.3 Which is right?

- 1 We spend too much time sitting down. We need getting / to get more exercise.  
(to get is correct)
- 2 These clothes are dirty. They all need washing / to wash.
- 3 My grandmother isn't able to look after herself any more. She needs looking / to look after.
- 4 I can't make a decision right now. I need thinking / to think about it.
- 5 Your hair is getting very long. It will need cutting / to cut soon.
- 6 I need a change. I need going / to go away for a while.
- 7 That shirt looks fine. You don't need ironing / to iron it.
- 8 That shirt looks fine. It doesn't need ironing / to iron.

## 57.4 Put the verb into the correct form.

- 1 I don't like him, but I can't help ..... feeling ..... sorry for him. (feel)
- 2 I've lost my phone. Can you help me ..... for it? (look)
- 3 They were talking very loudly. We couldn't help ..... what they said. (overhear)
- 4 He looks so funny. Whenever I see him, I can't help ..... (smile)
- 5 The fine weather helped ..... it a really nice holiday. (make)
- 6 Did you help ..... the meeting? (organise)
- 7 I think about what happened all the time. I can't help ..... about it. (think)
- 8 I can't help you ..... a job. You have to find one yourself. (get)

**A like / love / hate**

When you talk about repeated actions, you can use **-ing** or **to** ... after these verbs. So you can say:

- Do you **like getting** up early? or Do you **like to get** up early?
- Stephanie **hates flying**. or Stephanie **hates to fly**.
- I **love meeting** people. or I **love to meet** people.
- I don't **like being** kept waiting. or ...**like to be** kept waiting.
- I don't **like friends calling** me at work. or ...friends **to call** me at work.

but

(1) We use **-ing** (**not to** ...) when we talk about a situation that already exists (or existed).

For example:

- Paul lives in Berlin now. He **likes living** there.  
(he lives there now and he likes it)
- Do you **like being** a student? (you are a student – do you like it?)
- The office I worked in was horrible. I **hated working** there. (I worked there and I hated it)

(2) There is sometimes a difference between **I like to do** and **I like doing**:

**I like doing** something = I do it and I enjoy it:

- I **like cleaning** the kitchen. (=I enjoy it.)

**I like to do** something = I choose to do it (but maybe I don't enjoy it):

- It's not my favourite job, but I **like to clean** the kitchen as often as possible.

Note that we use **-ing** (**not to** ...) with **enjoy** and **mind**:

- I **enjoy cleaning** the kitchen. (not I enjoy to clean)
- I **don't mind cleaning** the kitchen. (not I don't mind to clean)

**B would like / would love / would hate / would prefer**

**Would like / would love** etc. are usually followed by **to** ...:

- I'd **like** (=I **would like**) to go away for a few days.
- What **would you like to do** this evening?
- I **wouldn't like to go** on holiday alone.
- I'd **love to meet** your family.
- Would you **prefer to eat** now or later?

Compare **I like** and **I would like** (I'd like):

- I **like playing** tennis. / I **like to play** tennis. (=I like it in general)
- I'd **like to play** tennis today. (=I want to play today)

**Would mind** is followed by **-ing**:

- Would you **mind closing** the door, please? (not mind to close)

**C I would like to have (done something)**

I would like **to have done** something = I regret now that I didn't or couldn't do it:

- It's a shame we didn't see Anna. I **would like to have seen** her again.
- We'd **like to have gone** away, but we were too busy at home.

We use the same structure after **would love / would hate / would prefer**:

- Poor David! I **would hate to have been** in his position.
- I'd **love to have gone** to the party, but it was impossible.

# Exercises

## 58.1 Write sentences about yourself. Do you like these activities? Choose from these verbs:

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

- 1 (flying) I don't like flying. or I don't like to fly.
- 2 (playing cards)
- 3 (being alone)
- 4 (going to museums)
- 5 (cooking)
- 6 (getting up early)

## 58.2 Make sentences using -ing or to .... Sometimes either form is possible.

- 1 Paul lives in Berlin now. It's nice. He likes it.  
(He / like / live / there) He likes living there.
- 2 Jane is a biology teacher. She likes her job  
(She / like / teach / biology) She
- 3 Joe always has his camera with him and takes a lot of pictures.  
(He / like / take / pictures) .....
- 4 I used to work in a supermarket. I didn't like it much.  
(I / not / like / work / there) .....
- 5 Rachel is studying medicine. She likes it.  
(She / like / study / medicine) .....
- 6 Dan is famous, but he doesn't like it.  
(He / not / like / be / famous) .....
- 7 Jennifer is a very careful person. She doesn't take many risks.  
(She / not / like / take / risks) .....
- 8 I don't like surprises.  
(I / like / know / things / in advance) .....

## 58.3 Complete the sentences with a verb in the correct form, -ing or to .... In two sentences either form is possible.

- 1 It's fun to go to new places – I enjoy travelling.
- 2 'Would you like ..... down?' 'No, thanks. I'll stand.'
- 3 The music is very loud. Would you mind ..... it down?
- 4 How do you relax? What do you like ..... in your spare time?
- 5 When I have to take a train, I'm always worried that I'll miss it. So I like ..... to the station in plenty of time.
- 6 I enjoy ..... busy. I don't like it when there's nothing to do.
- 7 I would love ..... to your wedding, but I'm afraid I'll be away.
- 8 I don't like ..... in this part of town. I want to move somewhere else.
- 9 Do you have a minute? I'd like ..... to you about something.
- 10 If there's bad news and good news, I like ..... the bad news first.
- 11 Shall we leave now, or would you prefer ..... a little?
- 12 Steve wants to win every time. He hates .....

## 58.4 Write sentences using would ... to have (done). Use the verbs in brackets.

- 1 It's a shame I couldn't go to the party. (like) I would like to have gone to the party.
- 2 It's a shame I didn't see the programme. (like) .....
- 3 I'm glad I didn't lose my watch. (hate) .....
- 4 It's too bad I didn't meet your parents. (love) .....
- 5 I'm glad I wasn't alone. (not / like) .....
- 6 We should have travelled by train. (prefer) .....

# prefer and would rather

## A prefer to ... and prefer -ing

When you say what you prefer in general, you can use **prefer to ...** or **prefer -ing**:

- I don't like cities. I **prefer to live** in the country. *or* I **prefer living** in the country.

You can say:

<b>prefer</b> something	<b>to</b> something else
<b>prefer doing</b> something	<b>to doing</b> something else <b>rather than (doing)</b> something else
<b>prefer to do</b> something	<b>rather than (do)</b> something else

- I **prefer** this coat **to** the other one.
- I **prefer driving to travelling** by train. *or*  
I **prefer driving rather than travelling** by train.
- I **prefer to drive rather than travel** by train.
- Sarah **prefers to live** in the country **rather than** in a city.

## B would prefer (I'd prefer ...)

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

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

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

- 'Shall we go by train?' '**I'd prefer to drive.**' (=I **would** prefer ...)
- '**I'd prefer to stay** at home tonight **rather than go** to the cinema.

## C would rather (I'd rather ...)

**I'd rather** = I **would** rather. **I'd rather do** something = **I'd prefer to do** it.

We say **I'd rather** do (*not* to do). Compare:

- 'Shall we go by train?' { '**I'd rather drive.**' (*not* to drive)  
                          { '**I'd prefer to drive.**' }
- Which **would** you **rather do**, { Which **would** you **prefer to do**, } go to the cinema or go shopping?

The negative is '**I'd rather not ...**':

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

We say '**I'd rather do** one thing **than do** another':

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

## D I'd rather somebody did something

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

- 'Who's going to drive, you or me?' '**I'd rather** you **drove.**' (=I would prefer this)
- 'Jack says he'll repair your bike tomorrow, OK?' '**I'd rather** he **did** it today.'
- Are you going to tell Anna what happened, or **would** you **rather** I **told** her?

We use the past (**drove**, **did** etc.) here, but the meaning is present *not* past. Compare:

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

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

- '**I'd rather you didn't tell** anyone what I said.'
- 'Shall I tell Anna what happened?' '**I'd rather you didn't.**'
- 'Are you going to tell Anna what happened?' 'No. I'd **rather** she **didn't** know.'

# Exercises

## 59.1 Which do you prefer? Write sentences using 'I prefer (something) to (something else)'.

- 1 (driving / travelling by train)

I prefer driving to travelling by train.

- 2 (basketball / football)

I prefer .....

- 3 (going to the cinema / watching movies at home)

I ..... to .....

- 4 (being very busy / having nothing to do)

I .....

**Now rewrite sentences 3 and 4 using rather than:**

- 5 (1) I prefer to drive rather than travel by train.

or I prefer driving rather than travelling by train.

- 6 (3) I prefer .....

- 7 (4) .....

## 59.2 Complete the sentences. Sometimes you need one word, sometimes more.

A

1 Shall we walk home?

2 Do you want to eat now?

3 Would you like to watch TV?

4 Do you want to go to a restaurant?

5 Let's go now.

6 What about a game of tennis?

7 I think we should decide now.

8 Would you like to sit down?

9 Do you want me to come with you?

B

I'd rather ..... get a taxi.

I'd prefer ..... to wait till later.

I'd ..... to listen to some music.

I'd rather ..... at home.

..... wait a few minutes.

I'd prefer ..... for a swim.

I'd ..... think about it for a while.

..... to stand.

I'd rather ..... alone.

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

- 10 (1) I'd rather ..... get ..... a taxi ..... than wait for a bus.

- 11 (3) I'd rather ..... some music

- 12 (4) I'd prefer ..... at home

- 13 (6) I'd rather ..... for a swim

- 14 (7) I'd prefer ..... about it for a while

## 59.3 Complete the sentences using would you rather I ... .

- 1 Are you going to make dinner or ..... would you rather I made it ?

- 2 Are you going to pay the bill or would you rather ..... ?

- 3 Are you going to do the shopping or ..... ?

- 4 Are you going to phone Tina or ..... ?

## 59.4 Use your own ideas (one or two words) to complete these sentences.

- 1 'Shall I tell Anna what happened?' 'No, I'd rather she ..... know.'

- 2 You can stay here if you want to, but I'd rather you ..... with us.

- 3 I don't like this programme. I'd rather not ..... it.

- 4 I'd rather work outdoors ..... work in an office.

- 5 This is a private matter. I'd rather you ..... tell anybody else.

- 6 The weather here isn't bad, but I'd rather it ..... a little warmer.

- 7 I don't want to go to the match. I'd prefer ..... it on TV.

- 8 'Do you mind if I open the window?' 'I'd rather you ..... I'm feeling cold.'

- 9 I hate doing the shopping. I'd rather somebody else ..... it.

- 10 I'd prefer to go to the beach ..... go shopping.

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

**A**

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

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

You can also say 'instead of **somebody** doing something', 'fed up with **people** doing something' etc. :

- I'm fed up with **people** telling me what to do.

**B**

We say:

**before -ing, after -ing:**

- Before going** out, I phoned Sarah. (not Before to go out)
- What did you do **after leaving** school?

You can also say '**Before I went** out ...' and '... **after you left** school'.

**by -ing** (to say *how* something happens):

- You can improve your English **by reading** more.
- She made herself ill **by** not **eating** properly.
- Many accidents are caused **by** people **driving** too fast.
- The burglars got into the house **by breaking** a window and **climbing** in.

**without -ing:**

- We ran ten kilometres **without stopping**.
- It was a stupid thing to say. I said it **without thinking**.
- She needs to work **without** people **disturbing** her. or ... **without being** disturbed.
- I have enough problems of my own **without having** to worry about yours.

**C**

**to + -ing** (look forward **to doing** something etc.)

We often use **to + infinitive** (**to do / to see** etc.):

- We decided **to travel** by train.
- Would you like **to meet** for lunch tomorrow?

But **to** is also a **preposition** (like **in/for/about/with** etc.). For example:

- We went from Paris **to Geneva**.
- I prefer tea **to coffee**.
- Are you looking forward **to the weekend**?

If we use a **preposition + verb**, the verb ends in **-ing**:

- I'm fed up **with travelling** by train.
- How **about going** away this weekend?

So, when **to** is a preposition and it is followed by a verb, we use **to -ing**:

- I prefer driving **to travelling** by train. (not to travel)
- Are you looking forward **to going** on holiday? (not looking forward to go)

# Exercises

## 60.1 Complete the second sentence so that it means the same as the first.

- 1 Why is it useful to have a car?  
What are the advantages of .....?
- 2 I don't intend to apply for the job.  
I have no intention of .....
- 3 Helen has a good memory for names.  
Helen is good at .....
- 4 You probably won't win the lottery. You have little chance.  
You have little chance of .....
- 5 Did you get into trouble because you were late?  
Did you get into trouble for .....
- 6 We didn't eat at home. We went to a restaurant instead.  
We went to a restaurant instead of .....
- 7 We got into the exhibition. We didn't have to queue.  
We got into the exhibition without .....
- 8 Amy is 90 years old, but she's fit and healthy.  
Amy is fit and healthy despite .....

## 60.2 Complete the sentences using **by -ing**. Choose from these verbs:

**borrow    break    drive    press    put    stand**

- 1 The burglars got into the house ..... a window.
- 2 I was able to reach the top shelf ..... on a chair.
- 3 You turn on the computer ..... the button at the back.
- 4 Kevin got himself into financial trouble ..... too much money.
- 5 You can put people's lives in danger ..... too fast.
- 6 We made the room look nicer ..... some pictures on the walls.

## 60.3 Complete the sentences with a suitable word. Use only one word each time.

- 1 We ran ten kilometres without ..... .
- 2 Dan left the hotel without ..... his bill.
- 3 It's a nice morning. How about ..... for a walk?
- 4 You need to think carefully before ..... an important decision.
- 5 It was a long trip. We were tired after ..... on a train for 36 hours.
- 6 I'm not looking forward to ..... away. I'd prefer to stay here.
- 7 I was annoyed because the decision was made without anybody ..... me.
- 8 After ..... the same job for ten years, Ellie felt she needed a change.
- 9 We got lost because we went straight on instead of ..... left.
- 10 I like these pictures you took. You're good at ..... pictures.
- 11 Can you touch your toes without ..... your knees?
- 12 We've decided to sell our car. Are you interested in ..... it?

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

- 1 You are going on holiday next week. How do you feel?  
I'm .....  
I'm looking forward to going on holiday.
- 2 A good friend of yours is coming to visit you soon. It will be good to see her again. How do you feel?  
I'm .....
- 3 You're going to the dentist tomorrow. You don't enjoy visits to the dentist. How do you feel?  
I'm not .....
- 4 Rachel doesn't like school, but she's leaving next summer. How does she feel?  
.....
- 5 Joe and Helen are moving to a new apartment soon. It's much nicer than where they live now. How do they feel? .....

# be/get used to ... (I'm used to ...)

**A**

Study this example situation:



Lisa is American, but she lives in Britain. When she first drove a car in Britain, driving on the left was a problem for her because:

She **wasn't used to it**.

She **wasn't used to driving** on the left.  
(because Americans drive on the right)

But after some time, driving on the left became easier. She **got used to driving** on the left.

Now it's no problem for Lisa:  
She **is used to driving** on the left.

**B****I'm used to** something = it is not new or strange for me

You can say:

<b>be</b>	<b>used to</b>	something or <b>doing</b> something
-----------	----------------	---

- Paul lives alone. He has lived alone for a long time, so it is not strange for him. He's **used to it**.  
He **is used to living** alone.
- I bought some new shoes. They felt a little strange at first because I **wasn't used to them**.
- Our new apartment is on a busy street. I expect we'll **get used to the noise**, but at the moment it's very disturbing.
- Helen has a new job. She has to get up much earlier now than before – at 6.30. She finds this difficult because she **isn't used to getting** up so early.
- Katherine's husband is often away from home. She doesn't mind this. She's **used to him being** away.

**C**We say 'be/get used to **doing** something' (*not* I'm used to do).

- Lisa is used to **driving** on the left. (*not* is used to drive)
- I'm used to **living** alone. (*not* I'm used to live)

When we say '**I am used to ...**', **to** is a preposition:

- We're not used **to** { **the noise**.  
**it**.  
**living here**. (*not* live here)}

Compare **to + infinitive** (**to do**, **to live** etc.):

- We don't want **to live** here.

**D**Compare **I am used to doing** and **I used to do**:**I am used to (doing) something** = it isn't strange or new for me:

- I'm used to **the weather** here.
- I'm used to **driving** on the left because I've lived in Britain a long time.

**I used to do** something = I did it regularly in the past but no longer do it. We use this only for the past (**I used ...**), not for the present. See Unit 18.

- I **used to drive** to work every day, but these days I usually go by bike.
- We **used to live** just outside the town, but now we live near the centre.

# Exercises

## 61.1 Complete the sentences using **used to** + a suitable verb.

- 1 I'm not lonely. I don't need other people. I'm ..... **used to being** ..... on my own.
- 2 I don't feel good. I stayed up until 3 am. I'm not ..... to bed so late.
- 3 Tomorrow I start a new job. I'll have to get ..... with new people.
- 4 My feet hurt. I can't go any further. I'm not ..... so far.
- 5 I like this part of town. I've been here a long time, so I'm ..... here.

## 61.2 Read about Sarah and Jack. Complete the sentences using **used to**.

- 1 Sarah is a nurse. A year ago she started working nights. At first it was hard for her.  
Sarah ..... **wasn't used to working** ..... nights. It took her a few months to ..... it.  
Now, after a year, it's normal for her. She ..... nights.
- 2 Jack has to drive two hours to work every morning. Many years ago, when he first had to do this, it was hard for him and he didn't like it.  
When Jack started working in this job, he ..... driving two hours to work every morning, but after some time he ..... it. Now it's no problem for him. He ..... two hours every morning.

## 61.3 What do you say in these situations? Use **I'm (not) used to ...**.

- 1 You live alone. You don't mind this. You have always lived alone.  
FRIEND: Do you get lonely sometimes?  
YOU: No, ..... **I'm used to living alone**.
- 2 You sleep on the floor. It's OK for you. You have always slept on the floor.  
FRIEND: Wouldn't you prefer to sleep in a bed?  
YOU: No, I .....
- 3 You have to work long hours in your job. This is not a problem. You have always done this.  
FRIEND: You have to work long hours in your job, don't you?  
YOU: Yes, but I don't mind that. I .....
- 4 You've just moved from a village to a big city. It's busy and you don't like the crowds of people.  
FRIEND: How do you like living here now?  
YOU: It's different from living in a village. I .....

## 61.4 Read the situations and complete the sentences using **get/got used to**.

- 1 Some friends of yours have just moved into an apartment on a busy street. It is very noisy. They'll have to ..... **get used to the noise** .....
- 2 The children got a new teacher. She was different from the teacher before her, but this wasn't a problem for the children. They soon .....
- 3 Kate moved from a big house to a much smaller one. She found it strange at first. She had to ..... in a much smaller house.
- 4 Anna has lived in Britain for ten years. She didn't like the weather when she first came, and she still doesn't like it. She can't .....
- 5 Lee got a new job, but his new salary was much less. So he had less money. He had to .....

## 61.5 Complete the sentences using only one word each time.

- 1 Lisa had to get used to ..... **driving** ..... on the left.
- 2 Daniel used to ..... a lot of coffee. Now he prefers tea.
- 3 I feel very full after that meal. I'm not used to ..... so much.
- 4 I wouldn't like to share a room. I'm used to ..... my own room.
- 5 I used to ..... a car, but I sold it a few months ago.
- 6 When we were children, we used to ..... swimming very often.
- 7 There used to ..... a school here, but it was knocked down a few years ago.
- 8 I'm the boss here! I'm not used to ..... told what to do.

# Verb + preposition + -ing (succeed in -ing / insist on -ing etc.)

**A**

We use some verbs + preposition + object. For example:

verb + preposition + object

We <b>talked</b> I <b>apologised</b>	<b>about</b> <b>for</b>	the problem. what I said.
---	----------------------------	------------------------------

If the object is another verb, we use -ing:

verb + preposition + -ing

We <b>talked</b> You should <b>apologise</b>	<b>about</b> <b>for</b>	<b>going</b> to South America. not <b>telling</b> the truth.
---	----------------------------	---

You can use these verbs in the same way:

**approve of**  
**decide against**  
**dream of**  
**feel like**  
**insist on**  
**look forward to**  
**succeed in**  
**think of/about**

He doesn't <b>approve</b> We have <b>decided</b> I wouldn't <b>dream</b> I don't <b>feel</b> They <b>insisted</b> Are you <b>looking forward</b> Has Paul <b>succeeded</b> I'm thinking	<b>of</b> <b>against</b> <b>of</b> <b>like</b> <b>on</b> <b>to</b> <b>in</b> <b>of/about</b>	<b>swearing.</b> <b>moving</b> to London. <b>asking</b> them for money. <b>going</b> out tonight. <b>paying</b> for the meal. <b>going</b> away? <b>finding</b> a job yet? <b>buying</b> a house.
--	---	--

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

- I don't approve **of people killing** animals as a sport.
- We are all looking forward **to Andy coming** home next week.

**B**

Some verbs can have the structure verb + object + preposition + -ing.

For example:

verb + object + preposition + -ing

**accuse ... of**  
**congratulate ... on**  
**prevent ... from**  
**stop ... from**  
**suspect ... of**  
**thank ... for**

He <b>accused</b> We <b>congratulated</b> What <b>prevented</b> The rain didn't <b>stop</b> Nobody <b>suspected</b> I <b>thanked</b>	me Lisa you us the general everyone	<b>of</b> <b>on</b> <b>from</b> <b>from</b> <b>of</b> <b>for</b>	<b>telling</b> lies. <b>winning</b> the first prize. <b>coming</b> to see us? <b>enjoying</b> our holiday. <b>being</b> a spy. <b>helping</b> me.
---	--	---	--

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

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

Note this example with **not -ing**:

- He accused me of **not telling** the truth.

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

- We **were accused of telling** lies. (or ... **accused of lying**.)
- The general **was suspected of being** a spy.

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

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

# Exercises

**62.1 Complete the sentences. Use only one word each time.**

- 1 Our neighbours apologised for ..... **making** ..... so much noise.
- 2 I feel lazy. I don't feel like ..... any work.
- 3 I wanted to go out alone, but Joe insisted on ..... with me.
- 4 I'm fed up with my job. I'm thinking of ..... something else.
- 5 We can't afford a car right now, so we've decided against ..... one.
- 6 It took us a long time, but we finally succeeded in ..... the problem.
- 7 I've always dreamed of ..... a small house by the sea.
- 8 It's great that Amy and Sam are coming to visit us. I'm looking forward to ..... them again.

**62.2 Complete the sentences. Use a preposition + one of these verbs (in the correct form):**

<b>be</b>	<b>eat</b>	<b>get</b>	<b>go out</b>	<b>invite</b>	<b>steal</b>
<b>take off</b>	<b>tell</b>	<b>try</b>	<b>use</b>	<b>walk</b>	

- 1 I don't feel ..... **like going out** ..... this evening. I'm too tired.
- 2 The police stopped the car because they suspected the driver ..... it.
- 3 Our flight was delayed. Bad weather prevented the plane ..... .
- 4 My phone is very old. I'm thinking ..... a new one.
- 5 I didn't want to hear the story but Dan insisted ..... me anyway.
- 6 I'm getting hungry. I'm really looking forward ..... something.
- 7 I think you should apologise to Sarah ..... so rude.
- 8 There's a fence around the lawn to stop people ..... on the grass.
- 9 I'm sorry I can't come to your party, but thank you very much ..... me.
- 10 The man who has been arrested is suspected ..... a false passport.
- 11 I did my best. Nobody can accuse me ..... not .....

**62.3 Complete the sentences on the right.**

1



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

Kevin thanked ..... **me for helping him** .....

2



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

Tom insisted ..... Ann .....

3



I hear you got married. Congratulations!

Dan congratulated me .....

4



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

Jen thanked .....

5



Sorry I'm late.

Kate apologised .....

6



You don't care about other people.

Jane accused .....

# there's no point in -ing, it's worth -ing etc.

**A**

We say:

<b>there's no point in</b>	<b>it's no use</b>	<b>doing</b> something
<b>it's no good</b>		

- There's no point in having** a car if you never use it.
- There was no point in waiting** any longer, so we left.
- It's no use worrying** about what happened. There's nothing you can do about it.
- It's no good trying** to persuade me. You won't succeed.

We say '**no point in ...**' but '**the point of ...**':

- There's **no point in** having a car.
- What's **the point of** having a car if you never use it?

**B**

We say:

<b>it's worth</b>	<b>doing</b> something
<b>it's not worth</b>	

- It's a nice town. **It's worth spending** a few days there.
- Our flight was very early in the morning, so **it wasn't worth going** to bed.

You can say that something is **worth it** or **not worth it**:

- You should spend a couple of days here. **It's worth it.**
- We didn't go to bed. **It wasn't worth it.**

You can also say that something is **worth doing**, a movie is **worth seeing** etc.:

- It's a great movie. It's **worth seeing**.
- Thieves broke into the house, but didn't take anything. There was nothing **worth stealing**.
- It's an interesting idea. It's **worth thinking** about.

**C**

We say:

have	<b>trouble</b> <b>difficulty</b> <b>a problem</b>	<b>doing</b> something
------	---	------------------------

- I had no **trouble finding** a place to stay. (*not trouble to find*)
- Did you have **a problem getting** a visa?
- People sometimes have **difficulty reading** my writing.

**D**

We say:

<b>spend</b>	(time)	<b>doing</b> something
<b>waste</b>		

- He **spent** hours **trying** to repair the clock.
- I **waste** a lot of time **doing** nothing.

We also say '(be) **busy doing** something':

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

**E**We use **go -ing** for sports and other activities. For example:

<b>go sailing</b>	<b>go swimming</b>	<b>go fishing</b>	<b>go riding</b>	<b>go hiking</b>
<b>go surfing</b>	<b>go scuba diving</b>	<b>go skiing</b>	<b>go jogging</b>	<b>go camping</b>

- How often do you **go swimming**?
- We **went skiing** last year.
- Tom isn't here. He's **gone shopping**.
- I've never **been sailing**.

# Exercises

## 63.1 Which goes with which?

- 1 It's a nice town.
- 2 It's an interesting idea.
- 3 It's no use standing here talking.
- 4 It's not important.
- 5 There's no point in looking for him.
- 6 It's no good apologising to me.
- 7 It's not worth arguing with him.
- 8 The hotel is a short walk from here.

- a I don't believe you're sorry.
- b We'll never find him.
- c It's not worth getting a taxi.
- d We have to do something.
- e He won't change his opinion.
- f ~~It's worth spending a few days here.~~
- g It's not worth worrying about.
- h It's worth considering.

1 f.....  
2 .....  
3 .....  
4 .....  
5 .....  
6 .....  
7 .....  
8 .....

## 63.2 Write sentences beginning **There's no point ...**

- 1 Why have a car if you never use it?  
*There's no point in having a car if you never use it.*
- 2 Why work if you don't need money?  
.....
- 3 Don't try to study if you feel tired.  
.....
- 4 Why hurry if you have plenty of time?  
.....

## 63.3 Complete the sentences.

- 1 I managed to get a visa, but it was difficult.  
I had a problem ..... *getting a visa* .....
- 2 I find it hard to remember people's names.  
I have a problem .....
- 3 Lucy found a job easily. It wasn't a problem.  
She had no trouble .....
- 4 It will be easy to get a ticket for the game.  
You won't have any problems .....
- 5 It was easy for us to understand one another.  
We had no difficulty .....

## 63.4 Complete the sentences. Use only one word each time.

- 1 I waste a lot of time ..... *doing* nothing.
- 2 How much time do you spend ..... to and from work every day?
- 3 Karen is going on holiday tomorrow, so she's busy ..... her things ready.
- 4 I waste too much time ..... TV.
- 5 There was a beautiful view from the hill. It was worth ..... to the top.
- 6 We need to stay calm. There's no point in ..... angry.
- 7 Amy is learning to play the guitar. She spends a lot of time .....
- 8 Gary is enjoying his new job. He's busy ..... on a new project.
- 9 I decided it wasn't worth ..... for the job. I had no chance of getting it.
- 10 It's no good ..... to escape. You won't be able to get out of here.

## 63.5 Complete these sentences. Choose from the following and put the verb in the correct form.

**go riding    go sailing    go shopping    go skiing    go swimming**

- 1 Ben lives by the sea and he's got a boat, so he often ..... *goes sailing* .....
- 2 It was a very hot day, so we ..... in the lake.
- 3 There's plenty of snow in the mountains, so we'll be able to .....
- 4 Helen has two horses. She ..... regularly.
- 5 Dan isn't here. He ..... There were a few things he needed to buy.

# to ... , for ... and so that ...

**A**

We say:

- I called the restaurant **to reserve** a table.
- What do you need **to make** bread?
- We shouted **to warn** everybody of the danger.
- This letter is **to confirm** the decisions we made at our meeting last week.
- The president has a team of bodyguards **to protect** him.

In these examples **to ... (to reserve ... / to make ... etc.)** tells us the *purpose* of something: why somebody does something, has something, needs something etc., or why something exists.

**B**

We say 'a place **to park**', 'something **to eat**', 'work **to do**' etc. :

- It's hard to find **a place to park** in the city centre. (= a place where you can park)
- Would you like **something to eat**? (= something that you can eat)
- Do you have **much work to do**? (= work that you must do)

Sometimes there is a preposition (**on**, **with** etc.) after the verb:

- Is there **a chair to sit on**? (= a chair that I can sit on)
- I get lonely if there's **nobody to talk to**.
- I need **something to open** this bottle **with**.

We also say **money/time/chance/opportunity/energy/courage** (etc.) **to** do something:

- They gave us **money to buy** food.
- Do you have **much opportunity to practise** your English?
- I need **a few days to think** about your proposal.

**C**

Compare **for** ... and **to** ...

**for + noun**

- We stopped **for petrol**.
- I had to run **for the bus**.

**to + verb**

- We stopped **to get** petrol.
- I had to run **to catch the bus**.

You can say '**for** somebody **to do** something':

- There weren't any chairs **for us to sit on**, so we sat on the floor.

We use **for (do)ing** to say what something is used for:

- This brush is **for washing** the dishes.

But we do not use **for -ing** to say why somebody does something:

- I went into the kitchen **to wash** the dishes. (*not for washing*)

You can use **What ... for?** to ask about purpose:

- What** is this switch **for**? (= what is it used for?)
- What** did you do that **for**? (= why did you do that?)

**D**

## so that

We use **so that** (*not to ...*) especially with **can/could** and **will/would**:

- She's learning English **so that** she **can** study in Canada.
- We moved to London **so that** we **could** see our friends more often.
- I hurried **so that I wouldn't** be late.  
(= because I didn't want to be late)

You can leave out **that**. So you can say:

- I hurried **so that** I wouldn't be late. *or* I hurried **so** I wouldn't be late.

# Exercises

## 64.1 Choose from Box A and Box B to make sentences with **to ...**.

- A
- 1 I shouted
  - 2 I opened the box
  - 3 I moved to a new apartment
  - 4 I couldn't find a knife
  - 5 I called the police
  - 6 I called the hotel
  - 7 I employed an assistant

- B
- I wanted to be nearer my friends
  - I wanted someone to help me with my work
  - I wanted to report the accident
  - I wanted to warn people of the danger
  - I wanted to see what was in it
  - I wanted to chop the onions
  - I wanted to find out if they had any rooms free

1 I shouted to warn people of the danger.

2 I opened the box .....

3 I .....

4 .....

5 .....

6 .....

7 .....

## 64.2 Complete these sentences using **to + a suitable verb**.

- 1 The president has a team of bodyguards ..... **to protect** ..... him.
- 2 I don't have enough time ..... all the things I have to do.
- 3 I came home by taxi. I didn't have the energy .....
- 4 Would you like something ..... ? Coffee? Tea?
- 5 Can you give me a bag ..... these things in?
- 6 There will be a meeting next week ..... the problem.
- 7 Do you need a visa ..... to the United States?
- 8 I saw Helen at the party, but I didn't have a chance ..... to her.
- 9 I need some new clothes. I don't have anything nice .....
- 10 They've passed their exams. They're going to have a party .....
- 11 I can't do all this work alone. I need somebody ..... me.
- 12 Why are you so scared? There's nothing ..... afraid of.

## 64.3 Put in **to or for**.

- 1 We stopped ..... **for** ..... petrol.
- 2 We'll need time ..... make a decision.
- 3 I went to the dentist ..... a check-up.
- 4 He's very old. He needs somebody ..... take care of him.

- 5 Can you lend me money ..... a taxi?
- 6 Do you wear glasses ..... reading?
- 7 I put on my glasses ..... read the letter.
- 8 I wish we had a garden ..... the children ..... play in.

## 64.4 Make one sentence from two, using **so that**.

- 1 I hurried. I didn't want to be late.  
I hurried ..... **so that I wouldn't be late**.
- 2 I wore warm clothes. I didn't want to get cold.  
I wore warm clothes .....
- 3 I gave Mark my phone number. I wanted him to be able to contact me.  
I gave Mark my phone number .....
- 4 We spoke very quietly. We didn't want anybody else to hear us.  
We spoke very quietly ..... nobody else .....
- 5 Please arrive early. We want to be able to start the meeting on time.  
Please arrive early .....
- 6 We made a list of things to do. We didn't want to forget anything.  
We made a list of things to do .....
- 7 I slowed down. I wanted the car behind me to be able to overtake.  
I slowed down .....

# Adjective + to ...

**A**

hard to understand, interesting to talk to etc.

Compare sentences (a) and (b):

- James doesn't speak clearly.

(a) It is hard to understand him.  
(b) He is hard to understand.

Sentences (a) and (b) have the same meaning. Note that we say:

- He is hard to understand. (not He is hard to understand him)

We use other adjectives in the same way. For example:

easy	nice	safe	cheap	exciting	impossible
difficult	good	dangerous	expensive	interesting	

- Do you think it is safe to drink this water?  
Do you think this water is safe to drink? (not to drink it)
- The exam questions were very hard. It was impossible to answer them.  
The exam questions were very hard. They were impossible to answer.  
(not to answer them)
- Nicola has lots of interesting ideas. It's interesting to talk to her.  
Nicola is interesting to talk to. (not to talk to her)

We also use this structure with adjective + noun:

- This is a difficult question to answer. (not to answer it)

**B**

nice of (you) to ...

We say 'It's nice of somebody to ...':

- It was nice of you to take me to the airport. Thank you very much.

We use other adjectives in the same way. For example:

kind	generous	careless	silly	stupid	inconsiderate	unfair	typical
------	----------	----------	-------	--------	---------------	--------	---------

- It's silly of Ruth to give up her job when she needs the money.
- I think it was unfair of him to criticise me.

**C**

sorry to ... / surprised to ... etc.

You can use adjective + to ... to say how somebody reacts to something:

- I'm sorry to hear that your mother isn't well.

We use other adjectives in the same way. For example:

glad	pleased	relieved	surprised	amazed	sad	disappointed
------	---------	----------	-----------	--------	-----	--------------

- Was Julia surprised to see you?
- It was a long and tiring journey. We were glad to get home.

**D**

You can use to ... after the next / the last / the only / the first / the second (etc.):

- The next train to arrive at platform 4 will be the 10.50 to Liverpool.
- Everybody was late except me. I was the only one to arrive on time.
- If I have any more news, you will be the first to know. (=the first person to know.)

**E**

You can say that something is sure/likely/bound to happen:

- Carla is a very good student. She's bound to pass the exam. (=she is sure to pass)
- It's possible I'll win the lottery one day, but it's not likely to happen. (=it's not probable)

# Exercises

## 65.1 Write these sentences in another way, beginning as shown.

- |  |   |
|--|---|
| 1 It's hard to understand some things.     | Some things ..... <i>are hard to understand</i> ..... |
| 2 It was difficult to open the window.     | The window .....                                      |
| 3 It's impossible to translate some words. | Some words .....                                      |
| 4 It's expensive to maintain a car.        | A .....   |
| 5 It's not safe to eat this meat.          | This .....  |
| 6 It's easy to get to my house from here.  | My .....  |

## 65.2 Make sentences from the words in brackets.

- |  |  |
|--|--|
| 1 I couldn't answer the question.<br>(difficult question / answer) | <i>It was a difficult question to answer</i> ..... |
| 2 It's a very common mistake.<br>(easy mistake / make)             | It's .....   |
| 3 I like living in this town.<br>(great place / live)              | .....  |
| 4 I wonder why she said that.<br>(strange thing / say)             | .....  |

## 65.3 Complete the sentences. Choose from the box.

- 1 It's nice of Dan and Kate ..... *to invite* ..... me to their party.
- 2 I've been travelling a long time. Now I'm ..... to be back home.
- 3 I heard about Tom's accident. I was relieved ..... that he's OK.
- 4 It was nice ..... to remember my birthday.
- 5 Let me know if you need any assistance. I'd be very pleased ..... you.
- 6 I thought James was about 25. I was ..... to discover he was 40.
- 7 It was inconsiderate of our neighbours ..... so much noise.
- 8 My interview went well. I was disappointed ..... to be offered the job.
- 9 It's ..... of me to worry so much about things that are not important.

**to hear  
to help  
to invite  
to make  
not  
of you  
silly  
amazed  
glad**

## 65.4 Complete the sentences. Use: **the first    the second    the last    the only**

- 1 Nobody spoke before me. I was ..... *the first person to speak* .....
- 2 Everybody else arrived before Paul.  
Paul was .....
- 3 Emily passed the exam. All the other students failed.  
Emily .....
- 4 I complained to the manager. Another customer had already complained.  
I .....
- 5 Neil Armstrong walked on the moon in 1969. Nobody had done this before him.  
Neil Armstrong .....

## 65.5 Complete the sentences using the words in brackets and a suitable verb.

- 1 Carla is a very good student.  
(she / bound / pass) ..... *She's bound to pass* ..... the exam.
- 2 I'm not surprised you're tired after your trip.  
(you / bound / tired) ..... after such a long journey.
- 3 Andy has a very bad memory.  
(he / sure / forget) ..... anything you tell him.
- 4 I don't think you'll need an umbrella.  
(it / not / likely / rain) .....
- 5 The holidays begin this weekend.  
(there / sure / be) ..... a lot of traffic on the roads.

# to ... (afraid to do) and preposition + -ing (afraid of -ing)

## A afraid to (do) and afraid of (do)ing

I am **afraid to do** something =

I don't want to do it because it is dangerous or the result could be bad.

- This part of town is dangerous. People are **afraid to walk** here at night.  
(= they don't walk here at night because it is dangerous)
- James was **afraid to tell** his parents what had happened.  
(= he didn't tell them because he thought they would be angry)

I am **afraid of** something **happening** =

I am afraid that something bad will happen.

- The path was icy, so we walked very carefully. We were **afraid of falling**.  
(= we were afraid that we would fall – *not* afraid to fall)
- I don't like dogs. I'm always **afraid of being** bitten.  
(= I'm afraid that I will be bitten – *not* afraid to be bitten)

So, you are **afraid to do something** because you are **afraid of something happening** as a result:

- I was **afraid to go** near the dog because I was **afraid of being** bitten.

## B interested in (do)ing and interested to (do)

I'm **interested in doing** something = I'm thinking of doing it, I would like to do it:

- Let me know if you're **interested in joining** the club. (*not* to join)
- I tried to sell my car, but nobody was **interested in buying** it. (*not* to buy)

I was **interested to hear/see/know** something = it was interesting for me. For example:

- I was **interested to hear** that Tanya left her job.  
(= I heard this and it was interesting for me)
- I'll ask Mike for his opinion. I would be **interested to know** what he thinks.  
(= it would be interesting for me to know what he thinks)

This structure is the same as **surprised to ... / glad to ...** etc. (see Unit 65C):

- I was **surprised to hear** that Tanya left her job.

## C sorry for ... and sorry to ...

We use **sorry for** (doing) to apologise for something:

- I'm **sorry for shouting** at you yesterday. (*not* sorry to shout)

You can also say:

- I'm **sorry I shouted** at you yesterday.

We use **sorry to** ... to say that we regret something that happens:

- I'm **sorry to hear** that Nicky lost her job. (*not* sorry for)
- I've enjoyed my stay here. I'll be **sorry to leave**.

We also say '**I'm sorry to** ...' to apologise at the time we do something:

- I'm **sorry to bother** you, but I need to ask you a question.

## D

We say:

I <b>want to</b> (do), I'd <b>like to</b> (do)	but	I'm <b>thinking of</b> (do)ing
I <b>hope to</b> (do)		I <b>dream of</b> (do)ing
I <b>failed to</b> (do)		I <b>succeeded in</b> (do)ing
I <b>allowed them to</b> (do)		I <b>prevented them from</b> (do)ing
I <b>plan to</b> (do)		I'm <b>looking forward to</b> (do)ing
I <b>promised to</b> (do)		I <b>insisted on</b> (do)ing

# Exercises

## 66.1 Write sentences using **afraid to ... or afraid of -ing**.

- 1 The streets here are not safe at night.  
(a lot of people / afraid / go / out) .... **A lot of people are afraid to go out.**.....
- 2 We walked very carefully along the icy path.  
(we / afraid / fall) .... **We were afraid of falling.**.....
- 3 I don't usually carry my passport with me.  
(I / afraid / lose / it) .....
- 4 I thought she would be angry if I told her what had happened.  
(I / afraid / tell / her) .....
- 5 We ran to the station.  
(we / afraid / miss / our train) .....
- 6 In the middle of the film there was a very horrifying scene.  
(we / afraid / look) .....
- 7 The vase was very valuable, so I held it carefully.  
(I / afraid / drop / it) .....
- 8 If there's anything you want to know, you can ask me.  
(don't / afraid / ask) .....
- 9 I was worried because we didn't have much petrol.  
(I / afraid / run out of petrol) .....

## 66.2 Complete the sentences using **interested in ... or interested to ...**. Choose from these verbs:

**buy      hear      know      look      start      study**

- 1 I'm trying to sell my car, but nobody is ..... **interested in buying** ..... it.
- 2 Nicola is ..... her own business.
- 3 I saw Joe recently. You'll be ..... that he's getting married soon.
- 4 I didn't enjoy school. I wasn't .....
- 5 I went to a public meeting to discuss the plans for a new road. I was ..... how people felt about the project.
- 6 Paul doesn't enjoy sightseeing. He's not ..... at old buildings.

## 66.3 Complete the sentences using **sorry for ... or sorry to ...**. Use the verb in brackets.

- 1 I'm ..... **sorry to bother** ..... you, but I need to ask you something. (bother)
- 2 We were ..... that you can't come to the wedding. (hear)
- 3 I'm ..... bad things about you. I didn't mean what I said. (say)
- 4 It's a shame Alan is leaving the company. I'll be ..... him go. (see)
- 5 I'm ..... so much noise last night. (make)

## 66.4 Complete the sentences in each group using the verb in brackets.

- |   |   |   |   |         |
|---|---|---|---|---------|
| 1 | a | We wanted ..... <b>to leave</b> ..... the building. | } | (leave) |
|   | b | We weren't allowed ..... the building.              |   |         |
|   | c | We were prevented ..... the building.               |   |         |
| 2 | a | Sam and Chris hoped ..... the problem.              | } | (solve) |
|   | b | Sam failed ..... the problem.                       |   |         |
|   | c | Chris succeeded ..... the problem.                  |   |         |
| 3 | a | I'm thinking ..... away next week.                  | } | (go)    |
|   | b | I'm planning ..... away next week.                  |   |         |
|   | c | I'd like ..... away next week.                      |   |         |
|   | d | I'm looking forward ..... away next week.           |   |         |
| 4 | a | Helen wanted ..... me lunch.                        | } | (buy)   |
|   | b | Helen insisted ..... me lunch.                      |   |         |
|   | c | Helen promised ..... me lunch.                      |   |         |
|   | d | Helen wouldn't dream ..... me lunch.                |   |         |

# see somebody do and see somebody doing

**A**

Study this example situation:

Tom got into his car and drove off. You saw this.  
You can say:

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

We say 'I saw him **do** something' (= he did it and I saw this). In the same way, you can say:



hear	somebody <b>do</b> something
listen to	something <b>happen</b>
watch	
feel	

- I didn't **hear** you **come** in. (you came in – I didn't hear this)
- Lisa suddenly **felt** somebody **touch** her on the shoulder.

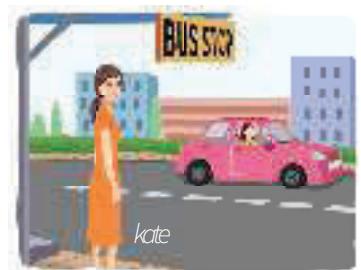
**B**

Study this example situation:

Yesterday you saw Kate. She was waiting for a bus.  
You can say:

- I saw Kate **waiting** for a bus.

We say 'I saw her **doing** something' (= she was doing it and I saw this).  
In the same way, you can say:



hear	somebody <b>doing</b> something
listen to	something <b>happening</b>
watch	
feel	
smell	
find	

- I could **hear** it **raining**. (it was raining – I could hear it)
- Listen to the birds **singing**!
- Can you **smell** something **burning**?
- We looked for Paul and finally we **found** him **sitting** under a tree **eating** an apple.

**C**

Study the difference in meaning:

I **saw him do** something = he **did** something and I saw this.

I saw the complete action from start to finish:

- He **jumped** over the wall and **ran** away. I saw this.  
→ I **saw** him **jump** over the wall and **run** away.
- They **went** out. I heard this. → I **heard** them **go** out.

I **saw him doing** something = he **was doing** something and I saw this.

I saw him *in the middle* of doing something (not from start to finish):

- I saw Tom as I drove past in my car. He **was walking** along the street.  
→ I **saw** Tom **walking** along the street.
- I heard them. They **were talking**. → I **heard** them **talking**.

Sometimes the difference is not important and you can use either form:

- I've never seen her **dance**. or I've never seen her **dancing**.

# Exercises

**67.1 Complete the sentences with the verb in the correct form:**

- 1 a Tom doesn't have the keys. He ..... them to Lisa. (give)  
b Tom doesn't have the keys. I saw him ..... them to Lisa. (give)
- 2 a A car ..... outside our house, and then it drove off again. (stop)  
b We heard a car ..... outside our house, and then it drove off again. (stop)
- 3 a Ben gave me the envelope and watched me ..... it. (open)  
b Ben gave me the envelope and I ..... it. (open)
- 4 a Sarah is Canadian. I heard her ..... she's from Toronto. (say)  
b Sarah is Canadian. She ..... she's from Toronto. (say)
- 5 a A man ..... over in the street, so we went to help him. (fall)  
b We saw a man ..... over in the street, so we went to help him. (fall)

**67.2 You and a friend saw, heard or smelt something. Complete the sentences.**


- 1 We saw Kate waiting for a bus
- 2 We saw Clare ..... in a restaurant.
- 3 We saw David and Helen .....
- 4 We could smell something .....
- 5 We could hear.....
- 6 .....

**67.3 Complete the sentences. Use these verbs (in the correct form):**

**crawl cry explode get happen lie put ride say slam stand tell**

- 1 The bus stopped at the bus stop but I didn't see anybody ..... off.
- 2 I saw two people ..... outside your house. I don't know who they were.
- 3 I thought I heard somebody ..... 'Hi', so I turned round.
- 4 There was an accident outside my house, but I didn't see it .....
- 5 Listen. Can you hear a baby ..... ?
- 6 I know you took the key. I saw you ..... it in your pocket.
- 7 We listened to the old man ..... his story from beginning to end.
- 8 Everybody heard the bomb ..... It was a tremendous noise.
- 9 Oh! I can feel something ..... up my leg. It must be an insect.
- 10 I looked out of the window and saw Dan ..... his bike along the road.
- 11 I heard somebody ..... a door in the middle of the night. It woke me up.
- 12 When I got home, I found a cat ..... on the kitchen table.

# -ing clauses (He hurt his knee **playing football.**)

**A**

Study this example:

Kate is in the kitchen. She's making coffee.

You can say:

- Kate is in the kitchen **making coffee.**
- ing clause



You can use **-ing** in this way when two things happen at the same time:

- A man ran out of the house **shouting.**  
(= he ran out of the house *and* he was shouting)
- Do something! Don't just stand there **doing nothing!**
- Be careful **crossing the road.**

We also use **-ing** when one action happens during another action:

- Joe hurt his knee **playing football.** (= while he was playing)
- Did you cut yourself **shaving?** (= while you were shaving)

You can also say '**while doing** something' and '**when doing** something':

- Joe hurt his knee **while playing** football.
- Be careful **when crossing** the road. (= when you are crossing)

**B**

When one action happens before something else, we use **having (done)** for the first action:

- Having found** a hotel, we looked for somewhere to eat.
- Having finished** her work, she went home.

You can also say **after -ing**:

- After finishing** her work, she went home.

These structures are used more in written English than in spoken English.

When we begin a sentence with '**Having** (done something)' or '**After** (doing something)', we write a comma (,) after this part of the sentence:

- Having finished her work**, she went home.

↑  
*comma*

**C**

You can also use **-ing** to explain something, or to say why somebody does something.

The sentence usually begins with **-ing**:

- Feeling tired**, I went to bed early. (= because I felt tired)
- Being unemployed**, he doesn't have much money. (= because he is unemployed)
- Not having** a car, she finds it difficult to get around.  
(= because she doesn't have a car)

We use **having (done)** for something that is complete before something else:

- Having seen** the film twice, I didn't want to see it again.  
(= because I had seen it twice)

These structures are used more in written English than in spoken English.

When we begin a sentence with **-ing (Feeling tired ... / Not knowing ... / Having seen ... etc.)**, we write a comma (,) after this part of the sentence.

- Not knowing what to do**, I called my friend to ask her advice.

# Exercises

## 68.1 Choose from Box A and Box B to make sentences. Use -ing.

- A
- 1 Kate was in the kitchen.
  - 2 Amy was sitting in an armchair.
  - 3 Nicola opened the door carefully.
  - 4 Sarah went out.
  - 5 Lisa worked in Rome for two years.
  - 6 Anna walked around the town.

- B
- She was trying not to make a noise.
  - She looked at the sights and took pictures.
  - She said she would be back in an hour.
  - She was reading a book.
  - ~~She was making coffee.~~
  - She was teaching English.

- 1 Kate was in the kitchen making coffee.
- 2 Amy was sitting in an armchair .....
- 3 Nicola .....
- 4 .....
- 5 .....
- 6 .....

## 68.2 Put the words in the right order.

- 1 Joe (knee / football / his / hurt / playing) Joe hurt his knee playing football.
- 2 I (in the rain / wet / got / very / walking)  
I .....
- 3 Laura (to work / had / driving / an accident)  
Laura .....
- 4 My friend (off / slipped / a bus / getting / and fell)  
My friend .....
- 5 Emily (trying / her back / a heavy box / to lift / hurt)  
Emily .....
- 6 Two people were (to put out / by smoke / the fire / overcome / trying)  
Two people were .....

## 68.3 Complete the sentences. Use Having + a suitable verb.

- 1 Having finished her work, Katherine left the office and went home.
- 2 ..... our tickets, we went into the theatre and took our seats.
- 3 ..... the problem, I think we'll be able to find a solution.
- 4 ..... he was hungry, Joe now says he doesn't want to eat anything.
- 5 ..... his job recently, James is now unemployed.
- 6 ..... most of his life in London, Sam has now gone to live in a small village in the country.

## 68.4 Make one sentence from two. Begin with -ing or Not -ing. Sometimes you need to begin with Having .... Don't forget the comma (,).

- 1 I felt tired. So I went to bed early.  
Feeling tired, I went to bed early.
- 2 I thought they might be hungry. So I offered them something to eat.  
..... I offered them something to eat.
- 3 Robert is a vegetarian. So he doesn't eat any kind of meat.  
..... Robert doesn't eat any kind of meat.
- 4 I didn't have a phone. So I had no way of contacting anyone.  
..... I had no way of contacting anyone.
- 5 Sarah has travelled a lot. So she knows a lot about other countries.  
..... Sarah knows a lot about other countries.
- 6 I wasn't able to speak the local language. So I had trouble communicating.  
..... I had trouble communicating.
- 7 We had spent nearly all our money. So we couldn't afford to stay at a hotel.  
..... we couldn't afford to stay at a hotel.

# Countable and uncountable 1

**A**

A noun can be *countable* or *uncountable*:

*Countable*

- I eat **a banana** every day.
- I like **bananas**.



**Banana** is a *countable* noun.

A countable noun can be singular (**banana**) or plural (**bananas**).

We can use numbers with countable nouns. So we can say **one banana**, **two bananas** etc.

Examples of nouns usually countable:

- Kate was singing **a song**.
- There's **a nice beach** near here.
- Do you have **a ten-pound note**?
- It wasn't your fault. It was **an accident**.
- There are **no batteries** in the radio.
- We don't have enough **cups**.

*Uncountable*

- I eat **rice** every day.
- I like **rice**.



**Rice** is an *uncountable* noun.

An uncountable noun has only one form (**rice**). There is no plural.

We cannot use numbers with uncountable nouns. We cannot say 'one rice', 'two rices' etc.

Examples of nouns usually uncountable:

- Kate was listening to **music**.
- There's **sand** in my shoes.
- Do you have any **money**?
- It wasn't your fault. It was bad **luck**.
- There is **no electricity** in this house.
- We don't have enough **water**.

**B**

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

**a beach**      **a student**      **an umbrella**

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- Do you want **a banana**?  
(not want banana)
- There's been **an accident**.  
(not There's been accident)

You can use *plural* countable nouns alone:

- I like **bananas**. (= bananas in general)
- Accidents** can be prevented.

We do not use **a/an** with uncountable nouns. We do not say 'a sand', 'a music', 'a rice'.

But you can often use **a ... of**. For example:  
**a bowl / a packet / a grain** of rice

You can use uncountable nouns alone (without **the/my/some** etc.):

- I eat **rice** every day.
- There's **blood** on your shirt.
- Can you hear **music**?

**C**

You can use **some** and **any** with plural countable nouns:

- We sang **some songs**.
- Did you buy **any apples**?

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

- We didn't take **many pictures**.
- I have a **few things** to do.

You can use **some** and **any** with uncountable nouns:

- We listened to **some music**.
- Did you buy **any apple juice**?

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

- We didn't do **much shopping**.
- I have a **little work** to do.

# Exercises

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

- 1 Joe goes everywhere by bike. He doesn't have car. He doesn't have a car.  
OK.....
- 2 Helen was listening to music when I arrived.
- 3 We went to very nice restaurant last weekend.
- 4 I brush my teeth with toothpaste.
- 5 I use toothbrush to brush my teeth.
- 6 Can you tell me if there's bank near here?
- 7 My brother works for insurance company.
- 8 I don't like violence.
- 9 When we were in Rome, we stayed in big hotel.
- 10 If you have problem, I'll try and help you.
- 11 I like your suggestion. It's interesting idea.
- 12 Can you smell paint?
- 13 I like volleyball. It's good game.
- 14 Lisa doesn't usually wear jewellery.
- 15 Jane was wearing beautiful necklace.
- 16 Does this city have airport?

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

-accident	biscuit	blood	coat	decision	electricity
ice	interview	key	moment	-music	question

- 1 The road is closed. There's been ..... an accident .....
- 2 Listen! Can you hear ..... music .....
- 3 I couldn't get into the house. I didn't have .....
- 4 It's very warm today. Why are you wearing ..... ?
- 5 Would you like ..... in your drink?
- 6 Are you hungry? Have ..... !
- 7 Our lives would be very difficult without .....
- 8 Excuse me, can I ask you ..... ?
- 9 I'm not ready yet. Can you wait ..... , please?
- 10 The heart pumps ..... through the body.
- 11 We can't delay much longer. We have to make ..... soon.
- 12 I had ..... for a job yesterday. It went quite well.

## 69.3 Complete the sentences using the following words:

air	day	friend	joke	language	meat
patience	people	-picture	queue	space	umbrella

Sometimes the word needs to be plural (**-s**), and sometimes you need to use **a/an**.

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

# Countable and uncountable 2

**A**

Many nouns are sometimes countable, and sometimes uncountable. Usually there is a difference in meaning. Compare:

*Countable*

- Did you hear **a noise** just now?  
(= a specific noise)
- I bought **a paper** to read.  
(= a newspaper)
- There's **a hair** in my soup!  
(= one single hair)
- This is **a nice room**.  
(= a room in a house)
- I had some interesting **experiences** while I was travelling.  
(= things that happened to me)
- Enjoy your trip. Have **a great time!**

*Uncountable*

- I can't work here. There's too much **noise**. (= noise in general)
- I need **some paper** to write on.  
(= material for writing on)
- You've got very long **hair**. (not hairs)  
(= all the hair on your head)
- You can't sit here. There isn't **room**.  
(= space)
- I was offered the job because I had a lot of **experience**. (not experiences)  
(= experience of that type of job)
- I can't wait. I don't have **time**.

**Coffee/tea/juice/beer** etc. (drinks) are normally uncountable:

- I don't like **coffee** very much.

But you can say **a coffee** (= a cup of coffee), **two coffees** (= two cups) etc. :

- Two coffees** and **an orange juice**, please.

**B**

These nouns are usually uncountable:

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

We do not normally use **a/an** with these nouns:

- I'm going to buy **some bread**. or ... **a loaf of bread**. (not a bread)
- Enjoy your holiday! I hope you have good **weather**. (not a good weather)

These nouns are not usually plural (so we do not say 'breads', 'furnitures' etc.):

- Where are you going to put all your **furniture**? (not furnitures)
- Let me know if you need more **information**. (not informations)

**News** is uncountable, not plural:

- The **news was** unexpected. (not The news were)

**Travel** (*noun*) means 'travelling in general' (uncountable). We do not say 'a travel' to mean **a trip** or **a journey**:

- They spend a lot of money on **travel**.
- We had a very good **trip/journey**. (not a good travel)

Compare these countable and uncountable nouns:

*Countable*

- I'm looking for **a job**.
- What **a beautiful view**!
- It's **a nice day** today.
- We had a lot of **bags**.
- These chairs** are mine.
- That's **a good suggestion**.
- There were a lot of **cars**.

*Uncountable*

- I'm looking for **work**. (not a work)
- What beautiful **scenery**!
- It's nice **weather** today.
- We had a lot of **baggage/luggage**.
- This furniture** is mine.
- That's good **advice**.
- There **was** a lot of **traffic**.

# Exercises

## 70.1 Which is correct?

- 1 a The engine is making strange noise / a strange noise. What is it? (a strange noise is correct)  
b We live near a busy road so there's a lot of noise / there are a lot of noises.
- 2 a Light / A light comes from the sun.  
b I thought there was somebody in the house because there was light / a light on inside.
- 3 a I was in a hurry this morning. I didn't have time / a time for breakfast.  
b We really enjoyed our holiday. We had great time / a great time.
- 4 a Can I have glass of water / a glass of water, please?  
b Be careful. The window has been broken and there's broken glass / a broken glass on the floor.
- 5 a We stayed at a hotel. We had very nice room / a very nice room.  
b We have a big garage. There's room / a room for two cars.

## 70.2 Which is correct?

- 1 Did you have nice weather / a nice weather when you were away? (nice weather is correct)
- 2 We were very unfortunate. We had bad luck / a bad luck.
- 3 Our travel / journey from Paris to Moscow by train was very tiring.
- 4 When the fire alarm rang, there was complete chaos / a complete chaos.
- 5 Bad news don't / doesn't make people happy.
- 6 There's some lovely scenery / a lovely scenery in this part of the country.
- 7 I like my job, but it's very hard work / a very hard work.
- 8 I want to print some documents, but the printer is out of paper / papers.
- 9 The trip took a long time. There was heavy traffic / a heavy traffic.
- 10 Your hair is / Your hairs are too long. You should have it / them cut.

## 70.3 Complete the sentences using the following words. Use the plural (-s) where necessary.

advice	chair	damage	experience	experience
furniture	hair	<u>luggage</u>	permission	progress

- 1 We didn't have much luggage – just two small bags.
- 2 We have no ..... , not even a bed or a table.
- 3 There is room for everybody to sit down. There are plenty of .....
- 4 Who is that woman with short ..... ? Do you know her?
- 5 Carla's English is better than it was. She's made good .....
- 6 If you want to take pictures here, you need to ask for .....
- 7 I didn't know what I should do, so I asked Chris for .....
- 8 I don't think Dan should get the job. He doesn't have enough .....
- 9 Kate has done many interesting things. She could write a book about her .....
- 10 The ..... caused by the storm will cost a lot to repair.

## 70.4 What do you say in these situations? Use the word in brackets in your sentence.

- 1 Your friends have just arrived at the station. You can't see any cases or bags. You ask:  
(luggage) Do ..... you have any luggage ..... ?
- 2 You go to a tourist office. You want to know about places to visit in the town.  
(information) I'd like .....
- 3 You are a student. You want your teacher to advise you about which courses to do. You say:  
(advice) Can you give ..... ?
- 4 You applied for a job and you've just heard that you were successful. You call Tom and say:  
(good news) Hi, Tom. I ..... I got the job!
- 5 You are at the top of a mountain. You can see a very long way. It's beautiful. You say:  
(view) It ..... , isn't it?
- 6 You look out of the window. The weather is horrible: cold, wet and windy. You say:  
(weather) What ..... !

# Countable nouns with **a/an** and **some**

**A**

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

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

Before singular countable nouns you can use **a/an**:

- Bye! Have **a nice evening**.
- Do you need **an umbrella**?

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- She never wears **a hat**. (*not wears hat*)
- Be careful of **the dog**.
- What **a beautiful day**!
- Did you hurt **your leg**?

**B**

We use **a/an** ... to say what kind of thing something is, or what kind of person somebody is:

- That's a **nice table**.

In the plural we use the noun alone (*not some* ...):

- Those are **nice chairs**. (*not some nice chairs*)

Compare singular and plural:

- A dog is **an animal**.
- I'm **an optimist**.
- My father is **a doctor**.
- Jane is **a really nice person**.
- What **a lovely dress**!

- Dogs are **animals**.
- We're **optimists**.
- My parents are both **doctors**.
- Jane and Ben are **really nice people**.
- What **awful shoes**!

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

- Jack has a long **nose**. (*not the long nose*)

- Jack has **blue eyes**. (*not the blue eyes*)

We use **a/an** when we say what somebody's job is:

- Sandra is **a nurse**. (*not Sandra is nurse*)
- Would you like to be **an English teacher**?

**C**

You can use **some** with plural countable nouns. We use **some** in two ways.

(1) **some** = a number (of) / a few (of) / a pair (of):

- I've seen **some good movies** recently. (*not I've seen good movies*)
- Some friends** of mine are coming to stay at the weekend.
- I need **some new sunglasses**. (= a new pair of sunglasses)

Often you can say the same thing with or without **some**. For example:

- I need **(some) new clothes**.
- The room was empty apart from a table and **(some) chairs**.

Do not use **some** when you are talking about things in general (see Unit 75):

- I love **bananas**. (*not some bananas*)
- My aunt is a writer. She writes **books**. (*not some books*)

(2) **some** = some but not all:

- Some children** learn very quickly. (but not all children)
- Tomorrow there will be rain in **some places**, but most of the country will be dry.

# Exercises

## 71.1 What are these things? Choose from the box and write a sentence.

- 1 an eagle
- 2 a pigeon, a duck and a penguin
- 3 carrots and onions
- 4 a tulip
- 5 Earth, Mars and Jupiter
- 6 chess
- 7 a hammer, a saw and a screwdriver
- 8 the Nile, the Rhine and the Mekong
- 9 a mosquito
- 10 Hindi, Arabic and Swahili

It's a bird.  
They're birds.  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**bird(s)**  
**flower(s)**  
**game(s)**  
**insect(s)**  
**language(s)**  
**planet(s)**  
**river(s)**  
**tool(s)**  
**vegetable(s)**

## 71.2 Read about what these people do. What are their jobs? Choose from:

<b>chef</b>	<b>interpreter</b>	<b>journalist</b>	<b>nurse</b>	<b>plumber</b>	<b>surgeon</b>	<b>tour guide</b>	<b>waiter</b>
-------------	--------------------	-------------------	--------------	----------------	----------------	-------------------	---------------

- 1 Sarah looks after patients in hospital. She's a nurse.
- 2 Gary works in a restaurant. He brings the food to the tables. He's a waiter.
- 3 Jane writes articles for a newspaper. She's a journalist.
- 4 Kevin works in a hospital. He operates on people. He's a surgeon.
- 5 Jonathan cooks in a restaurant. He's a chef.
- 6 Dave installs and repairs water pipes. He's a plumber.
- 7 Anna shows visitors round her city and tells them about it. She's a tour guide.
- 8 Lisa translates what people are saying from one language into another, so that they can understand each other. She's an interpreter.

## 71.3 Which is right?

- 1 Most of my friends are students / some students. (students is correct)
- 2 Are you careful driver / a careful driver?
- 3 I went to the library and borrowed books / some books.
- 4 Mark works in a bookshop. He sells books / some books.
- 5 I've been walking for hours. I've got sore feet / some sore feet.
- 6 I don't feel very well. I've got sore throat / a sore throat.
- 7 What lovely present / a lovely present? Thank you very much.
- 8 I met students / some students in a cafe yesterday. They were from China.
- 9 It might rain. Don't go out without umbrella / without an umbrella.
- 10 People / Some people learn languages more easily than others.

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

- 1 I've seen ..... some good movies recently.
- 2 Are you feeling all right? Do you have ..... a headache?
- 3 I know lots of people. Most of them are ..... - students.
- 4 When I was ..... child, I used to be very shy.
- 5 ..... birds, for example the penguin, cannot fly.
- 6 Would you like to be ..... actor?
- 7 Questions, questions, questions! You're always asking ..... questions!
- 8 I didn't expect to see you. What ..... surprise!
- 9 Do you like staying in ..... hotels?
- 10 Tomorrow is a holiday. ..... shops will be open, but most of them will be closed.
- 11 Those are ..... nice shoes. Where did you get them?
- 12 You need ..... visa to visit ..... countries, but not all of them.
- 13 Kate is ..... teacher. Her parents were ..... teachers too.
- 14 I don't believe him. He's ..... liar. He's always telling ..... lies.

## a/an and the

## A

Study this example:

I had **a sandwich** and **an apple** for lunch.

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



JOE

Joe says 'a sandwich', 'an apple' because this is the first time he talks about them.

Joe now says 'the sandwich', 'the apple' because we know which sandwich and which apple he means – **the sandwich** and **the apple** he had for lunch.

Compare **a** and **the** in these examples:

- A man** and **a woman** were sitting opposite me. **The man** was American, but I think **the woman** was British.
- When we were on holiday, we stayed at **a hotel**. Sometimes we ate at **the hotel** and sometimes we went to **a restaurant**.

## B

We use **the** when we are thinking of a specific thing. Compare **a/an** and **the**:

- Tim sat down on **a chair**. (maybe one of many chairs in the room)
- Tim sat down on **the chair nearest the door**. (a specific chair)
- Do you have **a car**? (not a specific car)
- I cleaned **the car** yesterday. (= my car)

We use **a/an** when we say what kind of thing or person we mean. Compare:

- We stayed at **a very cheap hotel**. (a type of hotel)
- The hotel where we stayed** was very cheap. (a specific hotel)

## C

We use **the** when it is clear which thing or person we mean. For example, in a room we talk about **the light / the floor / the ceiling / the door / the carpet** etc.:

- Can you turn off **the light**, please? (= the light in this room)
- I took a taxi to **the station**. (= the station in that town)
- (in a shop) I'd like to speak to **the manager**, please. (= the manager of this shop)

We also say '(go to) **the bank / the post office**':

- I have to go to **the bank** and then I'm going to **the post office**.  
(The speaker is usually thinking of a specific bank or post office.)

and '(go to) **the doctor / the dentist**':

- Clare isn't well. She's gone to **the doctor**.
- I don't like going to **the dentist**.

Compare **the** and **a**:

- I have to go to **the bank** today.  
Is there **a bank** near here?
- I don't like going to **the dentist**.  
My sister is **a dentist**.

## D

We say 'once **a week** / three times **a day** / £1.50 **a kilo**' etc.:

- I go to the cinema about once **a month**.
- 'How much are those potatoes?' '£1.50 **a kilo**'
- Helen works eight hours **a day**, six days **a week**.

# Exercises

## 72.1 Put in a/an or the.

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

## 72.2 Put in a/an or the.

- 1 **a** This house is very nice. Does it have ..... garden?
- b** It's a beautiful day. Let's sit in ..... garden.
- c** I like living in this house, but it's a shame that ..... garden is so small.
- 2 **a** Can you recommend ..... good restaurant?
- b** We had dinner in ..... very nice restaurant.
- c** We had dinner in ..... best restaurant in town.
- 3 **a** What's ..... name of that man we met yesterday?
- b** We stayed at a very nice hotel – I can't remember ..... name now.
- c** My neighbour has ..... French name, but in fact she's English, not French.
- 4 **a** Did Paula get ..... job she applied for?
- b** It's not easy to get ..... job at the moment.
- c** Do you enjoy your work? Is it ..... interesting job?
- 5 **a** 'Are you going away next week?' 'No, ..... week after next.'
- b** I'm going away for ..... week in September.
- c** Gary has a part-time job. He works three mornings ..... week.

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

- 1 Would you like apple?
- 2 How often do you go to dentist?
- 3 Can you close door, please?
- 4 I have problem. I need your help.
- 5 How far is it from here to station?
- 6 I'm going to post office. I won't be long.
- 7 Paul plays tennis. He's very good player.
- 8 There isn't airport near where I live.
- 9 Nearest airport is 70 miles away.
- 10 There were no chairs, so we sat on floor.
- 11 Have you finished with book I lent you?
- 12 Chris has just got job in bank in Zurich.
- 13 We live in small apartment in city centre.
- 14 There's shop at end of street I live in.

Would you like an apple?

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## 72.4 Answer these questions. Where possible, use once a week / three times a day etc.

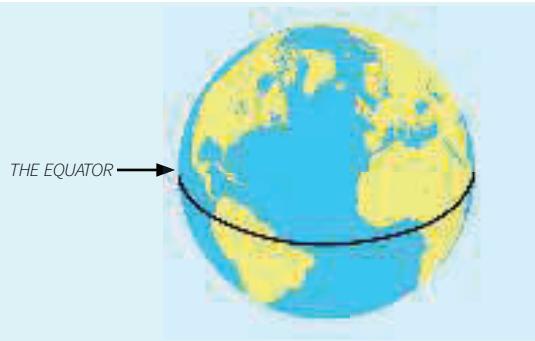
- 1 How often do you go to the cinema? **Three or four times a year.**
- 2 How often do you go to the dentist? .....
- 3 How often do you go away on holiday? .....
- 4 How long do you usually sleep? .....
- 5 How often do you go out in the evening? .....
- 6 How many hours of TV do you watch (on average)? .....
- 7 What's the usual speed limit in towns in your country? .....

## the 1

## A

We use **the** when there is only one of something:

- Have you ever crossed **the equator**?  
(there is only one equator)
- Our apartment is on **the tenth floor**.
- Buenos Aires is **the capital of Argentina**.
- I'm going away at **the end of this month**.



We use **the + superlative** (**best**, **oldest** etc.):

- What's **the longest river in Europe**?

Compare **the** and **a/an** (see also Units 71–72):

- The sun** is **a star**. (=one of many stars)
- The hotel** where we stayed was **a very old hotel**.
- We live in **an apartment** on **the tenth floor**.
- What's **the best way** to learn **a language**?

## B

We say '**the same**:

- Your sweater is **the same colour** as mine. (*not* is same colour)
- 'Are these keys **the same**?' 'No, they're different.'

## C

We say: **the world**      **the universe**      **the sun**      **the moon**      **the earth**  
**the sky**            **the sea**            **the ground**            **the country** (=not a town)

- I love to look at the stars in **the sky**. (*not* in sky)
- Do you live in a town or in **the country**?
- The earth** goes round **the sun**, and **the moon** goes round **the earth**.

We also use **Earth** (without **the**) when we think of it as a planet in space (like **Mars**, **Jupiter** etc.).

- Which is the planet nearest **Earth**?

We say **space** (without **the**) when we mean 'space in the universe'. Compare:

- There are millions of stars **in space**. (*not* in the space)
- I tried to park my car, but **the space** was too small.

## D

We say:

(go to) **the cinema, the theatre**

- I go to **the cinema** a lot, but I haven't been to **the theatre** for ages.

**TV / television** (without **the**), but **the radio**

- I watch **TV** a lot, but I don't listen to **the radio** much.
- but Can you turn off **the television**, please? (**the** television = the TV set)

**the internet**

- The internet** has changed the way we live.

## E

We usually say **breakfast/lunch/dinner** (without **the**):

- What did you have for **breakfast**?
- We had **lunch** in a very nice restaurant.

But we say '**a big lunch**', '**a wonderful dinner**', '**an early breakfast**' etc.

- We had **a very nice lunch**. (*not* We had very nice lunch)

## F

We say: **size 43, platform 5** etc. (without **the**)

- Our train leaves from **platform 5**. (*not* the platform 5)
- Do you have these shoes in **size 43**? (*not* the size 43)

In the same way, we say: **room 126, page 29, vitamin A, section B** etc.

# Exercises

## 73.1 Put in **the** or **a** where necessary. If no word is necessary, leave the space empty.

- 1 A: Our apartment is on ..... the tenth floor.  
B: Is it? I hope there's ..... lift.
- 2 A: Did you have ..... nice holiday?  
B: Yes, it was ..... best holiday I've ever had.
- 3 A: Where's ..... nearest shop?  
B: There's one at ..... end of this street.
- 4 A: It's ..... lovely day, isn't it?  
B: Yes, there isn't ..... cloud in ..... sky.
- 5 A: We spent all our money because we stayed at ..... most expensive hotel in town.  
B: Why didn't you stay at ..... cheaper hotel?
- 6 A: Would you like to travel in ..... space?  
B: Yes, I'd love to go to ..... moon.
- 7 A: What did you think of ..... movie last night?  
B: It was OK, but I thought ..... ending was a bit strange.
- 8 A: What's Jupiter? Is it ..... star?  
B: No, it's ..... planet. It's ..... largest planet in ..... solar system.

## 73.2 Which is right? (For **the**, see also Unit 72.)

- 1 I haven't been to cinema / the cinema for ages. (the cinema is correct)
- 2 Sarah spends most of her free time watching TV / the TV.
- 3 Do you ever listen to radio / the radio?
- 4 Television / The television was on, but nobody was watching it.
- 5 Have you had dinner / the dinner yet?
- 6 It's confusing when two people have same name / the same name.
- 7 What do you want for breakfast / for the breakfast?
- 8 Fruit is an important source of vitamin C / the vitamin C.
- 9 This computer is not connected to internet / the internet.
- 10 I lay down on ground / the ground and looked up at sky / the sky.
- 11 Next train / The next train to London leaves from platform 3 / the platform 3.

## 73.3 Put in **the** or **a** where necessary. (For **a** and **the** see also Units 71–72.)

- 1 Sun is star. .... The sun is a star.
- 2 I'm fed up with doing same thing every day. ....
- 3 Room 25 is on second floor. ....
- 4 It was very hot day. It was hottest day of year. ....
- 5 We had lunch in nice restaurant by sea. ....
- 6 What's on at cinema this week? ....
- 7 I had big breakfast this morning. ....
- 8 You'll find information you need at top of page 15. ....

## 73.4 Complete the sentences. Choose from the box and use **the** where necessary.

**breakfast**   **cinema**   **gate**   **Gate 24**   **lunch**   **question**   **question 3**   **sea**

- 1 I'm hungry. It's time for ..... lunch .....
- 2 There was no wind, so ..... was very calm.
- 3 Most of the questions in the test were OK, but I couldn't answer .....
- 4 'I'm going to ..... tonight.' 'Are you? What are you going to see?'
- 5 I'm sorry, but could you repeat ..... , please?
- 6 I didn't have ..... this morning because I was in a hurry.
- 7 (airport announcement) Flight AB123 to Rome is now boarding at .....
- 8 I forgot to shut ..... . Can you shut it for me?

# the 2 (school / the school etc.)

**A**Compare **school** and **the school**:

Ellie is ten years old. Every day she goes **to school**. She's **at school** now. **School** starts at 9 and finishes at 3.

We say a child goes **to school** or is **at school** (as a student). We are not thinking of a specific school. We are thinking of **school** as a *general idea* – children learning in a classroom.



Today Ellie's mother wants to speak to her daughter's teacher. So she has gone to **the school** to see her. She's **at the school** now.

Ellie's mother is not a student. She is not 'at school'; she doesn't 'go to school'. If she wants to see Ellie's teacher, she goes to **the school** (= Ellie's school, a specific building).

**B**

We use **prison** (or **jail**), **hospital**, **university**, **college** and **church** in a similar way. We do not use **the** when we are thinking of the general idea of these places and what they are used for.

Compare:

- |  |   |
|--|---|
| <input type="checkbox"/> When I leave school, I plan to go <b>to university</b> / <b>go to college</b> .<br>(as a student)                     | <input type="checkbox"/> I went to <b>the university</b> to meet Professor Thomas.<br>(as a visitor, not as a student)                            |
| <input type="checkbox"/> Joe had an accident last week. He was taken <b>to hospital</b> . He's still <b>in hospital</b> now.<br>(as a patient) | <input type="checkbox"/> Jane has gone to <b>the hospital</b> to visit Joe. She's <b>at the hospital</b> now.<br>(as a visitor, not as a patient) |
| <input type="checkbox"/> Ken's brother is <b>in prison</b> for robbery.<br>(He is a prisoner. We are not thinking of a specific prison.)       | <input type="checkbox"/> Ken went to <b>the prison</b> to visit his brother.<br>(He went as a visitor, not as a prisoner.)                        |
| <input type="checkbox"/> Sarah's father goes <b>to church</b> every Sunday.<br>(for a religious service)                                       | <input type="checkbox"/> Some workmen went to <b>the church</b> to repair the roof.<br>(a specific building)                                      |

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

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

- I'm going **to bed** now. Goodnight.
  - Do you ever have breakfast **in bed**?
- but
- I sat down on **the bed**. (a specific piece of furniture)

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

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

go **home** / **come home** / **arrive home** / **get home** / **be (at) home** / do something **at home** etc.:

- It's late. Let's **go home**.
- I don't go out to work. I work **at home**.



# Exercises

## 74.1 Complete the sentences with **school** or **the school**.

- 1 Why aren't your children at ..... school ..... today? Are they ill?
- 2 When he was younger, Ben hated ..... , but he enjoys it now.
- 3 There were some parents waiting outside ..... to meet their children.
- 4 What time does ..... start in the morning?
- 5 How do your children get to and from ..... ? Do you take them?
- 6 What was the name of ..... you attended?
- 7 What does Emily want to do when she leaves ..... ?
- 8 My children walk to ..... isn't very far.

## 74.2 Which is right?

- 1 a Where is university / the university? Is it near here? (the university is correct)  
b Neil left school and got a job. He didn't want to go to university / the university.  
c In your country, what proportion of the population study at university / the university?  
d This is a small town, but university / the university is the biggest in the country.
- 2 a My brother has always been healthy. He's never been in hospital / the hospital.  
b When my friend was ill, I went to hospital / the hospital to see her.  
c When I was visiting my friend, I met Lisa, who is a nurse at hospital / the hospital.  
d I saw an accident. A woman was injured and was taken to hospital / the hospital.
- 3 a Why is she in prison / the prison? What crime did she commit?  
b There was a fire at prison / the prison. Firefighters were called to put it out.  
c Do you think too many people are sent to prison / the prison?
- 4 a John's mother is a regular churchgoer. She goes to church / the church every Sunday.  
b John himself doesn't go to church / the church.  
c The village is very nice. You should visit church / the church. It's interesting.

## 74.3 Complete the sentences. Choose from the box.

- 1 How did you get ..... home ..... after the party?
- 2 How do you usually go ..... in the morning? By bus?
- 3 Sam likes to go to ..... early and get up early.
- 4 I don't have my phone. I left it .....
- 5 'Have you seen my keys?' 'Yes, they're on ..... '
- 6 Shall we meet ..... tomorrow evening?
- 7 I like to read ..... before going to sleep.
- 8 It was a long tiring journey. We arrived ..... very late.
- 9 Tom usually finishes ..... at five o'clock.
- 10 It's nice to travel around, but there's no place .....

**bed**  
**the bed**  
**in bed**  
**home**  
**home**  
**at home**  
**like home**  
**work**  
**to work**  
**after work**

## 74.4 Complete the sentences. Choose **at/in/to + hospital, school etc.**

<b>bed</b>	<b>home</b>	<b>hospital</b>	<b>hospital</b>	<b>prison</b>	<b>school</b>	<b>university</b>	<b>work</b>
------------	-------------	-----------------	-----------------	---------------	---------------	-------------------	-------------

- 1 Kate's mother has to have an operation. She'll be ..... in hospital ..... for a few days.
- 2 In your country, from what age do children have to go ..... ?
- 3 Mark didn't go out last night. He stayed .....
- 4 There is a lot of traffic in the morning when people are going .....
- 5 When Sophie leaves school, she wants to study psychology .....
- 6 Ben never gets up before 9 o'clock. It's 8.30 now, so he is still .....
- 7 The accident wasn't serious. Nobody had to go .....
- 8 If people commit crimes, they may end up .....

# the 3 (children / the children)

**A**

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

- I'm afraid of **dogs**. (*not* the dogs)  
(**dogs** = dogs in general, not a specific group of dogs)
- Doctors** are usually paid more than **teachers**.
- Do you know anybody who collects **stamps**?
- Life** has changed a lot in the last thirty years.
- Do you like **classical music** / **Chinese food** / **fast cars**?
- My favourite sport is **football/skiing/athletics**.
- My favourite subject at school was **history/physics/English**.



We say '**most** people / **most** shops / **most** big cities' etc. (*not* the most ...):

- Most shops** accept credit cards. (*not* The most shops)

**B**

We use **the** when we mean specific things or people.

Compare:

#### In general (without **the**)

- Children** learn from playing.  
(= children in general)
- I couldn't live without **music**.
- All **cars** have wheels.
- Sugar** isn't very good for you.
- English people** drink a lot of tea.  
(= English people in general)

#### Specific people or things (with **the**)

- We took **the children** to the zoo.  
(= a specific group, perhaps the speaker's children)
- The film wasn't very good, but I liked **the music**. (= the music in the film)
- All **the cars in this car park** belong to people who work here.
- Can you pass **the sugar**, please?  
(= the sugar on the table)
- The English people I know** drink a lot of tea. (= only the English people I know, not English people in general)

**C**

The difference between 'something in general' and 'something specific' is not always very clear.  
Compare:

#### In general (without **the**)

- I like working with **people**.  
(= people in general)
- I like working with **people who say what they think**.  
(not all people, but 'people who say what they think' is still a general idea)
- Do you like **coffee**?  
(= coffee in general)
- Do you like **strong black coffee**?  
(not all coffee, but 'strong black coffee' is still a general idea)

#### Specific people or things (with **the**)

- I like **the people I work with**.  
(= a specific group of people)
- The coffee we had after dinner** wasn't very good. (= specific coffee)

# Exercises

## 75.1 Choose four of these things and write what you think about them:

bananas	boxing	cats	crowds	fast food	horror movies
hot weather	maths	opera	snow	supermarkets	zoos

Use: I like ... / I don't like ...    I think ... is/are ...    I don't mind ...  
 I love ... / I hate ...    I'm (not) interested in ...

1 I don't like hot weather very much.

2 .....

3 .....

4 .....

5 .....

## 75.2 Which is right?

- 1 a Apples / The apples are good for you. (Apples is correct)  
 b Look at apples / the apples on that tree. They're very big.
- 2 a Who are people / the people in this picture?  
 b It annoys me when people / the people throw rubbish on the ground.
- 3 a My memory isn't good. I'm not good at remembering names / the names.  
 b What were names / the names of those people we met last night?
- 4 a First World War / The First World War began in 1914 and ended in 1918.  
 b A pacifist is somebody who is against war / the war.
- 5 a He's lazy. He doesn't like hard work / the hard work.  
 b Did you finish work / the work you were doing yesterday?

## 75.3 Complete the sentences using the following. Use the where necessary.

(the) basketball	(the) grass	(the) patience	(the) people
(the) questions	(the) meat	(the) information	(the) hotels
(the) biology	(the) water	(the) spiders	(the) lies

- 1 My favourite sport is basketball.
- 2 The information we were given wasn't correct.
- 3 Some people are afraid of .....
- 4 A vegetarian is somebody who doesn't eat .....
- 5 The test wasn't hard. I answered ..... without difficulty.
- 6 Do you know ..... who live in the flat next to yours?
- 7 ..... is the study of plants and animals.
- 8 It's better to tell the truth. Telling ..... often causes problems.
- 9 We couldn't find anywhere to stay in the town. ..... were all full.
- 10 Don't swim in this pool. ..... doesn't look very clean.
- 11 Don't sit on ..... It's wet after the rain.
- 12 You need ..... to teach young children.

## 75.4 Which is right?

- 1 Steve is very good at telling stories / the stories.
- 2 I can't sing this song. I don't know words / the words.
- 3 Don't stay in that hotel. It's noisy and rooms / the rooms are very small.
- 4 I don't have a car, so I use public transport / the public transport most of the time.
- 5 All books / All the books on the top shelf belong to me.
- 6 Life / The life is strange sometimes. Some very strange things happen.
- 7 We enjoyed our holiday. Weather / The weather was good.
- 8 Everybody needs water / the water to live.
- 9 I don't like films / the films with unhappy endings.

# the 4 (the giraffe / the telephone / the old etc.)

**A**

Study these sentences:

- The giraffe** is the tallest of all animals.
- The bicycle** is an excellent means of transport.
- When was **the camera** invented?
- The dollar** is the currency of the United States.

In these examples, **the** ... does not mean one specific thing.

**The giraffe** = a specific type of animal, not a specific giraffe.  
We use **the** ... in this way to talk about a type of animal, machine etc.



In the same way we use **the** for musical instruments:

- Can you play **the** guitar?
- The** piano is my favourite instrument.

Compare **a** and **the**:

- I'd like to have **a piano**.      *but* I can't play **the piano**.
- We saw **a giraffe** at the zoo.    *but* **The giraffe** is my favourite animal.

Note that **man** (without **the**) = human beings in general, the human race:

- What do you know about the origins of **man**? (*not* the man)

**B****the old, the rich etc.**

We use **the** + *adjective* (without a noun) to talk about groups of people. For example:

<b>the old</b>	<b>the rich</b>	<b>the homeless</b>	<b>the sick</b>
<b>the elderly</b>	<b>the poor</b>	<b>the unemployed</b>	<b>the injured</b>

**the old** = old people, **the rich** = rich people etc. :

- Do you think **the rich** should pay higher taxes?
- We need to do more to help **the homeless**.

Note that we say: **the old** (*not* the olds), **the poor** (*not* the poors) etc.

**The rich, the homeless** etc. are *plural*. For one person, we say:

**a rich man** (*not* a rich)   **a homeless person** (*not* a homeless)

**C****the French, the Chinese etc.**

We use **the** + a few nationality adjectives that end in **-ch** or **-sh**. For example:

**the French**   **the Dutch**   **the British**   **the English**   **the Spanish**

The meaning is *plural* – the people of that country.

- The French** are famous for their food. (*not* French are ...)

We do not say 'a French' or 'an English' (*singular*). For example, we say:

- I met **a French woman** / **an English guy**.

We also use **the** + nationality words ending in **-ese** or **-ss**. For example:

**the Chinese**   **the Portuguese**   **the Swiss**

These words can also be singular (**a Chinese**, **a Swiss** etc.).

With other nationality words, the plural ends in **-s** (usually without **the**). For example:

an Italian → **Italians**   a Mexican → **Mexicans**   a Thai → **Thais**

- Italians** / **Mexicans** / **Thais** are very friendly.

In all cases you can use *adjective* + **people**. For example, you can say:

- French** / **Chinese** / **Mexican** people are very friendly.

# Exercises

**76.1** Answer the questions. Choose the right answer from the box. Don't forget **the**.

1

*animals*tiger      elephant  
rabbit     cheetah  
giraffe    kangaroo

2

*birds*eagle     penguin  
swan      owl  
parrot    pigeon

3

*inventions*telephone    wheel  
telescope    laser  
helicopter   typewriter

4

*currencies*dollar      peso  
euro        rupee  
rouble     yen

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

*the giraffe*
**76.2** Put in **the** or **a**.

- 1 When was the telephone invented?
- 2 Can you play ..... musical instrument?
- 3 Jessica plays ..... violin in an orchestra.
- 4 There was ..... piano in the corner of the room.
- 5 I wish I could play ..... piano.
- 6 Our society is based on ..... family.
- 7 Martin comes from ..... large family.
- 8 ..... computer has changed the way we live.
- 9 When was ..... bicycle invented?
- 10 Do you have ..... car?

**76.3** Complete these sentences. Use **the + adjective**. Choose from:

elderly    injured    rich    sick    unemployed    young

- 1 The young ... have the future in their hands.
- 2 Helen is a nurse. She's spent her life caring for .....
- 3 Life is all right if you have a job, but things are hard for .....
- 4 Ambulances arrived at the scene of the accident and took ..... to hospital.
- 5 More and more people are living longer. How are we going to care for ..... ?
- 6 It's nice to have lots of money, but ..... have their problems too.

**76.4** What do you call the people of these countries?

1 Canada

one person (**a/an** ...)*a Canadian*

2 Germany

.....

the people in general

*Canadians*

3 France

.....

4 Russia

.....

5 Japan

.....

6 Brazil

.....

7 England

.....

8 and your country

.....

# Names with and without **the** 1

**A**

We do *not* use **the** with names of people ('Helen', 'Helen Taylor' etc.). In the same way, we do *not* use **the** with most names of places. For example:

*continents*  
*countries, states etc.*  
*islands*  
*cities, towns etc.*  
*mountains*

**Africa** (*not* the Africa), **South America**  
**France** (*not* the France), **Japan, Texas**  
**Sicily, Tasmania**  
**Cairo, Bangkok**  
**Everest, Kilimanjaro**



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

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

Compare:

- Have you been to **Canada** or **the United States**?

**B**

When we use **Mr/Ms/Captain/Doctor** etc. + a name, we do not use **the**. So we say:

**Mr Johnson / Doctor Johnson / Captain Johnson / President Johnson** etc. (*not* the ...)  
**Uncle Robert / Saint Catherine / Queen Catherine** etc. (*not* the ...)

Compare:

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

We use **Mount** (=mountain) and **Lake** before a name in the same way (without **the**):

**Mount Everest** (*not* the ...)      **Mount Etna**      **Lake Superior**      **Lake Victoria**  
 They live near **the lake**.  
They live near **Lake Superior**. (*not* the Lake Superior)

**C**

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

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

We use **the** with the names of deserts:

**the Sahara** (Desert)      **the Gobi Desert**

**D**

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

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

- The highest mountain in **the Andes** is (**Mount**) Aconcagua.

**E**

We say:

**the north** (of Brazil)      *but*      **northern** Brazil (*without* the)  
**the southeast** (of Spain)      *but*      **southeastern** Spain

Compare:

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

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

**North America**      **South Africa**      **southeast Asia**

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

# Exercises

## 77.1 Which is right?

- 1 Who is Doctor Johnson / the Doctor Johnson? (Doctor Johnson is correct)
- 2 I was ill. Doctor / The doctor told me to rest for a few days.
- 3 Doctor Thomas / The Doctor Thomas is an expert on heart disease.
- 4 I'm looking for Professor Brown / the Professor Brown. Do you know where she is?
- 5 In the United States, President / the President is elected for four years.
- 6 President Kennedy / The President Kennedy was assassinated in 1963.
- 7 The officer I spoke to at the police station was Inspector Roberts / the Inspector Roberts.
- 8 Do you know Wilsons / the Wilsons? They're a very nice couple.
- 9 Julia spent three years as a student in United States / the United States.
- 10 France / The France has a population of about 66 million.

## 77.2 Some of these sentences are OK, but some need **the** (sometimes more than once).

Correct the sentences where necessary.

- 1 Everest was first climbed in 1953.
- 2 Milan and Turin are cities in north of Italy.
- 3 Africa is much larger than Europe.
- 4 Last year I visited Mexico and United States.
- 5 Southern England is warmer than north.
- 6 Thailand and Cambodia are in southeast Asia.
- 7 Chicago is on Lake Michigan.
- 8 Next year we're going skiing in Swiss Alps.
- 9 UK consists of Great Britain and Northern Ireland.
- 10 Seychelles are a group of islands in Indian Ocean.
- 11 I've never been to South Africa.
- 12 River Volga flows into Caspian Sea.

OK

in the north of Italy

## 77.3 Here are some geography questions. Choose the right answer from one of the boxes and use **the** if necessary. You do not need all the names in the boxes.

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

- 1 What do you have to cross to travel from Europe to America? ..... the Atlantic
- 2 Where is Argentina? .....
- 3 Which is the longest river in Africa? .....
- 4 Of which country is Stockholm the capital? .....
- 5 Of which country is Washington the capital? .....
- 6 What is the name of the mountain range in the west of North America? .....
- 7 What is the name of the sea between Africa and Europe? .....
- 8 Which is the smallest continent in the world? .....
- 9 What is the name of the ocean between North America and Asia? .....
- 10 What is the name of the ocean between Africa and Australia? .....
- 11 Which river flows through London? .....
- 12 Which river flows through Vienna, Budapest and Belgrade? .....
- 13 Of which country is Bangkok the capital? .....
- 14 What joins the Atlantic and Pacific Oceans? .....
- 15 Which is the longest river in South America? .....

## Names with and without **the** 2

## A Names without **the**

We do not use **the** with names of most city streets/roads/squares/parks etc.:

**Union Street** (*not the ...*)      **Fifth Avenue**      **Hyde Park**  
**Abbey Road**                                    **Broadway**                                    **Times Square**

Names of many public buildings and institutions (airports, stations, universities etc.), and also some geographical names, are two words:

Manchester Airport Harvard University

The first word is the name of a place ('Manchester') or a person ('Harvard'). These names are usually without **the**. In the same way, we say:

<b>Victoria Station</b> ( <i>not the ...</i> ) <b>Buckingham Palace</b>	<b>Canterbury Cathedral</b> <b>Cambridge University</b>
--	--

Edinburgh Castle  
Sydney Harbour

Compare:

**Buckingham Palace** (not the ...) but **the Royal Palace**  
('Royal' is an adjective – it is not a name like 'Buckingham')

**B** Most other buildings have names with **the**. For example:

- hotels* **the** Sheraton Hotel, **the** Holiday Inn
- theatres/cinemas* **the** Palace Theatre, **the** Odeon (cinema)
- museums* **the** Guggenheim Museum, **the** National Gallery
- other buildings* **the** Empire State (Building), **the** White House, **the** Eiffel Tower

We often leave out the noun:

**the Guggenheim** (Museum)

Some names are only **the** + noun, for example:

**the Acropolis      the Kremlin      the Pentagon**

**C** Names with **of** usually have **the**. For example:

**the Bank of England**  
**the Great Wall of China**      **the Museum of Modern Art**  
**the Tower of London**

Note that we say:

**the University of Cambridge** but **Cambridge University** (*without the*)

**D** Many shops, restaurants, hotels etc. are named after people. These names end in **'s** or **-s**. We do not use **the** with these names:

**McDonald's** (not the ...)      **Barclays** (bank)  
**Joe's Diner** (restaurant)      **Macy's** (department store)

Churches are often named after saints (St = Saint):

**St John's Church (not the ...)**      **St Patrick's Cathedral**

**F** Most newspapers and many organisations have names with **the**:

**the Washington Post**      **the Financial Times**      **the Sun (newspaper)**  
**the European Union**      **the BBC**      **the Red Cross**

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

**Fiat** (*not* the Fiat)      **Sony**      **Singapore Airlines**  
**Kodak**      **IBM**      **Yale University Press**

# Exercises

- 78.1** Use the map to answer the questions. Write the name of the place and the street it is in.  
Use **the** if necessary. (Remember that on maps we do not normally use **the**.)



- |  |   |
|--|---|
| 1 Is there a cinema near here?<br>2 Is there a supermarket near here?<br>3 Is there a hotel near here?<br>4 Is there a church near here?<br>5 Is there a museum near here?<br>6 Is there a bookshop near here?<br>7 Is there a restaurant near here?<br>8 Is there a park near here? | Yes, <b>the Odeon</b> ... in <b>Market Street</b> .<br>Yes, ... in ...<br>Yes, ... in ...<br>Yes, ...<br>Yes, ...<br>Yes, ...<br>Yes, ...<br>Yes, ... at the end of ... |
|--|---|

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

Acropolis  
Kremlin

Broadway  
White House

Buckingham Palace  
Gatwick Airport

Eiffel Tower  
Times Square

- |   |  |
|---|--|
| 1 <u>Times Square</u> ... is in New York.<br>2 ..... is in Paris.<br>3 ..... is in London.<br>4 ..... is in Washington. | 5 ..... is in Moscow.<br>6 ..... is in New York.<br>7 ..... is in Athens.<br>8 ..... is near London. |
|---|--|

- 78.3** Which is right?

- 1 Have you ever been to Science Museum / the Science Museum? (the Science Museum is correct)
- 2 Many tourists in London visit St Paul's Cathedral / the St Paul's Cathedral.
- 3 The biggest park in New York is Central Park / The Central Park.
- 4 I'd like to go to China and see Great Wall / the Great Wall.
- 5 Dublin Airport / The Dublin Airport is situated about 12 kilometres from the city centre.
- 6 'Which cinema are we going to this evening?' 'Classic / The Classic'
- 7 Jack is a student at Liverpool University / the Liverpool University.
- 8 You should go to National Museum / the National Museum. It's very interesting.
- 9 If you're looking for a department store, I would recommend Harrison's / the Harrison's.
- 10 Andy is a flight attendant. He works for Cathay Pacific / the Cathay Pacific.
- 11 'Which newspaper do you want?' 'Morning News / The Morning News'
- 12 We went to Italy and saw Leaning Tower / the Leaning Tower of Pisa.
- 13 This book is published by Cambridge University Press / the Cambridge University Press.
- 14 The building across the street is College of Art / the College of Art.
- 15 Imperial Hotel / The Imperial Hotel is in Baker Street / the Baker Street.
- 16 Statue of Liberty / The Statue of Liberty is at the entrance to New York Harbor / the New York Harbor.

# Singular and plural

**A**

Sometimes we use a *plural* noun for one thing that has two parts. For example:



**trousers** (*two legs*)  
also **jeans/tights/shorts/pants**



**pyjamas**  
(*top and bottom*)



**glasses**



**binoculars**



**scissors**

These words are plural, so they take a plural verb:

- My trousers **are** too long. (*not My trousers is*)

You can also use **a pair of** + these words:

- Those** **are** nice **jeans**. or That's a nice **pair of** jeans. (*not a nice jeans*)
- I need **some** new **glasses**. or I need **a** new **pair of** glasses.

**B**

Some nouns end in **-ics**, but are not usually plural. For example:

**athletics**   **gymnastics**   **economics**   **politics**

**physics**   **electronics**   **maths** (= mathematics)

- Gymnastics** **is** my favourite sport. (*not Gymnastics are*)

**News** is not plural (see Unit 70B):

- I have **some news** for you. **It's** good news!

Some words that end in **-s** can be singular or plural. For example:

**means**   **a means** of transport

**series**   **a TV series**

**species**   **a species** of fish

**many means** of transport

**two TV series**

**200 species** of fish

**C**

Some singular nouns are often used with a plural verb. For example:

**audience**   **committee**   **company**   **family**   **firm**   **government**   **staff**   **team**

These nouns are all groups of people. We often think of them as a number of people (=they), not as one thing (=it). So we often use a plural verb:

- The government** (=they) **have decided** to increase taxes.
- The staff** at the company (=they) **are** not happy with **their** working conditions.

In the same way, we often use a plural verb after the name of a company or a sports team:

- Shell** **have** increased the price of petrol.
- Italy** **are** playing Brazil next Sunday (in a football match).

You can also use a singular verb (The government **wants** ... / Shell **has** ... etc.).

We use a plural verb with **police**:

- The police** **are** investigating the crime, but **haven't** arrested anyone yet.  
(*not The police is ... hasn't*)

Note that we say **a police officer** / **a policeman** / **a policewoman** (*not a police*).

**D**

We do not often use the plural of **person** ('persons'). We normally use **people** (*a plural word*):

- He's **a nice person**. **but** They are nice **people**. (*not nice persons*)
- Many people** **don't** have enough to eat. (*not Many people doesn't*)

**E**

We think of a sum of money, a period of time, a distance etc. as *one* thing. So we use a singular verb:

- Fifty thousand pounds** (=it) **was** stolen in the robbery. (*not were stolen*)
- Three years** (=it) **is** a long time to be without a job. (*not Three years are*)
- Two miles** **isn't** very far to walk.

# Exercises

## 79.1 Complete the sentences. Choose from the box.

- 1 My eyesight is getting worse. I need glasses.
- 2 The trousers you bought for me ..... fit me.
- 3 The jacket you bought for me ..... fit me.
- 4 I need ..... scissors to cut this piece of material.
- 5 I can't find my binoculars. Have you seen .....?
- 6 I went shopping and bought a ..... of jeans.
- 7 Where ..... my sunglasses?
- 8 I went shopping and bought ..... pair of pyjamas.
- 9 I don't know much about politics. I'm not interested in .....

a  
are  
them  
doesn't  
pair  
it  
glasses  
some  
don't

## 79.2 Complete the sentences. Use a word from section B (news, series etc.).

- 1 'Have you heard the news?' 'No. What's happened?'
- 2 The bicycle is a ..... of transport.
- 3 A lot of American TV ..... are shown in other countries.
- 4 The tiger is an endangered .....
- 5 There will be a ..... of meetings to discuss the problem.
- 6 Fortunately the ..... wasn't as bad as we expected.
- 7 How many ..... of bird are there in the world?
- 8 I didn't have my phone, so I had no ..... of contacting you.

## 79.3 Choose the correct form of the verb, singular or plural. In three sentences either the singular or plural verb is possible.

- 1 Gymnastics is / are my favourite sport. (is is correct)
- 2 My new glasses doesn't / don't fit very well.
- 3 The police want / wants to interview two men about the robbery.
- 4 Physics was / were my favourite subject at school.
- 5 It's a nice place to visit. The people is / are very friendly.
- 6 Germany is / are playing Spain tomorrow night. Are you going to watch it?
- 7 Does / Do the police know how the accident happened?
- 8 Where do / does your family live?
- 9 Most people enjoy / enjoys music.
- 10 I like this cafe. The staff here is / are really friendly and efficient.

## 79.4 Complete the sentences. Use **is** or **isn't**, and choose from the box.

- 1 Three years ..... is a long time to be without a job.
- 2 Thirty degrees ..... for Tom. He doesn't like hot weather.
- 3 Ten dollars ..... We need more than that.
- 4 Four days ..... for a holiday. You need at least a week.
- 5 Twenty kilos ..... Are you sure you can manage?

a lot to carry  
enough money  
too hot  
long enough  
a long time

## 79.5 Are these sentences OK? Correct them where necessary.

- 1 Three years are a long time to be without a job.
- 2 The committee want to change the rules of the club.
- 3 Susan was wearing a black jeans.
- 4 I like Martin and Jane. They're very nice persons.
- 5 I'm going to buy some new pyjamas.
- 6 There was a police directing traffic in the street.
- 7 This scissors isn't very sharp.
- 8 The company have decided to open a new factory.
- 9 This plant is very rare species.
- 10 Twelve hours are a long time to be on a plane.

Three years is a long time

OK (wants is also correct)

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# Noun + noun (a **bus driver** / a **headache**)

**A**

You can use two nouns together (*noun + noun*) to mean *one* thing/person/idea etc.:  
a **bus driver**    **income tax**    the **city centre**    an **apple tree**

The first noun is like an adjective. It tells us what kind of thing/person/idea etc.:

a **bus driver** = the driver of a bus  
**income tax** = tax that you pay on your income  
the **city centre** = the centre of the city  
an **apple tree** = a tree that has apples  
a **Paris hotel** = a hotel in Paris  
my **life story** = the story of my life

So you can say:

a **television** camera    a **television** programme    a **television** studio    a **television** producer  
(things or people to do with television)  
language **problems**    marriage **problems**    health **problems**    work **problems**  
(different kinds of problems)

Sometimes the first word ends in **-ing**:

a **frying** pan (= a pan for frying)  
a **washing** machine  
a **swimming** pool

**B**

Sometimes there are more than two nouns together:

- I waited at the **hotel reception desk**.
- We watched the **World Swimming Championships** on TV.
- If you want to play table tennis (= a game), you need a **table tennis table** (= a table).

**C**

When two nouns are together like this, sometimes we write them as one word and sometimes as two separate words. For example:

a **headache**    **toothpaste**    a **weekend**    a **car park**    a **road sign**

There are no clear rules for this. If you are not sure, write two words.

**D**

Note the difference between:

a **coffee cup** (maybe empty) and a **cup of coffee** (= a cup with coffee in it)  
a **shopping bag** (maybe empty) and a **bag of shopping** (= a bag full of shopping)

**E**

When we use *noun + noun*, the first noun is like an *adjective*. It is normally singular, but the meaning is often plural.

For example: a **car park** is a place to park **cars**, an **apple tree** is a tree that has **apples**.

In the same way we say:

a **three-hour** journey (= a journey that takes three **hours**)  
a **ten-pound** note (= a note with the value of ten **pounds**)  
a **four-week** course  
a **six-mile** walk  
two **14-year-old** girls

Compare:

- It was a **four-week** course. (not a four weeks course)
- but      The course lasted four **weeks**.

# Exercises

## 80.1 What do we call these things and people?

- 1 Someone who drives a bus is a ..... **bus driver**
- 2 Problems concerning health are ..... **health problems**
- 3 A ticket to travel by train is a .....
- 4 A machine you use to get a ticket is a .....
- 5 The staff at a hotel are the .....
- 6 The results of your exams are your .....
- 7 A horse that runs in races is a .....
- 8 A race for horses is a .....
- 9 Shoes for running are .....
- 10 A shop that sells shoes is a .....
- 11 The window of a shop is a .....
- 12 A person who cleans windows is a .....
- 13 A scandal involving a construction company is .....
- 14 Workers at a car factory are .....
- 15 A scheme for the improvement of a road is a .....
- 16 A department store in New York is a .....

## 80.2 Answer the questions using two of the following words each time:

<b>accident</b>	<b>belt</b>	<b>birthday</b>	<b>card</b>	<b>credit</b>	<b>driver</b>
<b>forecast</b>	<b>machine</b>	<b>number</b>	<b>party</b>	<b>ring</b>	<b>road</b>
<b>room</b>	<b>seat</b>	<b>truck</b>	<b>washing</b>	<b>weather</b>	<b>wedding</b>

- 1 This could be caused by bad driving. a ..... **road accident**
- 2 You should wear this when you're driving. a .....
- 3 You can use this to pay for things. a .....
- 4 This will tell you if it's going to rain or not. the .....
- 5 This is useful if you have a lot of dirty clothes. a .....
- 6 This is something you might wear if you're married. a .....
- 7 If you're staying at a hotel, you need to remember this. your .....
- 8 This is a way to celebrate getting older. a .....
- 9 This person transports things by road. a .....

## 80.3 Put the words in the right order.

- 1 I spilt coffee on the ..... **living room carpet** ..... (room / carpet / living)
- 2 Jack likes sport. He plays for his ..... (team / school / football)
- 3 Anna works for a ..... (company / production / film)
- 4 Many people invest in a ..... (life / policy / insurance)
- 5 You can get a map at the ..... (information / office / tourist)

## 80.4 Which is correct?

- 1 It's quite a big book. There are more than 500 page / 500 pages. (500 pages is correct)
- 2 It's only a two-hour / two hours flight from London to Madrid.
- 3 It took only two hour / two hours to fly to Madrid.
- 4 I don't have any change. I only have a twenty-pound / twenty pounds note.
- 5 I looked down and there were two ten-pound / ten pounds notes on the ground.
- 6 At work in the morning we usually have a 15-minute / 15 minutes break for coffee.
- 7 There are 60-minute / 60 minutes in an hour.
- 8 My office is on the tenth floor of a twelve-storey / twelve storeys building.
- 9 I work five-day / five days a week. Saturday and Sunday are free.
- 10 Five-star / Five stars hotels are the most expensive.
- 11 Sam's daughter is six-year-old / six years old.
- 12 Sam has a six-year-old / six-years-old daughter.

# 's (your sister's name) and of ... (the name of the book)

**A**

We use -'s (apostrophe + s) mostly for people or animals:

- Tom's** computer isn't working. (*not* the computer of Tom)
- How old are **Chris's** children? (*not* the children of Chris)
- What's (=What is) **your sister's** name?
- What's **Tom's sister's** name?
- Be careful. Don't step on **the cat's** tail.

You can use -'s without a noun after it:

- This isn't my book. It's **my sister's**. (= my sister's book)

We do not use -'s after a long group of words. So we say:

**my friend's** mother

but the mother **of the man we met yesterday** (*not* the man we met yesterday's mother)

Note that we say **a woman's hat** (= a hat for a woman), **a boy's name** (= a name for a boy), **a bird's egg** (= an egg laid by a bird) etc.

**B**

With a *singular* noun we use -'s:

my **sister's** room (= **her** room – one sister)

**Mr Carter's** house (= **his** house)

With a *plural* noun (sisters, friends etc.) we put an apostrophe ('') after **s**:

**my sisters'** room (= **their** room – two or more sisters)

**the Carters'** house (= **their** house – Mr and Mrs Carter)

If a plural noun does not end in -s (for example **men/women/children/people**) we use -'s:

the **men's** changing room      a **children's** book (= a book for children)

You can use -'s after more than one noun:

**Jack and Karen's** children      **Mr and Mrs Carter's** house

**C**

For things, ideas etc., we normally use **of**:

the temperature **of the water** (*not* the water's temperature)

the name **of the book**      the owner **of the restaurant**

We say **the beginning/end/middle of ... / the top/bottom of ... / the front/back/side of ...**:

**the beginning of** the month (*not* the month's beginning)

**the top of** the hill      **the back of** the car

**D**

You can usually use -'s or **of** ... for an organisation (= a group of people). So you can say:

**the government's** decision    or    the decision **of the government**

**the company's** success    or    the success **of the company**

We also use -'s for places. So you can say:

**the city's** streets      **the world's** population      **Italy's** prime minister

**E**

We use -'s with time words (**yesterday** / **next week** etc.):

- Do you still have **yesterday's** newspaper?
- Next week's** meeting has been cancelled.

In the same way, you can say **today's** / **tomorrow's** / **this evening's** / **Monday's** etc.

We also use -'s (or -s' with plural words) with periods of time:

- I've got **a week's holiday** starting on Monday.
- Julia has got **three weeks' holiday**.
- I live near the station – it's only **ten minutes' walk**.



Noun + noun (a **bus driver**) → Unit 80    a **three-hour** journey, a **ten-pound** note → Unit 80E  
 -'s (= **is** or **has**) in short forms → Appendix 5.2

# Exercises

## 81.1 In some of these sentences, it is more natural to use **'s** or **'**. Change the underlined parts where necessary.

- 1 Who is the owner of this restaurant?
- 2 How old are the children of Chris?
- 3 Is this the umbrella of your friend?
- 4 Write your name at the top of the page.
- 5 I've never met the daughter of James.
- 6 How old is the son of Helen and Andy?
- 7 We don't know the cause of the problem.
- 8 I don't know the words of this song.
- 9 The friends of your children are here.
- 10 What is the cost of a new washing machine?
- 11 The garden of our neighbours is very small.
- 12 The hair of David is very long.
- 13 I work on the ground floor of the building.
- 14 I couldn't go to the party of my best friend.
- 15 George is the brother of somebody I knew at college.
- 16 Have you seen the car of the parents of Ben?
- 17 What is the meaning of this expression?
- 18 Do you agree with the policy of the government?

OK

Chris's children


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## 81.2 Which is right?

- 1 Don't step on the cat's tail. (cat / cat's / cats')
- 2 It's my ..... birthday tomorrow. (father / father's / fathers')
- 3 Those ..... look nice. Shall we buy some? (apples / apple's / apples')
- 4 ..... clothes are expensive. (Children / Children's / Childrens')
- 5 Zurich is ..... largest city. (Switzerland / Switzerland's / Switzerlands')
- 6 Your ..... parents are your grandparents. (parents / parent's / parents')
- 7 I took a lot of ..... when I was on holiday. (photos / photo's / photos')
- 8 This isn't my coat. It's ..... (someone else / someone else's / someone elses')
- 9 Have you read any of ..... poems? (Shakespeare / Shakespeare's / Shakespeares')

## 81.3 Read each sentence and write a new sentence beginning with the underlined words.

- 1 The meeting tomorrow has been cancelled.

Tomorrow's meeting has been cancelled.

- 2 The storm last week caused a lot of damage.

Last .....

- 3 The only cinema in the town has closed down.

The .....

- 4 The weather in Britain is very changeable.

- 5 Tourism is the main industry in the region.

## 81.4 Use the information given to complete the sentences.

- 1 If I leave my house at 9 o'clock and drive to the airport, I arrive at about 11.

So it's about ..... two hours' drive from my house to the airport. (drive)

- 2 If I leave my house at 8.40 and walk to the centre, I get there at 9 o'clock.

So it's ..... from my house to the centre. (walk)

- 3 I'm going on holiday on the 12th. I have to be back at work on the 26th.

So I've got ..... (holiday)

- 4 I went to sleep at 3 o'clock this morning and woke up an hour later. After that I couldn't sleep.

So last night I only had ..... (sleep)

# myself/yourself/themselves etc.

**A**

Study this example:



Steve **introduced himself** to the other guests.

We use **myself/yourself/himself** etc. (*reflexive pronouns*) when the *subject* and *object* are the same:

**Steve** introduced **himself**  
*subject*                   *object*

The reflexive pronouns are:

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

- I don't want you to pay for me. I'll pay for **myself**. (*not I'll pay for me*)
- Amy had a great holiday. **She** really enjoyed **herself**.
- Do **you** talk to **yourself** sometimes? (*said to one person*)
- If you want more to eat, help **yourselves**. (*said to more than one person*)

Compare:

- Lisa** introduced **me** to the other guests.
- I introduced **myself** to the other guests.

**B**

We do not use **myself** etc. after **feel/relax/concentrate/meet**:

- I **feel** nervous. I can't **relax**.
- You need to **concentrate**. (*not concentrate yourself*)
- What time shall we **meet** tomorrow?

Normally we do not use **myself** etc. after **wash/shave/dress**:

- He got up, **washed**, **shaved** and **dressed**. (*not washed himself etc.*)

You can also say **get dressed** (*He got dressed*).

**C**

Compare **-selves** and **each other**:

- Kate and Joe stood in front of the mirror and looked at **themselves**.  
(= *Kate and Joe together looked at Kate and Joe*)
- Kate looked at Joe, and Joe looked at Kate. They looked at **each other**.



**themselves**



**each other**

You can use **one another** instead of **each other**:

- How long have you and Ben known **each other**? or ... known **one another**?
- Sue and Alice don't like **each other**. or ... don't like **one another**.
- Do they live near **each other**? or ... near **one another**?

**D**

We also use **myself/yourself** etc. in another way. For example:

- 'Who repaired your bike?' 'I repaired it **myself**'

**I repaired it myself** = *I repaired it, not another person. Here, myself is used to emphasise 'I' (= it makes it stronger). Some more examples:*

- I'm not going to do your work for you. **You** can do it **yourself**. (= *you, not me*)
- Let's paint the house **ourselves**. It will be much cheaper.
- The film itself** wasn't very good, but I loved the music.
- I don't think Lisa will get the job she applied for. **Lisa** doesn't think so **herself**. or **Lisa herself** doesn't think so.

# Exercises

## 82.1 Complete the sentences using **myself/yourself** etc. + these verbs (in the correct form):

blame    burn    enjoy    express    hurt    introduce    put

- 1 Steve ... introduced himself ... to the other guests at the party.
- 2 Ben fell down some steps, but fortunately he didn't ...
- 3 It isn't Sue's fault. She really shouldn't ...
- 4 Please try and understand how I feel. You have to ... in my position.
- 5 The children had a great time at the beach. They really ...
- 6 Be careful! That pan is hot. Don't ...
- 7 Sometimes I can't say exactly what I mean. I wish I could ... better.

## 82.2 Put in **myself/yourself/ourselves** etc. or **me/you/us** etc.

- 1 Amy had a great holiday. She enjoyed ... herself ...
- 2 It's not my fault. You can't blame ...
- 3 What I did was really bad. I'm ashamed of ...
- 4 We have a problem. I hope you can help ...
- 5 'Can I take another biscuit?' 'Of course. Help ... !'
- 6 I want you to meet Sarah. I'll introduce ... to her.
- 7 Don't worry about us. We can take care of ...
- 8 Don't worry about the children. I'll take care of ...
- 9 I gave them a key to our house so that they could let ... in.

## 82.3 Complete these sentences. Use **myself/yourself** etc. where necessary. Choose from:

concentrate    defend    dry    enjoy    feel    meet    relax    shave

- 1 Neil grew a beard because he was fed up with ... shaving ... .
- 2 Amy had a great holiday. She ... enjoyed herself ... .
- 3 I wasn't very well yesterday, but I ... much better today.
- 4 I climbed out of the swimming pool and ... with a towel.
- 5 I tried to study, but I couldn't ... .
- 6 If somebody attacks you, you have the right to ... .
- 7 I'm going out with Chris this evening. We're ... at 7.30.
- 8 You're always rushing. Why don't you sit down and ... ?

## 82.4 Complete the sentences with **ourselves/themselves** or **each other**.

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

## 82.5 Complete the sentences using **myself/yourself** etc. Use the verb in brackets.

- 1 'Who repaired the bike for you?' 'Nobody. I ... repaired it myself ... .' (repair)
- 2 I didn't buy this cake from a shop. I ... (make)
- 3 'Who told you Laura was going away?' 'Laura ... .' (tell)
- 4 I don't know what they're going to do. I don't think they ... . (know)
- 5 'Who cuts Paul's hair for him?' 'Nobody. He ... .' (cut)
- 6 'Can you phone Sam for me?' 'Why can't you ... ?' (do)

# a friend of mine      my own house on my own / by myself

## A a friend of mine / a friend of yours etc.

We say '(a friend) **of mine/yours/his/hers/ours/theirs'**.

**A friend of mine** = one of my friends:

- I'm going to a wedding on Saturday. **A friend of mine** is getting married. (*not a friend of me*)
- We went on holiday with **some friends of ours**. (*not some friends of us*)
- Harry had an argument with **a neighbour of his**.
- It was **a good idea of yours** to go to the cinema.

In the same way we say '(a friend) **of my sister's / (a friend) of Tom's**' etc. :

- That woman over there is **a friend of my sister's**. (=one of my sister's friends)
- It was **a good idea of Tom's** to go to the cinema.

## B my own ... / your own ... etc.

We say **my own / your own / her own ... etc.**:

**my own** house    **your own** car    **her own** room  
(*not an own house, an own car etc.*)

**my own ... / your own ... etc.** = something that is only mine/yours, not shared or borrowed:

- I don't want to share a room with anybody. I want **my own room**.
- Vicky and Gary would like to have **their own house**.
- It's a shame that the apartment hasn't got **its own parking space**.
- It's **my own fault** that I have no money. I buy too many things I don't need.
- Why do you want to borrow my car? Why don't you use **your own?** (=your own car)

You can also say 'a room **of my own**', 'a house **of your own**', 'problems **of his own**' etc. :

- I'd like to have a room **of my own**.
- He won't be able to help you with your problems. He has too many problems **of his own**.

## C He cuts **his own** hair

We also use **own** to say that we do something ourselves instead of somebody else doing it for us. For example:

- Paul usually cuts **his own hair**.  
(= he cuts it himself)
- I'd like to have a garden so that I could grow **my own vegetables**.  
(= grow them myself instead of buying them from shops)



## D on my own / by myself

**On my own** and **by myself** both mean 'alone'. So you can say:

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

or

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

- I like living **on my own**. or I like living **by myself**.
- Some people prefer to live **on their own**. or ... live **by themselves**.
- Jack was sitting **on his own** in a corner of the cafe. or Jack was sitting **by himself** ...
- Did you go on holiday **on your own**? or Did you go on holiday **by yourself**?

## Exercises

83.1 Change the underlined words and use the structure ... of mine/yours etc.

- 1 I'm meeting one of my friends tonight.
  - 2 We met one of your relatives.
  - 3 Jason borrowed one of my books.
  - 4 I met Lisa and some of her friends.
  - 5 We had dinner with one of our neighbours.
  - 6 I went on holiday with two of my friends.
  - 7 I met one of Amy's friends at the party.
  - 8 It's always been one of my ambitions to travel round the world.

I'm meeting a friend of mine tonight.

We met a .....

Jason borrowed .....

I met Lisa and .....

We had dinner with .....

I went on holiday with .....

I met ..... at the party.

It's always been .....

to travel round the world.

### 83.2 Complete the sentences using **my own** / **our own** etc. + the following

bathroom business opinions private beach words

- I share a kitchen, but I have ... my own bathroom
  - Gary doesn't think like me. He has ...
  - Julia doesn't want to work for other people. She wants to start ...
  - In the test we had to read a story, and then write it in ...
  - We stayed at a luxury hotel by the sea. The hotel had ...

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

- 1 Why do you need to borrow my car? Why don't you use your own car ?
  - 2 How can you blame me? It's not my fault. It's .....
  - 3 She's always using my ideas. Why can't she use ..... ?
  - 4 Please don't worry about my problems. I'm sure you have .....
  - 5 I can't make his decisions for him. He has to make .....

#### 83.4 Complete the sentences using my own / your own etc. Use the verbs in brackets.

- 1 Paul never goes to a barber. He *cuts his own hair*. (cut)

2 Helen doesn't often buy clothes. She likes to ..... (make)

3 I'm not going to clean your shoes. You can ..... (clean)

4 We don't often buy bread. We usually ..... (bake)

5 Jack and Joe are singers. They sing songs written by other people, but they also ..... (write)

### 83.5 Complete the sentences using **my own** / **your own** etc. or **myself/yourself** etc.

- 1 Did you go on holiday on ..... your own ?
  - 2 The box was too heavy for me to lift by .....
  - 3 We had no help decorating the apartment. We did it completely on .....
  - 4 Very young children should not go swimming by .....
  - 5 ‘Who was Tom with when you saw him?’ ‘Nobody. He was by .....’
  - 6 I don’t like strawberries with cream. I like them on .....
  - 7 Do you like working with other people or do you prefer working by ..... ?
  - 8 I went out with Sally because she didn’t want to go out on .....

### 83.6 Are these sentences OK? Correct them where necessary.

- 1 Katherine would like to have the own house.
  - 2 Sam and Chris are colleagues of me.
  - 3 I was scared. I didn't want to go out by my own.
  - 4 In my last job I had own office.
  - 5 He must be lonely. He's always with himself.
  - 6 My parents have gone away with some friends of them.
  - 7 Are there any countries that produce all own food?

... to have her own house.

## there ... and it ...

## A

Study this example:

We use **there** ... when we talk about something for the first time, to say that it exists:

- There's** a new restaurant in Hill Street.
- I'm sorry I'm late. **There was** a lot of traffic. (not It was a lot of traffic)
- Things are very expensive now. **There has been** a big rise in the cost of living.

**It** = a specific thing, place, fact, situation etc. :

- We went to the new restaurant. **It's** very good. (**It** = the restaurant)
- I wasn't expecting her to call me. **It** was a complete surprise. (**It** = that she called)

Compare **there** and **it**:

- I like this town. **There's** a lot to do here. **It's** an interesting place.

**There** also means 'to/at/in that place':

- The house is unoccupied. There's nobody living **there**. (=in the house)

## B

You can say:

<b>there will be</b>	<b>there must have been</b>	<b>there is sure to be</b>	<b>there is likely to be</b>
<b>there must be</b>	<b>there should have been</b>	<b>there is bound to be</b>	<b>there is supposed to be</b>
<b>there might be</b> etc.	<b>there would have been</b> etc.	<b>there is going to be</b>	<b>there used to be</b>

- 'Is **there** a flight to Rome tonight?' '**There might be**. I'll check online.'
- If people drove more carefully, **there wouldn't be** so many accidents.
- I could hear music coming from the house. **There must have been** somebody at home.
- There's bound to be** a cafe somewhere near here. (= There's **sure** to be ...)

Compare **there** and **it**:

- They live on a busy road. **There must be** a lot of noise from the traffic.
- They live on a busy road. **It must be** very noisy. (**It** = living on a busy road)
- There used to be** a cinema here, but it closed a few years ago.
- That building is now a supermarket. **It used to be** a cinema. (**It** = that building)
- There's sure to be** a flight to Rome tonight.
- There's a flight to Rome tonight, but **it's sure to be** full. (**it** = the flight)

## C

We say:

- It's dangerous to walk in the road.** (not To walk in the road is dangerous)

Normally we use **It** ... at the beginning of sentences like this. Some more examples:

- It didn't take us long to get** here.
- It's a shame (that) you can't come to the party.**
- It's not worth waiting any longer.** Let's go.

We also use **it** to talk about distance, time and weather:

- How far is it** from here to the airport?
- It's a long time** since we last saw you.

Compare **it** and **there**:

- It was windy.** but **There was a cold wind.**

>> **supposed to ...** → Unit 45B   **it's worth / it's no use / there's no point** → Unit 63A  
**sure to / bound to ... etc.** → Unit 65E   **there is + -ing/-ed** → Unit 97

# Exercises

**84.1** Put in **there is/was or it is/was**. Some sentences are questions (**is there ... ? / was it ... ? etc.**) and some are negative (**there isn't / it wasn't etc.**).

- 1 The journey took a long time. .... **There was** a lot of traffic.
- 2 What's the new restaurant like? .... **Is it** good?
- 3 ..... something wrong with the washing machine. It's not working properly.
- 4 I wanted to visit the museum yesterday, but ..... enough time.
- 5 What's that new building over there? ..... a hotel?
- 6 How can we get across the river? ..... a bridge?
- 7 A few days ago ..... a big storm, which caused a lot of damage.
- 8 I can't find my phone. ..... in my bag – I just looked.
- 9 ..... anything interesting on TV, so I turned it off.
- 10 ..... often very cold here, but ..... much snow.
- 11 I couldn't see anything. ..... completely dark.
- 12 ' ..... a bookshop near here?' 'Yes, ..... one in Hudson Street.'
- 13 ..... difficult to get a job right now. ..... a lot of unemployment.
- 14 When we got to the cinema, ..... a queue outside. ..... a very long queue, so we decided not to wait.

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

- 1 The roads were busy yesterday. .... **There was a lot of traffic.**
- 2 This soup is very salty. .... **There** ..... in the soup.
- 3 The box was empty. .... **There** ..... in the box.
- 4 About 50 people came to the meeting. .... **There** ..... at the meeting.
- 5 The film is very violent. .... **There** .....
- 6 I like this town – it's lively. .... **There** .....

**84.3** Complete the sentences. Use **there would be, there used to be** etc. Choose from:

won't    may    -would    wouldn't    should    used to    is going to

- 1 If people drove more carefully, .... **there would be** fewer accidents.
- 2 'Do we have any eggs?' 'I'm not sure. .... **There** ..... some in the fridge.'
- 3 I think everything will be OK. .... **There** ..... any problems.
- 4 Look at those clouds. .... **There** ..... a storm. I'm sure of it.
- 5 There isn't a school in the village. .... **There** ..... one, but it closed a few years ago.
- 6 People drive too fast on this road. I think .... **There** ..... a speed limit.
- 7 If people weren't so aggressive, .... **There** ..... any wars.

**84.4** Are these sentences OK? Change **it** to **there** where necessary.

- 1 They live on a busy road. **It must be** a lot of noise.
- 2 It's a long way from my house to the nearest shop.
- 3 After the lecture it will be an opportunity to ask questions.
- 4 Why was she so unfriendly? It must have been a reason.
- 5 I like where I live, but it would be nicer to live by the sea.
- 6 How long is it since you last went to the theatre?
- 7 It used to be a lot of tourists here, but not many come now.
- 8 My phone won't work here. It's no signal.
- 9 It was Ken's birthday yesterday. We had a party.
- 10 We won't have any problem parking the car. It's sure to be a car park somewhere.
- 11 I'm sorry about what happened. It was my fault.
- 12 I was told that it would be somebody to meet me at the station, but it wasn't anybody.

**There must be a lot of noise.**

**OK**

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# some and any

**A**

In general we use **some** (*also somebody/someone/something*) in positive sentences and **any** (*also anybody* etc.) in negative sentences:

**some**

- We **bought some** flowers.
- He's busy. He **has some** work to do.
- There's **somebody** at the door.
- I **want something** to eat.

**any**

- We **didn't buy any** flowers.
- He's lazy. He **never does any** work.
- There **isn't anybody** at the door.
- I **don't want anything** to eat.

We use **any** in the following sentences because the meaning is negative:

- She went out **without any** money. (she **didn't take any** money with her)
- He **refused** to eat **anything**. (he **didn't eat anything**)
- It's a very easy exam. **Hardly anybody** fails. (=almost **nobody** fails)

**B**

We use both **some** and **any** in questions. We use **some/somebody/something** to talk about a person or thing that we know exists, or we think exists:

- Are you waiting for **somebody**? (I think you are waiting for somebody)

We use **some** in questions when we ask for or offer things:

- Can I have **some** sugar, please? (there is probably some sugar that I can have)
- Would you like **something** to eat? (there is something to eat)

But in most questions, we use **any**. We do not know if the thing or person exists:

- Do you have **any** luggage? (maybe you do, maybe not)
- Is there **anybody** in the house? (maybe there is, maybe not)

**C**

You can use **if + any**:

- Let me know **if** you need **anything**.
- If anyone** has **any** questions, I'll be pleased to answer them.

The following sentences have the idea of **if**:

- I'm sorry for **any** trouble I've caused. (=**if** I have caused **any** trouble)
- The police want to speak to **anyone** who saw the accident. (=**if** there is **anyone**)

**D**

We also use **any** with the meaning 'it doesn't matter which':

- You can take **any** bus. They all go to the centre. (=it doesn't matter which bus you take)
- Come and see me **any** time you want.

We use **anybody/anyone/anything/anywhere** in the same way:

- We forgot to lock the door. **Anybody** could have come in.

Compare **some-** and **any-**:

- A: I'm hungry. I want **something** to eat.  
B: What would you like?  
A: I don't mind. **Anything**. (=it doesn't matter what)
- B: Let's go out **somewhere**.  
A: Where shall we go?  
B: **Anywhere**. I just want to go out.

**E**

**Somebody/someone/anybody/anyone** are singular words:

- Someone** is here to see you.

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

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

# Exercises

## 85.1 Put in **some** or **any**.

- 1 We didn't buy ..... **any** ..... flowers.
- 2 Tonight I'm going out with ..... friends of mine.
- 3 Have you seen ..... good movies recently?
- 4 I'd like ..... information about what there is to see in this town.
- 5 I didn't have ..... money. I had to borrow .....
- 6 You can use your card to withdraw money at ..... cash machine.
- 7 Those apples look nice. Shall we get ..... ?
- 8 With the special tourist train ticket, you can travel on ..... train you like.
- 9 'Can I have ..... more coffee, please?' 'Sure. Help yourself.'
- 10 If there are ..... words you don't understand, look them up in a dictionary.
- 11 We wanted to buy ..... grapes, but they didn't have ..... in the shop.

## 85.2 Complete the sentences with **some-** or **any-** + **-body/-thing/-where**.

- 1 I was too surprised to say ..... **anything** .....
- 2 There's ..... at the door. Can you go and see who it is?
- 3 Does ..... mind if I open the window?
- 4 I can't drive and I don't know ..... about cars.
- 5 You must be hungry. Why don't I get you ..... to eat?
- 6 Emma is very tolerant. She never complains about .....
- 7 There was hardly ..... on the beach. It was almost deserted.
- 8 Let's go away. Let's go ..... warm and sunny.
- 9 I'm going out now. If ..... asks where I am, tell them you don't know.
- 10 Why are you looking under the bed? Have you lost ..... ?
- 11 This is a no-parking area. ..... who parks their car here will have to pay a fine.
- 12 Quick, let's go! There's ..... coming and I don't want ..... to see us.
- 13 They stay at home all the time. They never seem to go .....
- 14 Jonathan stood up and left the room without saying .....
- 15 'Can I ask you ..... ?' 'Sure. What do you want to ask?'
- 16 Sarah was upset about ..... and refused to talk to .....
- 17 I need ..... to translate. Is there ..... here who speaks English?
- 18 Sue is very secretive. She never tells ..... . (2 words)

## 85.3 Complete the sentences. Use **any** (+ noun) or **anybody/anything/anywhere**.

- 1 Which bus do I have to take?  
..... **Any bus** ..... They all go to the centre.
- 2 When shall we meet? Monday?  
I don't mind. ..... next week ..... will be OK for me.
- 3 What do you want to eat?  
..... I don't mind.  
Whatever you have.
- 4 Who shall I invite to the party?  
It's your party. You can invite ..... you want.
- 5 What sort of job are you looking for?  
..... It doesn't matter what it is.
- 6 Where shall I sit?  
It's up to you. You can sit ..... you like.
- 7 Is this machine difficult to use?  
No, it's easy. ..... can learn to use it very quickly.

**no/none/any      nothing/nobody etc.****A no and none**

We use **no + noun** (**no bus**, **no shops** etc.).

**no = not a or not any:**

- We had to walk home. There was **no bus**. (=There **wasn't a** bus.)
- Sarah will have **no trouble** finding a job. (=Sarah **won't** have **any** trouble ...)
- There were **no shops** open. (=There **weren't any** shops open.)

You can use **no + noun** at the beginning of a sentence:

- No reason** was given for the change of plan.

We use **none without a noun**:

- 'How much money do you have?' '**None.**' (=no money)
- All the tickets have been sold. There are **none** left. (=no tickets left)

Or we use **none of ...**:

- This money is all yours. **None of it** is mine.

Compare **no, none** and **any**:

- I have **no luggage**.
- 'How much luggage do you have?' '**None.**' or 'I **don't** have **any**.'

After **none of + plural** (none of **the students**, none of **them** etc.) the verb can be singular or plural:

- None of the students **were** happy. or None of the students **was** happy.

**B nothing nobody/no-one nowhere**

You can use these words at the beginning of a sentence or alone (as answers to questions):

- 'What's going to happen?' '**Nobody** knows. / **No-one** knows.'
- 'What happened?' '**Nothing**'
- 'Where are you going?' '**Nowhere**. I'm staying here.'

You can also use these words after a verb, especially after **be** and **have**:

- The house is empty. There's **nobody** living there.
- We **had nothing** to eat.

**nothing/nobody** etc. = **not + anything/anybody** etc. :

- I said **nothing**. = I **didn't say anything**.
- Jane told **nobody** about her plans. = Jane **didn't tell anybody** about her plans.
- They have **nowhere** to live. = They **don't have anywhere** to live.

With **nothing/nobody** etc., we do *not* use a negative verb (**isn't**, **didn't** etc.):

- I **said** nothing. (*not* I didn't say nothing)

**C After nobody/no-one** you can use **they/them/their** (see also Unit 85E):

- Nobody** is perfect, are **they**? (=is he or she perfect?)
- No-one** did what I asked **them** to do. (=him or her)
- Nobody** in the class did **their** homework. (=his or her homework)

**D Sometimes any/anything/anybody** etc. means 'it doesn't matter which/what/who' (see Unit 85D).

Compare **no-** and **any**:

- There was **no** bus, so we walked home.  
You can take **any** bus. They all go to the centre. (=it doesn't matter which bus)
- 'What do you want to eat?' '**Nothing**. I'm not hungry.'  
I'm so hungry. I could eat **anything**. (=it doesn't matter what)
- It's a difficult job. **Nobody** wants to do it.  
It's a very easy job. **Anybody** can do it. (=it doesn't matter who)

# Exercises

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

- 1 It was a public holiday, so there were ..... **no** ..... shops open.
- 2 I don't have ..... **any** ..... money. Can you lend me some?
- 3 We had to walk home. There were ..... taxis.
- 4 We had to walk home. There weren't ..... taxis.
- 5 'How many eggs do we have?' '..... Shall I get some?'
- 6 There's nowhere to cross the river. There's ..... bridge.
- 7 We took a few pictures, but ..... of them were very good.
- 8 'Did you take lots of pictures?' 'No, I didn't take .....'
- 9 I had to do what I did. I had ..... alternative.
- 10 I don't like ..... of this furniture. It's horrible.
- 11 We cancelled the party because ..... of the people we invited were able to come.
- 12 Everyone knows they are getting married. It's ..... secret.
- 13 The two books are exactly the same. There isn't ..... difference.
- 14 'Do you know where Chris is?' 'I'm sorry. I have ..... idea.'

## 86.2 Answer these questions using **none/nobody/nothing/nowhere**.

- |  |  |
|--|--|
| 1 What did you do at the weekend?<br>2 Who are you waiting for?<br>3 How much bread did you buy?<br>4 Where are you going?<br>5 How many books have you read this year?<br>6 How much does it cost to get into the museum? | <b>Nothing</b> ..... It was very boring.<br>..... I'm just standing here.<br>..... We already have enough.<br>..... I'm staying here.<br>..... I don't read books.<br>..... It's free. |
|--|--|

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

- |   |  |
|---|--|
| 7 (1) I <b>didn't do anything</b> .....<br>8 (2) I'm .....<br>9 (3) I ..... | 10 (4) .....<br>11 (5) .....<br>12 (6) ..... |
|---|--|

## 86.3 Complete these sentences with **no- or any- + -body/-thing/-where**.

- 1 I don't want ..... **anything** ..... to drink. I'm not thirsty.
- 2 The bus was completely empty. There was ..... on it.
- 3 'Where did you go for your holidays?' '..... I didn't go away.'
- 4 'Can you smell gas?' 'No, I can't smell .....'
- 5 Everybody seemed satisfied. ..... complained.
- 6 Let's go away. We can go ..... you like.
- 7 The town is still the same as it was years ago. ..... has changed.
- 8 'What did you buy?' '..... I couldn't find ..... I wanted.'
- 9 There was complete silence in the room. ..... said .....

## 86.4 Which is right?

- 1 She didn't tell nobody / anybody about her plans. (anybody is correct)
- 2 The accident looked bad, but fortunately nobody / anybody was seriously injured.
- 3 I looked out of the window, but I couldn't see no-one / anyone.
- 4 The exam is very easy. Nobody / Anybody can pass it.
- 5 'What's in that box?' 'Nothing / Anything. It's empty.'
- 6 The future is uncertain. Nothing / Anything is possible.
- 7 I don't know nothing / anything about economics.
- 8 I'll try and answer no / any questions you ask me.
- 9 'Who were you talking to just now?' 'No-one / Anyone. I wasn't talking to no-one / anyone'.

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

**A**

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

**much luck**    **much time**    **little energy**    **little money**

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

**many friends**    **many people**    **few cars**    **few children**

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

**a lot of luck**    **lots of time**    **plenty of money**  
**a lot of friends**    **lots of people**    **plenty of ideas**

**plenty** = more than enough:

- There's no need to hurry. We've got **plenty of time**.
- There's **plenty to do** in this town.

**B**

**Much** is unusual in positive sentences (especially in spoken English). Compare:

- We **didn't** spend **much** money. *but* We **spent a lot of** money.
- Do you **see** David **much**? *but* I **see** David **a lot**.

But we use **too much / so much / as much** in positive sentences:

- We **spent too much** money.

We use **many** and **a lot of** in all kinds of sentences:

- Many** people drive too fast.    or    **A lot of** people drive too fast.
- Do you know **many** people?    or    Do you know **a lot of** people?
- There aren't **many** tourists here.    or    There aren't **a lot of** tourists here.

Note that we say **many years / many weeks / many days**:

- We've lived here for **many years**. (*not usually* a lot of years)

**C**

**little** = not much, **few** = not many:

- Gary is very busy with his job. He has **little time** for other things.  
(= not much time, less time than he would like)
- Vicky doesn't like living in London. She has **few friends** there.  
(= not many friends, not as many as she would like)

We often use **very little** and **very few**:

- Gary has **very little time** for other things.
- Vicky has **very few friends** in London.

**D**

**a little** = some, a small amount:

- Let's go and have coffee. We have **a little** time before the train leaves.  
(**a little time** = some time, enough time to have a coffee)
- 'Do you speak English?' '**A little**' (so we can talk a bit)

**a few** = some, a small number:

- I enjoy my life here. I have **a few friends** and we meet quite often.  
(**a few friends** = not many, but enough to have a good time)
- 'When was the last time you saw Clare?' '**A few days** ago.' (= 3 or 4 days ago)

**E**

Compare **little** and **a little, few** and **a few**:

- He spoke **little English**, so it was difficult to communicate with him.
- He spoke **a little English**, so we were able to communicate with him.
- She's lucky. She has **few problems**. (= not many problems)
- Things are not going so well for her. She has **a few problems**. (= some problems)

We say **only a little** (*not* only little) and **only a few** (*not* only few):

- Hurry! We **only** have **a little** time. (=some, but not much time)
- The village was small. There were **only a few** houses. (=some but not many houses)

# Exercises

**87.1** In some of these sentences **much** is incorrect or unnatural. Change **much** to **many** or **a lot (of)** where necessary. Write '**OK**' if the sentence is correct.

- 1 We didn't eat much.
- 2 My mother drinks much tea.
- 3 Be quick. We don't have much time.
- 4 It cost much to repair the car.
- 5 Did it cost much to repair the car?
- 6 You have much luggage. Let me help you.
- 7 There wasn't much traffic this morning.
- 8 I don't know much people in this town.
- 9 Do you eat much fruit?
- 10 Mike likes travelling. He travels much.

**OK**

My mother drinks a lot of tea.

---



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**87.2** Complete the sentences using **plenty of ...** or **plenty to ...**. Choose from:

**hotels    learn    money    room    see    time**

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

**87.3** Put in **much/many/little/few** (one word only).

- 1 She isn't popular. She has few friends.
- 2 Anna is very busy these days. She has ..... free time.
- 3 Did you take ..... pictures at the wedding?
- 4 This is a modern city. There are ..... old buildings.
- 5 The weather has been very dry recently. We've had ..... rain.
- 6 I don't know London well. I haven't been there for ..... years.
- 7 The two cars are similar. There is ..... difference between them.
- 8 I'm not very busy today. I don't have ..... to do.
- 9 It's a wonderful place to live. There are ..... better places to be.

**87.4** Which is right?

- 1 She's lucky. She has few problems / a few problems. (few problems is correct)
- 2 Can you lend me few dollars / a few dollars?
- 3 It was the middle of the night, so there was little traffic / a little traffic.
- 4 They got married few years ago / a few years ago.
- 5 I can't give you a decision yet. I need little time / a little time to think.
- 6 I don't know much Russian – only few words / only a few words.
- 7 It was a surprise that he won the game. Few people / A few people expected him to win.

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

- 1 Gary is very busy with his job. He has ..... time for other things.
- 2 Listen carefully. I'm going to give you ..... advice.
- 3 Do you mind if I ask you ..... questions?
- 4 It's not a very interesting place, so ..... tourists visit.
- 5 I don't think Amy would be a good teacher. She has ..... patience.
- 6 'Would you like milk in your coffee?' 'Yes, ..... , please.'
- 7 This is a boring place to live. There's ..... to do.
- 8 I know Hong Kong quite well. I've been there ..... times.
- 9 There were only ..... people at the meeting.
- 10 'Did you do all this work on your own?' 'No, I had ..... help from my friends.'

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

## A

all    some    any    most    much    many    (a) little    (a) few    no

You can use these words with a noun (**some food / few books** etc.):

- All cars** have wheels.
- Some cars** can go faster than others.
- Many people** drive too fast.
- I go away **most weekends**.
- I feel really tired. I've got **no energy**.

We do not say 'all of cars', 'some of people' etc. (see Section B):

- Some people** learn more easily than others. (*not Some of people*)

## B

all    half    some    any    most    much    many    (a) little    (a) few    none

You can use these words with **of** (**some of / most of** etc.):**some of**  
**most of**  
**none of** etc.+     the ...     my ...  
      this ...     these ...  
      that ...     those ... etc.

So you can say:

some **of the people**, some **of those people** (*but not some of people*)  
 most **of my time**, most **of the time** (*but not most of time*)

- Some of the people I work with** are very strange.
- None of this money** is mine.
- Have you read **any of these books**?
- I was ill yesterday. I spent **most of the day** in bed.

You don't need **of** after **all** or **half**. So you can say:

- All my friends** live near here. *or* All **of** my friends ...
- Half this money** is mine. *or* Half **of** this money ...

Compare:

- All flowers** are beautiful. (= all flowers in general)
- All (of) these flowers** are beautiful. (= a specific group of flowers)
- Most problems** have a solution. (= most problems in general)
- We were able to solve **most of the problems we had**. (= a specific group of problems)

## C

You can use **all of / some of / none of** etc. + **it/us/you/them**:**all of**  
**some of**  
**any of**  
**most of**  
**none of** etc.

+

it  
us  
you  
them

- A: Do you like this music?  
B: **Some of it**. Not **all of it**.
- A: How many of these people do you know?  
B: **None of them**. / **A few of them**.
- Do **any of you** want to come to a party tonight?  
(said to more than 2 people)

We say: **all of us / all of you / half of it / half of them** etc. You need **of** before **it/us/you/them**:

- All of us** were late. (*not all us*)
- I haven't finished the book yet. I've only read **half of it**. (*not half it*)

## D

We also use **some/most** etc. alone, *without* a noun:

- Some cars have four doors and **some** have two.
- A few of the shops were open, but **most** (of them) were closed.
- Half this money is mine, and **half** (of it) is yours. (*not the half*)

# Exercises

## 88.1 Put in **of** where necessary. Leave the space empty if the sentence is already complete.

- 1 All ..... cars have wheels. (*the sentence is already complete*)
- 2 None ..... **of** this money is mine.
- 3 There were problems at the airport and some ..... flights were cancelled.
- 4 Some ..... the films I've seen recently have been very violent.
- 5 Joe never goes to museums. He says that all ..... museums are boring.
- 6 I think some ..... people watch too much TV.
- 7 Do you want any ..... these magazines or can I throw them away?
- 8 Kate has lived in London most ..... her life.
- 9 Joe has lived in Chicago all ..... his life.
- 10 Most ..... days I get up before 7 o'clock.
- 11 I usually have a little ..... sugar in my coffee.
- 12 They won the lottery a few years ago, but they've spent most ..... the money.

## 88.2 Choose from the list and complete the sentences. Use **of** (**some of** / **most of** etc.) where necessary.

accidents	European countries	my dinner	the players
birds	her friends	my spare time	the population
cars	her opinions	the buildings	these books

- 1 I haven't read many ..... **of these books** .....
- 2 All ..... **cars** ..... have wheels.
- 3 I spend much ..... gardening.
- 4 Many ..... are caused by bad driving.
- 5 It's a historic town. Many ..... are over 400 years old.
- 6 When Emily got married, she kept it a secret. She didn't tell any .....
- 7 Not many people live in the north of the country. Most ..... live in the south.
- 8 Not all ..... can fly. For example, the penguin can't fly.
- 9 Our team played badly and lost the game. None ..... played well.
- 10 Emma and I have different ideas. I don't agree with many .....
- 11 Sarah travels a lot in Europe. She has been to most .....
- 12 I had no appetite. I could only eat half .....

## 88.3 Use your own ideas to complete these sentences.

- 1 The building was damaged in the explosion. All ..... **the windows** ..... were broken.
- 2 We argue sometimes, but get on well most of .....
- 3 I went to the cinema by myself. None of ..... wanted to come.
- 4 The test was hard. I could only answer half .....
- 5 Some of ..... you took at the wedding were really good.
- 6 'Did you spend all ..... I gave you?' 'No, there's some left.'

## 88.4 Complete the sentences. Use:

**all of / some of / none of + it/them/us (all of it / some of them etc.)**

- 1 These books are all Sarah's. ..... **None of them** ..... belong to me.
- 2 'How many of these books have you read?' ' ..... Every one.'
- 3 We all got wet in the rain because ..... had an umbrella.
- 4 Some of this money is yours and ..... is mine.
- 5 Many of my friends have travelled a lot, but ..... has ever been to Africa.
- 6 Not all the tourists in the group were Spanish. ..... were French.
- 7 I watched most of the film, but not .....
- 8 He told us his life story, but ..... was true. It was all invented.

# both / both of      neither / neither of

## either / either of

**A**

We use **both/neither/either** for two things.

You can use these words with a noun (**both books, neither book** etc.).

For example, you are going out to eat. There are two possible restaurants. You say:

- Both restaurants** are good. (*not the both restaurants*)
- Neither restaurant** is expensive.
- We can go to **either restaurant**. I don't mind. (= one or the other, it doesn't matter which)
- I haven't been to **either restaurant** before. (= not one or the other)

You can also use **both/neither/either** without a noun:

- 'Which do you prefer, basketball or tennis?' 'It's hard to say. I like **both**.'
- 'Is your friend British or American?' '**Neither**. She's Australian.'
- 'Do you want tea or coffee?' '**Either**. I don't mind.'

**B**

### both of ... / neither of ... / either of ...

We use **both of / neither of / either of + the/these/my/Tom's** ... etc. So we say 'both of **the** restaurants', 'both of **those** restaurants' etc. (*but not both of restaurants*):

- Both of these** restaurants are good.
- Neither of the** restaurants we went to was expensive.
- I haven't been to **either of those** restaurants.

You don't need **of** after **both**. So you can say:

- Both of these** restaurants are good. *or* **Both these** restaurants are good.

We also use **both of / neither of / either of + us/you/them**:

- (*talking to two people*) Can **either of you** speak Russian?
- I asked two people how to get to the station, but **neither of them** knew.

We say 'both **of** before **us/you/them** (you need to use **of**):

- Both of us** were tired. (*not Both us were ...*)

After **neither of** ... a verb can be singular or plural:

- Neither of them **is** at home. *or* Neither of them **are** at home.

**C**

You can say:

- |                            |  |
|----------------------------|--|
| <b>both ... and ...</b>    | <input type="checkbox"/> <b>Both</b> Chris <b>and</b> Paul were late.<br><input type="checkbox"/> I was <b>both</b> tired <b>and</b> hungry when I arrived home.   |
| <b>neither ... nor ...</b> | <input type="checkbox"/> <b>Neither</b> Chris <b>nor</b> Paul came to the party.<br><input type="checkbox"/> There was an accident outside our house, but we <b>neither</b> saw <b>nor</b> heard anything. |
| <b>either ... or ...</b>   | <input type="checkbox"/> I'm not sure where Maria's from. She's <b>either</b> Spanish <b>or</b> Italian.<br><input type="checkbox"/> <b>Either</b> you apologise, <b>or</b> I'll never speak to you again. |

**D**

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

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

# Exercises

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

- 1 ‘Do you want tea or coffee?’ ‘Either.... I really don’t mind.’
- 2 ‘What day is it today – the 18th or the 19th?’ ‘..... It’s the 20th.’
- 3 A: Where did you go on your trip – Korea or Japan?  
B: We went to ..... A week in Korea and a week in Japan.
- 4 ‘Shall we sit in the corner or by the window?’ ‘..... I don’t mind.’
- 5 ‘Where’s Lisa? Is she at work or at home?’ ‘..... She’s away on holiday.’
- 6 ‘Is it true that Kate speaks Spanish and Arabic?’ ‘Yes, she speaks ..... fluently.’

## 89.2 Complete the sentences with **both/neither/either**. Use of where necessary.

- 1 Both my parents are from Egypt.
- 2 To get to the town centre, you can walk along the river or you can go along the road.  
You can go ..... way.
- 3 I went to Carl’s house twice, but ..... times he wasn’t at home.
- 4 ..... Tom’s parents is English. His father is Polish and his mother is Italian.
- 5 I saw an accident this morning. One car drove into the back of another. Fortunately ..... driver was injured, but ..... cars were badly damaged.
- 6 I have two sisters and a brother. My brother is working, but ..... my sisters are still at school.

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

- 1 I asked two people how to get to the station, but neither of them knew.
- 2 I was invited to two parties last week, but I couldn’t go to .....
- 3 There were two windows in the room. It was very warm, so I opened .....
- 4 Sam and I often play tennis, but we’re not very good. ..... can play well.
- 5 I tried two bookshops for the book I wanted to buy, but ..... had it.

## 89.4 Write sentences with **both ... and ... / neither ... nor ... / either ... or ....**

- 1 Chris was late. So was Pat. Both Chris and Pat were late.
- 2 He didn’t say hello, and he didn’t smile. He neither said hello nor smiled.
- 3 It was a boring movie. It was long too.  
The movie .....
- 4 Joe doesn’t have a car. Sam doesn’t have one either.  
.....
- 5 Emily speaks German and she speaks Russian too.  
.....
- 6 Ben doesn’t watch TV and he doesn’t read newspapers.  
Ben .....
- 7 Is that man’s name Richard? Or is it Robert? It’s one of the two.  
That man’s name .....
- 8 I don’t have time to go on holiday. And I don’t have the money.  
I have .....
- 9 We can leave today or we can leave tomorrow – whichever you prefer.  
We .....

## 89.5 Complete the sentences with **neither/either/none/any**.

- 1 We tried a lot of hotels, but none of them had a room.
- 2 Sam has two sisters, but I haven’t met ..... of them.
- 3 Emily has four brothers, but I haven’t met ..... of them.
- 4 There were a few shops in the street, but ..... of them was open.
- 5 Spain, Italy, Greece, Turkey – have you been to ..... of these countries?
- 6 I could meet you next Monday or Thursday. Would ..... of those days suit you?
- 7 Mark and I couldn’t get into the house because ..... of us had a key.

# all every whole

## A everybody/everyone/everything and all

We say:

- Everybody** was happy. or **Everyone** was happy. (*not all were happy*)
- He thinks he knows **everything**. (*not knows all*)
- Our holiday was a disaster. **Everything** went wrong. (*not all went wrong*)

We do not often use **all alone** in this way. We do not say ‘all were happy’, ‘he knows all’ etc.

We use **all** in the following ways:

- all + noun (all cars, all my money etc.)**
- all of + us/you/them**
- we/you/they ... all ...** (see also Unit 110D)
- all about ...**
- all ... = the only thing(s)**

- All my friends** were happy.
- All of us** were happy.
- We** were **all** happy.
- He knows **all about computers**.
- All I've eaten today** is a banana.  
(=the only thing I've eaten today)

## B whole and all

**Whole** = complete, entire. We use **whole** mostly with *singular nouns*:

- Did you read **the whole book**? (=all the book, not just a part of it)
- Emily has lived **her whole life** in the same town.
- I was so hungry, I ate **a whole packet** of biscuits. (=a complete packet)

We do not normally use **whole** with *uncountable nouns* (**water, food, money** etc.).

We say:

- Did you spend **all the money** I gave you? (*not the whole money*)
- I read **all the information** carefully. (*not the whole information*)

We use **the/my/a** etc. before **whole**. Compare **whole** and **all**:

- I read **the whole book**. *but* I read **all the information**.

## C every day / all day / the whole day

We use **every** to say how often something happens (**every day / every ten minutes** etc.):

- When we were on holiday, we went to the beach **every day**. (*not all days*)
- The bus service is excellent. There's a bus **every ten minutes**.
- We don't see each other very often – about **every six months**.

**All day** or **the whole day** = the complete day from beginning to end:

- We spent **all day** on the beach. or We spent **the whole day** ...
- Dan was very quiet. He didn't say a word **all evening**. or ... **the whole evening**.

Note that we say **all day** (*not all the day*), **all week** (*not all the week*) etc.

Compare **all the time** and **every time**:

- They never go out. They are at home **all the time**. (=always, continuously)
- Every time** I see you, you look different. (=each time, on every occasion)

## D Every/everybody/everyone/everything

are *singular words*, so we use a *singular verb*:

- Every seat** in the theatre **was** taken.
- Everybody has** arrived. (*not have arrived*)

But we use **they/them/their** after **everybody/everyone**:

- Everybody said they enjoyed themselves**. (=everybody enjoyed himself or herself)

# Exercises

## 90.1 Complete these sentences with **all**, **everything** or **everybody/everyone**.

- 1 It was a good party. Everybody had a great time.
- 2 All I've eaten today is a banana.
- 3 ..... has their faults. Nobody is perfect.
- 4 Nothing has changed. ..... is the same as it was.
- 5 Kate told me ..... about her new job. It sounds interesting.
- 6 Can ..... write their names on a piece of paper, please?
- 7 Why are you always thinking about money? Money isn't .....
- 8 I'm really exhausted. ..... I want to do is sleep.
- 9 When the fire alarm rang, ..... left the building immediately.
- 10 Amy didn't say where she was going. ..... she said was that she was going away.
- 11 We have completely different opinions. I disagree with ..... she says.
- 12 We all did well in the exam. ..... in our class passed.
- 13 We all did well in the exam. ..... of us passed.
- 14 Why are you so lazy? Why do you expect me to do ..... for you?

## 90.2 Write sentences with **whole**.

- 1 I read the book from beginning to end. I read the whole book.
- 2 Everyone in the team played well.  
The .....
- 3 Paul opened a box of chocolates. He started eating. When he finished, there were no chocolates left in the box. He ate .....
- 4 The police came to the house. They were looking for something. They searched everywhere, every room. They .....
- 5 Everyone in Ed and Jane's family plays tennis. Ed and Jane play, and so do all their children.  
The .....
- 6 Sarah worked from early in the morning until late in the evening.  
.....
- 7 Jack and Lisa had a week's holiday by the sea. It rained from the beginning of the week to the end of the week. It .....

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

- 8 (6) Sarah .....
- 9 (7) .....

## 90.3 Complete these sentences using **every** with the following:

<b>five minutes</b>	<b>ten minutes</b>	<b>four hours</b>	<b>six months</b>	<b>four years</b>
---------------------	--------------------	-------------------	-------------------	-------------------

- 1 The bus service is very good. There's a bus ..... every ten minutes .....
- 2 Tom is ill. He has some medicine. He has to take it .....
- 3 The Olympic Games take place .....
- 4 We live near a busy airport. A plane flies over our house .....
- 5 Martin goes to the dentist for a check-up .....

## 90.4 Which is right?

- 1 Did you spend the whole money / all the money I gave you? (all the money is correct)
- 2 Eve works every day / all days except Sunday.
- 3 I'm tired. I've been working hard all the day / all day.
- 4 It was a terrible fire. Whole building / The whole building was destroyed.
- 5 It's a very sad song. Every time / All the time I hear it, it makes me cry.
- 6 I don't like the weather here. It rains every time / all the time.
- 7 When I was on holiday, all my luggage / my whole luggage was stolen.

# each and every

**A**

**Each** and **every** are similar. Often it is possible to use **each** or **every**:

- Each** time I see you, you look different. or **Every** time I see you ...

But **each** and **every** are not exactly the same.

We use **each** when we think of things separately, one by one.

- Study **each sentence** carefully.  
(= study the sentences one by one)

**each** = 

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

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

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

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

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

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

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

- Every window** in the house was open.  
(= all the windows in the house)

**every** = 

**Every** is more usual for a large number:

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

**B**

Compare the structures we use with **each** and **every**.

We use **each** with or without a noun:

- None of the rooms are the same.  
**Each room** is different. or  
**Each** is different.

Or you can use **each one**:

- Each one** is different.

We say **each of (the/these/them) ... etc.**:

- Each of the** books was a different colour. (not **each of books**)
- Each of them** was a different colour.
- Read **each of these** sentences carefully.

We use **every** with a noun:

- She's read **every book** in the library.

We don't use **every** alone, but you can say **every one**:

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

We say **every one of ... (but not every of):**

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

**C**

We also use **each** in the middle of a sentence. For example:

- The students were **each** given a book. (= Each student was given a book.)

We say **a dollar each, ten pounds each** etc.:

- These oranges are **40 pence each.** (**each** = for one orange)

**D**

**everyone** and **every one**

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

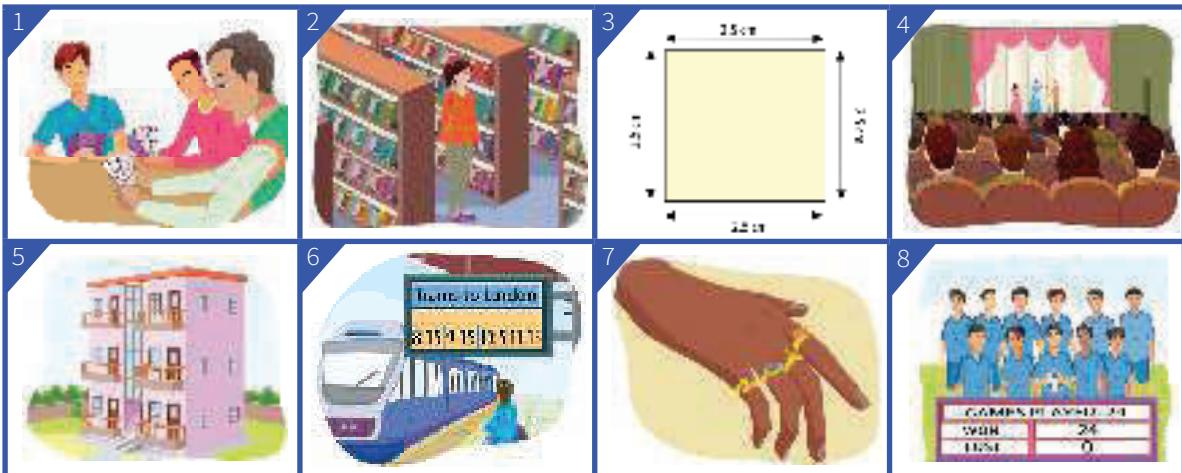
- Everyone** enjoyed the party. (= **Everybody** ...)

**Every one** (two words) is for things or people:

- Sarah is invited to lots of parties and she goes to **every one**. (= to **every party**)

# Exercises

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



- 1 **Each** player has three cards.
- 2 Kate has read **every** book in the library.
- 3 ..... side of a square is the same length.
- 4 ..... seat in the theatre was taken.
- 5 There are six apartments in the building. ..... one has a balcony.
- 6 There's a train to London ..... hour.
- 7 She was wearing four rings – one on ..... finger.
- 8 Our football team is playing well. We've won ..... game this season.

## 91.2 Put in **each**, **each of** or **every**.

- 1 There were four books on the table. **Each** book was a different colour.
- 2 The Olympic Games are held **every** four years.
- 3 ..... parent worries about their children.
- 4 In a game of tennis there are two or four players. ..... player has a racket.
- 5 Nicola plays volleyball ..... Thursday evening.
- 6 I understood most of what they said but not ..... word.
- 7 The book is divided into five parts and ..... these has three sections.
- 8 I get paid ..... four weeks.
- 9 I called the office two or three times, but ..... time it was closed.
- 10 Car seat belts save lives. ..... driver should wear one.
- 11 A friend of mine has three children. I always give ..... them a present at Christmas.
- 12 (from an exam) Answer all five questions. Write your answer to ..... question on a separate sheet of paper.

## 91.3 Complete the sentences using **each**.

- 1 The price of one of those oranges is 40 pence. **Those oranges are 40 pence each**
- 2 I had ten pounds and so did Sonia. Sonia and I .....
- 3 One of those postcards costs a pound. Those .....
- 4 The hotel was expensive. I paid 200 dollars and so did you. We .....

## 91.4 Put in **everyone** (1 word) or **every one** (2 words).

- 1 Sarah is invited to a lot of parties and she goes to ..... **every one** .....
- 2 I remember school very clearly. I remember ..... in my class.
- 3 I asked her lots of questions and she answered ..... correctly.
- 4 Amy is very popular. ..... likes her.
- 5 I dropped a tray of glasses. Unfortunately ..... broke.

# Relative clauses 1: clauses with **who/that/which**

**A**

Study this example situation:

Last week we had a party and a lot of people came. Everybody enjoyed it.

Everybody **who came to the party** enjoyed it.  
relative clause

A *clause* is a part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:

the woman **who lives next door to me**

('who lives next door to me' tells us which woman)

people **who complain all the time**

('who complain all the time' tells us what kind of people)

We use **who** in a relative clause for people (not things):

- The woman who** lives next door to me is a doctor.
- I don't like **people who** complain all the time.
- An architect is **someone who** designs buildings.
- What was the name of **the person who** called?
- Do you know **anyone who** wants to buy a car?

We also use **that** for people, but not **which**:

- The woman **that lives next door to me** is a doctor. (*not the woman which*)

Sometimes you must use **who** (*not that*) for people – see Unit 95.

**B**

When we are talking about things, we use **that** or **which** (*not who*) in a relative clause:

- I don't like **stories that** have unhappy endings.  
 or ... **stories which** have unhappy endings.
- Grace works for **a company that** makes furniture.  
 or ... **a company which** makes furniture.
- The machine that** broke down is working again now.  
 or **The machine which** broke down ...

In these examples **that** is more usual than **which**, but sometimes you must use **which**. See Unit 95.

**C**

In relative clauses we use **who/that/which**, not **he/she/they/it**.

Compare:

- I met a Canadian woman at the party. **She** is an English teacher. (2 sentences)  
 I met **a Canadian woman who** is an English teacher. (1 sentence)
- I can't find the keys. **They** were on the table.  
 Where are **the keys that** were on the table? (*not the keys they were*)

**D**

**What** = the thing(s) that

Compare **what** and **that**:

- What happened** was my fault. (= the thing that happened)  
 but
- Everything **that happened** was my fault.  
 (*not Everything what happened*)
- The machine **that broke down** is now working again.  
 (*not The machine what broke down*)

# Exercises

## 92.1 What do these words mean? Choose from the box and write sentences with **who**.

steals from a shop	buys something from a shop
designs buildings	pays rent to live somewhere
doesn't tell the truth	breaks into a house to steal things
is not brave	expects the worst to happen

- 1 (an architect) *An architect is someone who designs buildings.*
- 2 (a customer) .....
- 3 (a burglar) .....
- 4 (a coward) .....
- 5 (a tenant) .....
- 6 (a shoplifter) .....
- 7 (a liar) .....
- 8 (a pessimist) .....

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

- 1 A girl was injured in the accident. She is now in hospital.

*The girl who was injured in the accident is now in hospital.*

- 2 A waiter served us. He was impolite and impatient.

*The waiter who served us was impolite and impatient.*

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

*The building which was destroyed in the fire has now been rebuilt.*

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

*The people who were arrested have now been released.*

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

*The bus which goes to the airport runs every half hour.*

## 92.3 Complete the sentences. Choose from the box and use **who/that/which**.

happened in the past	-makes furniture-
runs away from home	can support life
cannot be explained	has stayed there
developed the theory of relativity	were hanging on the wall

- 1 Helen works for a company *that makes furniture* .....

- 2 The movie is about a girl .....

- 3 What happened to the pictures .....

?

- 4 A mystery is something .....

- 5 I've heard it's a good hotel, but I don't know anyone .....

- 6 History is the study of things .....

- 7 Albert Einstein was the scientist .....

- 8 It seems that Earth is the only planet .....

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

- 1 I don't like stories who have unhappy endings.
- 2 What was the name of the person who phoned?
- 3 Where's the nearest shop who sells bread?
- 4 Dan said some things about me they were not true.
- 5 The driver which caused the accident was fined £500.
- 6 Do you know the person that took these pictures?
- 7 We live in a world what is changing all the time.
- 8 Gary apologised for what he said.
- 9 What was the name of the horse what won the race?

*stories that have* .....

*OK* .....

.....

.....

.....

.....

.....

.....

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

**A**

Look at these example sentences from Unit 92:

- The woman who lives** next door to me is a doctor. (or The woman **that** lives ...)  
 The woman lives next door to me      **who** (= the woman) is the *subject*
- Where are **the keys that were** on the table? (or ... the keys **which** were ...)  
 The keys were on the table      **that** (= the keys) is the *subject*

You must use **who/that/which** when it is the *subject* of the relative clause. You cannot leave out **who/that/which** in these examples.

**B**

Sometimes **who/that/which** is the *object* of the verb. For example:

- The woman who I wanted to see** was away on holiday.  
 I wanted to see **the woman**      **who** (= the woman) is the *object*  
**I** is the *subject*
- Did you find **the keys that you lost**?  
 you lost **the keys**      **that** (= the keys) is the *object*  
**you** is the *subject*

When **who/that/which** is the object, you can leave it out. So you can say:

- The woman I wanted to see** was away. or The woman **who** I wanted to see ...
- Did you find **the keys you lost**? or ... the keys **that** you lost?
- The dress Lisa bought** doesn't fit her very well. or The dress **that** Lisa bought ...
- Is there **anything I can do**? or ... anything **that** I can do?

Note that we say:

**the keys you lost** (not the keys you lost them)  
**the dress Lisa bought** (not the dress Lisa bought it)

**C**

Note the position of prepositions (**to/in/for** etc.) in relative clauses:

- Tom is **talking to** a woman. Do you know her? (2 sentences)
  - Do you know the woman Tom is **talking to**? (or ... the woman **who/that** Tom is talking to)
- I **slept in** a bed. It wasn't comfortable. (2 sentences)
  - The bed I **slept in** wasn't comfortable. (or The bed **that/which** I slept in ...)

- Are these **the books you were looking for**? or  
 Are these the books **that/which** you were ...
- The man I was sitting next to on the plane** talked all the time. or  
 The man **who/that** I was sitting next to ...

Note that we say:

**the books you were looking for** (not the books you were looking for them)  
**the man I was sitting next to** (not the man I was sitting next to him)

**D**

We say:

- Everything (that) they said** was true. (not Everything what they said)
- I gave her **all the money (that) I had**. (not all the money what I had)

**What** = the thing(s) that:

- What they said** was true. (= The things that they said)

# Exercises

## 93.1 In some of these sentences you need **who** or **that**. Correct the sentences where necessary.

- 1 The woman lives next door is a doctor.
- 2 Did you find the keys you lost?
- 3 The people we met last night were very friendly.
- 4 The people work in the office are very friendly.
- 5 I like the people I work with.
- 6 What have you done with the money I gave you?
- 7 What happened to the money was on the table?
- 8 What's the worst film you've ever seen?
- 9 What's the best thing it has ever happened to you?

The woman who lives next door .....  
OK .....

.....

.....

.....

.....

.....

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

- 1 Your friend lost some keys. You want to know if he found them. You say:  
Did you find the keys you lost ..... ?
- 2 A friend is wearing a dress. You like it. You tell her:  
I like the dress .....
- 3 A friend is going to the cinema. You want to know the name of the film. You say:  
What's the name of the film ..... ?
- 4 You wanted to visit a museum, but it was shut. You tell a friend:  
The museum ..... was shut.
- 5 You invited people to your party. Some of them couldn't come. You tell someone:  
Some of the people ..... couldn't come.
- 6 Your friend had to do some work. You want to know if she has finished. You say:  
Have you finished the work ..... ?
- 7 You rented a car. It broke down after a few miles. You tell a friend:  
Unfortunately the car ..... broke down after a few miles.

## 93.3 These sentences all have a relative clause with a preposition. Put the words in the correct order.

- 1 Did you find (looking / for / you / the books / were)?  
Did you find the books you were looking for ..... ?
- 2 We couldn't go to (we / invited / to / were / the wedding).  
We couldn't go to .....
- 3 What's the name of (the hotel / about / me / told / you)?  
What's the name of ..... ?
- 4 Unfortunately I didn't get (applied / I / the job / for).  
Unfortunately I didn't get .....
- 5 Did you enjoy (you / the concert / to / went)?  
Did you enjoy ..... ?
- 6 Gary is a good person to know. He's (on / rely / can / somebody / you).  
Gary is a good person to know. He's .....
- 7 Who were (the people / with / were / you) in the restaurant yesterday?  
Who were ..... in the restaurant yesterday?

## 93.4 Put in **that** or **what** where necessary. If the sentence is already complete, leave the space empty.

- 1 I gave her all the money ..... I had. (all the money **that** I had is also correct)
- 2 Did you hear ..... **what** they said?
- 3 She gives her children everything ..... they want.
- 4 Tell me ..... you want and I'll try to get it for you.
- 5 Why do you blame me for everything ..... goes wrong?
- 6 I won't be able to do much, but I'll do ..... I can.
- 7 I won't be able to do much, but I'll do the best ..... I can.
- 8 I don't agree with ..... you said.
- 9 I don't trust him. I don't believe anything ..... he says.

# Relative clauses 3: whose/whom/where

## A whose

Study this example situation:

When we were driving home, we saw some people standing by the road. Their car had broken down, so we stopped to help them.

We helped some people **whose** car had broken down.  
(= **their** car had broken down)



We use **whose** mostly for people:

- A widow is a woman **whose husband is dead**.  
(**her** husband is dead)
- I met someone **whose brother I went to school with**.  
(I went to school with **his/her** brother)

Compare **who** and **whose**:

- I met a man **who** knows you. (**he** knows you)
- I met a man **whose sister** knows you. (**his sister** knows you)

Do not confuse **whose** and **who's**. The pronunciation is the same, but **who's** = who **is** or who **has**:

- I have a friend **who's learning** Arabic. (**who's** = who **is**)
- I have a friend **who's just started** learning Arabic. (**who's** = who **has**)
- I have a friend **whose** sister is learning Arabic.

## B whom

**Whom** is possible instead of **who** when it is the *object* of the verb (see Unit 93B):

- George is a person **whom I admire** very much. (I admire **him**)

You can also use a preposition + **whom** (**to whom** / **from whom** / **with whom** etc.):

- It's important to have friends **with whom** you can relax. (you can relax **with them**)

**Whom** is a formal word and we do not often use it in spoken English. We usually prefer to say:

- a person I admire** a lot or a person **who/that** I admire a lot
- friends you can relax with** or friends **who/that** you can relax with

## C where

We use **where** in a relative clause to talk about a place:

- I recently went back to **the town where** I grew up. (I grew up **there**)
- The restaurant where** we had lunch was near the airport.
- I would like to live in **a place where** there is plenty of sunshine.

## D the day, the time, the reason ...

We say '**the day** we got married', '**the year** I was born', '**the last** time they met' etc.:

- I can't meet you on Friday. That's **the day I'm going away**.
- The last time I saw her**, she looked great.

You can also use **that**:

- The last time **that** I saw her, she looked great.

We say '**the reason** I'm calling you', '**the reason** she didn't get the job' etc.

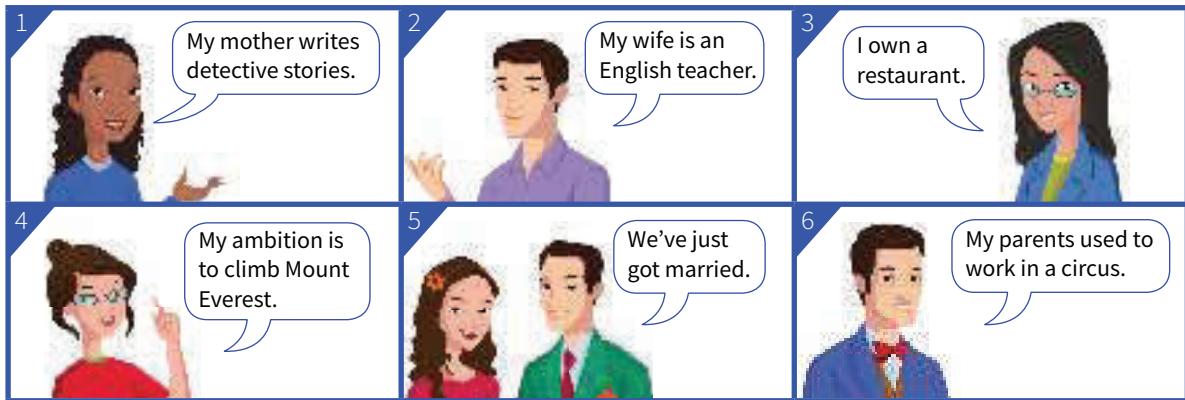
- The reason I'm calling you** is to ask your advice.

You can also use **that**:

- The reason **that** I'm calling you ... or The reason **why** I'm calling you ...

# Exercises

## 94.1 You met these people at a party:



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

- I met somebody ..... **whose mother writes detective stories**
- I met a man .....
- I met a woman .....
- I met somebody .....
- I met a couple .....
- I met somebody .....

## 94.2 For each situation write a sentence with **whom** (more formal) and without **whom** (less formal).

- You met a friend. You hadn't seen him for years.  
 more formal I met a friend ..... **whom I hadn't seen for years**  
 less formal I met a friend ..... **I hadn't seen for years**
- You needed a lawyer. A friend of yours recommended one.  
 more formal I went to see a lawyer .....
- You called your bank with a problem. You spoke to somebody, but he wasn't very helpful.  
 more formal The person ..... wasn't very helpful.  
 less formal The person .....
- Tom was in love with a woman, but she wasn't in love with Tom.  
 more formal The woman ..... wasn't in love with him.  
 less formal The woman ..... wasn't in love with him.

## 94.3 Complete the sentences using **who/whom/whose/where**.

- We helped some people ..... **whose** car had broken down.
- A cemetery is a place ..... people are buried.
- A pacifist is a person ..... believes that all wars are wrong.
- An orphan is a child ..... parents are dead.
- What's the name of the hotel ..... your parents are staying?
- This school is only for children ..... first language is not English.
- The person from ..... I bought my car is a friend of my father's.
- I live in a friendly village ..... everybody knows everybody else.

## 94.4 Use your own ideas to complete these sentences.

- I can't meet you on Friday. That's the day ..... **I'm going away** ..... was that the salary was too low.
- The reason ..... was that the salary was too low.
- I'll never forget the time .....
- ..... was the year .....
- The reason ..... is that neither of them can drive.
- The last time I ..... was .....
- Do you remember the day ..... ?

# Relative clauses 4: extra information clauses (1)

**A**

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

**Type 1**

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

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

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

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

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

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

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

**Type 2**

- My brother Ben, who lives in Hong Kong, is an architect.
- Anna told me about her new job, which she's enjoying a lot.
- We stayed at the Park Hotel, which a friend of ours recommended.

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

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

We use commas (,) with these clauses:

- My brother Ben, who lives in Hong Kong, is an architect.

**B**

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

**Type 1**

You can use **that**:

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

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

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

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

**Type 2**

You cannot use **that**:

- John, **who** speaks French and Italian, works as a tour guide. (*not that speaks*)
- Anna told me about her new job, **which** she's enjoying a lot.

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

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

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

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

**C**

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

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

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

# Exercises

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

- 1 Catherine is very friendly. (She lives next door to us.)  
Catherine, who lives next door to us, is very friendly.
- 2 We stayed at the Park Hotel. (A friend of ours recommended this hotel.)  
We stayed at the Park Hotel, which a friend of ours recommended.
- 3 We drove to the airport. (The airport was not far from the city.)  
We drove to the airport,
- 4 Kate's husband is an airline pilot. (I have never met Kate's husband.)  
Kate's ..... pilot.
- 5 Lisa is away from home a lot. (Lisa's job involves a lot of travelling.)  
Lisa .....
- 6 Paul and Emily have a daughter, Alice. (Alice has just started school.)  
Paul and Emily have .....
- 7 The new stadium will hold 90,000 spectators. (The stadium will be finished next month.)  
.....
- 8 My brother lives in Alaska. (Alaska is the largest state in the US.)  
.....
- 9 Our teacher was very kind. (I have forgotten her name.)  
.....
- 10 We enjoyed our visit to the museum. (We saw a lot of interesting things in the museum.)  
.....

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

- 1 My brother is an architect. (He lives in Hong Kong.)  
My ..... brother, who lives in Hong Kong, is an architect.
- 2 The strike at the factory has now ended. (The strike began ten days ago.)  
The strike at the factory .....
- 3 I was looking for a book this morning. (I've found it now.)  
I've found .....
- 4 I've had my car for 15 years. (This car has never broken down.)  
My car .....
- 5 A lot of people applied for the job. (Few of them had the necessary qualifications.)  
Few of .....
- 6 Amy showed me a picture of her son. (Her son is a police officer.)  
Amy showed me .....

**95.3** Are these sentences OK? Correct them (and put in commas) where necessary. If the sentence is correct, write 'OK'.

- 1 Anna told me about her new job that she's enjoying very much.  
Anna told me about her new job, which she's enjoying very much.
- 2 My office that is on the second floor is very small.  
.....
- 3 The office that I'm using at the moment is very small.  
.....
- 4 Sarah's father that used to be in the army now works for a TV company.  
.....
- 5 The doctor that examined me couldn't find anything wrong.  
.....
- 6 The sun that is one of millions of stars in the universe provides us with heat and light.  
.....

# Relative clauses 5: extra information clauses (2)

## A preposition + whom/which

You can use a preposition + **whom** (for people) and **which** (for things).

So you can say:

<b>to whom</b>	<b>with whom</b>	<b>about whom</b>	<i>etc.</i>
<b>of which</b>	<b>without which</b>	<b>from which</b>	<i>etc.</i>

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

In spoken English we often keep the preposition after the verb in the relative clause:

- Katherine told me she works for a company called ‘Latoma’, **which** I’d never **heard of** before.

We do not use **whom** when the preposition is in this position:

- Mr Lee, **who I spoke to** at the meeting, is interested in our proposal.  
(not Mr Lee, whom I spoke to ...)

For prepositions in relative clauses, see also Unit 93C.

## B all of / most of etc. + whom/which

You can say:

- Helen has three brothers, **all of whom** are married.
- They asked me a lot of questions, **most of which** I couldn’t answer.

In the same way you can say:

<b>many of whom</b>	<b>some of whom</b>	<b>neither of whom</b>	<i>etc.</i>	(for people)
<b>none of which</b>	<b>both of which</b>	<b>one of which</b>	<i>etc.</i>	(for things)

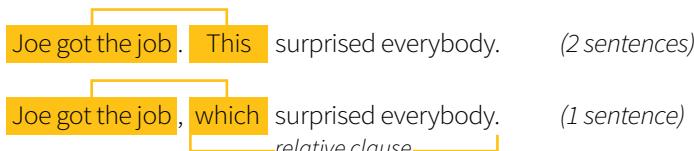
- Martin tried on three jackets, **none of which** fitted him.
- Two men, **neither of whom** I had seen before, came into the office.
- They have three cars, **two of which** they rarely use.
- Sue has a lot of friends, **many of whom** she was at school with.

You can also say:

- |                           |                          |             |
|---------------------------|--------------------------|-------------|
| <b>the cause of which</b> | <b>the name of which</b> | <i>etc.</i> |
|---------------------------|--------------------------|-------------|
- The house was damaged in a fire, **the cause of which** was never established.
  - We stayed at a beautiful hotel, **the name of which** I don’t remember now.

## C which (not what)

Study this example:



In this example, **which** = ‘the fact that Joe got the job’. We use **which** (not what) in sentences like these:

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

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

# Exercises

**96.1** Complete the sentences. Use a preposition + whom or which. Choose a preposition from:

after    for    in    of    of    to    with    without

- 1 Fortunately we had a good map, ..... **without which** we would have got lost.
- 2 The accident, ..... two people were injured, happened late last night.
- 3 I share an office with my boss, ..... I get on really well.
- 4 The wedding, ..... only family members were invited, was a lovely occasion.
- 5 Ben showed me his new car, ..... he's very proud.
- 6 Sarah showed us a picture of her son, ..... she's very proud.
- 7 Laura bought a very nice leather bag, ..... she paid twenty pounds.
- 8 We had lunch, ..... we went for a long walk.

**96.2** Use the information in the first sentence to complete the second one. Use all of / most of etc.

- 1 All of Helen's brothers are married.  
Helen has three brothers, ..... **all of whom are married**.
- 2 Most of the information we were given was useless.  
We were given a lot of information, .....
- 3 None of the ten people who applied for the job was suitable.  
Ten people applied for the job, .....
- 4 My neighbours have two cars. They never use one of them.  
My neighbours have two cars, .....
- 5 James won a lot of money. He gave half of it to his parents.  
James won £100,000, .....
- 6 Both of Julia's sisters are lawyers.  
Julia has two sisters, .....
- 7 Jane replied to neither of the emails I sent her.  
I sent Jane two emails, .....
- 8 I went to a party – I knew only a few of the people there.  
There were a lot of people at the party, .....

**Now use the ... of which ....**

- 9 You stayed in a hotel when you were on holiday but you don't remember the name.  
We stayed at a very nice hotel, ..... **the name of which I don't remember**.
- 10 We drove along the road. The sides of the road were lined with trees.  
We drove along the road, the .....
- 11 The aim of the company's new business plan is to save money.  
The company has a new business plan, .....

**96.3** Complete the sentences. Choose from the box and use which.

This is good news.  
**This was a shame.**  
She apologised for this  
This was very kind of her.

This makes it hard to contact her.  
This means we can't go away tomorrow.  
This makes it difficult to sleep sometimes.  
This meant I had to wait two hours at the airport.

- 1 Laura couldn't come to the party, ..... **which was a shame.**
- 2 The street I live in is noisy at night, .....
- 3 Kate let me stay at her house, .....
- 4 Jane doesn't have a phone, .....
- 5 Alex passed his exams, .....
- 6 My flight was delayed, .....
- 7 Our car has broken down, .....
- 8 Amy was twenty minutes late, .....

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

**A**

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

Who is the woman **talking to Tom?**  
**-ing clause**

the woman  
talking to Tom



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

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

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

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

**B**

Some clauses begin with **-ed** (**injured**, **painted** etc.). For example:

The boy **injured in the accident** was taken to hospital.  
**-ed clause**

the boy injured  
in the accident



**-ed** clauses have a *passive* meaning:

- The boy **injured in the accident** was taken to hospital.  
 (he **was injured** in the accident)
- George showed me some pictures **painted by his father.**  
 (they **were painted** by his father)
- The gun **used in the robbery** has been found.  
 (the gun **was used** in the robbery)

**Injured/painted/used** are *past participles*. Most past participles end in **-ed**, but many are irregular (**stolen/made/built** etc.):

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

**C**

You can use **there is / there was** (etc.) + **-ing** and **-ed** clauses:

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

We use **left** in this way, with the meaning 'not used, still there':

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



see/hear somebody **doing** something → **Unit 67**    -**ing** clauses → **Unit 68**    **there (is)** → **Unit 84**  
 Irregular past participles (**made/stolen** etc.) → **Appendix 1**

# Exercises

## 97.1 Make one sentence from two. Complete the sentence using an -ing clause.

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

I was woken up by ..... **a bell ringing**.....

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

The .....

broke down.

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

At the end of the street there's .....

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

..... has just opened in the town.

5 A man was sitting next to me on the plane. He was asleep most of the time.

The ..... was asleep most of the time.

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

The company sent me a .....

## 97.2 Complete the sentence with an -ed clause. Choose from:

**damaged in the storm**  
**involved in the project**

**made at the meeting**  
**stolen from the museum**

**injured in the accident**  
**surrounded by trees**

1 The boy ..... **injured in the accident** ..... was taken to hospital.

2 The paintings ..... haven't been found yet.

3 We've repaired the gate .....

4 Most of the suggestions ..... were not practical.

5 Our friends live in a beautiful house .....

6 Everybody ..... worked very well.

## 97.3 Complete the sentences. Use the following verbs in the correct form:

**blow call cause invite live offer paint read ring sit study work**

1 I was woken up by a bell ..... **ringing** .....

2 George showed me some pictures ..... **painted** ..... by his father.

3 Some of the people ..... to the party can't come.

4 Somebody ..... Jack phoned while you were out.

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

6 A few days after the interview, I received an email ..... me the job.

7 The building was badly damaged in a fire ..... by an electrical fault.

8 Did you see the picture of the trees ..... down in the storm?

9 The waiting room was empty except for an old man ..... in the corner ..... a magazine.

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

## 97.4 Use the words in brackets to make sentences with **There is / There was** etc.

1 That house is empty. (nobody / live / in it) ..... **There's nobody living in it.**.....

2 The accident wasn't serious. (nobody / injure) ..... **There was nobody injured.**.....

3 I can hear footsteps. (somebody / come) There .....

4 I've spent all the money I had. (nothing / leave) There .....

5 The train was full. (a lot of people / travel)

6 We were the only guests at the hotel. (nobody else / stay there)

7 The piece of paper was blank. (nothing / write / on it)

8 The college offers English courses in the evening. (a course / begin / next Monday)

# Adjectives ending in -ing and -ed (boring/bored etc.)

**A**

Many adjectives end in **-ing** and **-ed**, for example: **boring** and **bored**.  
Study this example situation:



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy her job any more and would like to do something different.

Jane's job is **boring**.

Jane is **bored** with her job.

Somebody is **bored** or gets **bored** if something (or somebody else) is **boring**. If something is **boring**, you get **bored** with it.

So:

- Jane is **bored** because her job is **boring**.
- Jane's job is **boring**, so Jane is **bored**. (*not Jane is boring*)

If a person is **boring**, this means that they make other people **bored**:

- Paul always talks about the same things. He's really **boring**.

**B**

Compare adjectives ending in **-ing** and **-ed**:

- My job is **boring**  
**interesting**  
**tiring**  
**satisfying**  
**depressing** (etc.)

In these examples, the **-ing** adjective tells you about the job

- I'm **bored** with my job.
- I'm not **interested** in my job any more.
- I get very **tired** doing my job.
- I'm not **satisfied** with my job.
- My job makes me **depressed**. (etc.)

In these examples, the **-ed** adjective tells you how somebody feels (about the job).

Compare these examples:

**interesting**

- Julia thinks politics is **interesting**.
- Did you meet anyone **interesting** at the party?

**surprising**

- It was **surprising** that he passed the exam.

**disappointing**

- The movie was **disappointing**. We expected it to be better.

**shocking**

- The news was **shocking**.

**interested**

- Julia is **interested** in politics. (*not interesting in politics*)
- Are you **interested** in buying a car? I'm trying to sell mine.

**surprised**

- Everybody was **surprised** that he passed the exam.

**disappointed**

- We were **disappointed** with the movie. We expected it to be better.

**shocked**

- I was **shocked** when I heard the news.

# Exercises

## 98.1 Complete the sentences for each situation. Use the word in brackets + -ing or -ed.

- 1 The movie wasn't as good as we had expected. (**disappoint...**)
  - a The movie was ..... **disappointing** .....
  - b We were ..... **disappointed** with the movie.
- 2 Donna teaches young children. It's a very hard job, but she enjoys it. (**exhaust...**)
  - a She enjoys her job, but it's often .....
  - b At the end of a day's work, she is often .....
- 3 It's been raining all day. I hate this weather. (**depress...**)
  - a This weather is .....
  - b This weather makes me .....
  - c It's silly to get ..... because of the weather.
- 4 Clare is going to Mexico next month. She's never been there before. (**excit...**)
  - a It will be an ..... experience for her.
  - b Going to new places is always .....
  - c She is really ..... about going to Mexico.

## 98.2 Choose the correct word.

- 1 I was disappointing / disappointed with the movie. I had expected it to be better.  
(disappointed is correct)
- 2 I'm not particularly interesting / interested in football.
- 3 The new project sounds exciting / excited. I'm looking forward to working on it.
- 4 It can be embarrassing / embarrassed when you have to ask people for money.
- 5 Do you easily get embarrassing / embarrassed?
- 6 I'd never expected to get the job. I was amazing / amazed when I was offered it.
- 7 She's learnt very fast. She's made amazing / amazed progress.
- 8 I didn't find the situation funny. I was not amusing / amused.
- 9 I'm interesting / interested in joining the club. How much does it cost?
- 10 It was a really terrifying / terrified experience. Everybody was very shocking / shocked.
- 11 Why do you always look so boring / bored? Is your life really so boring / bored?
- 12 He's one of the most boring / bored people I've ever met. He never stops talking and he never says anything interesting / interested.

## 98.3 Complete each sentence using a word from the box.

<b>amusing/amused</b>	<b>annoying/annoyed</b>	<b>boring/bored</b>
<b>confusing/confused</b>	<b>disgusting/disgusted</b>	<b>exciting/excited</b>
<b>exhausting/exhausted</b>	<b>interesting/interested</b>	<b>surprising/surprised</b>

- 1 You work very hard. It's not ..... **surprising** ..... that you're always tired.
- 2 Some people get ..... very easily. They always need something new.
- 3 The teacher's explanation was ..... Nobody understood it.
- 4 The kitchen hadn't been cleaned for ages. It was really .....
- 5 I don't go to art galleries very often. I'm not very ..... in art.
- 6 There's no need to get ..... just because I'm a few minutes late.
- 7 The lecture was ..... I fell asleep.
- 8 I've been working very hard all day and now I'm .....
- 9 I'm starting a new job next week. I'm very ..... about it.
- 10 Steve is good at telling funny stories. He can be very .....
- 11 Helen is a very ..... person. She knows a lot, she's travelled a lot and she's done lots of different things.

# Adjectives: a nice new house, you look tired

**A**

Sometimes we use two or more adjectives together:

- My brother lives in a **nice new** house.
- In the kitchen there was a **beautiful large round wooden** table.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us information about age, size, colour etc.

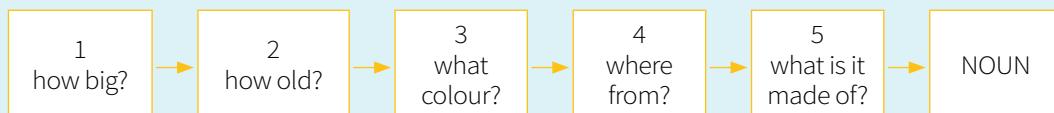
Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what the speaker thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

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

**B**

Sometimes we use two or more fact adjectives together. Usually (not always) we put fact adjectives in this order:



- a **tall young** man (1 → 2)  
**big blue** eyes (1 → 3)  
a **small black plastic** bag (1 → 3 → 5)

- a **large wooden** table (1 → 5)  
an **old Russian** song (2 → 4)  
an **old white cotton** shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long** etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide** etc.):

- a **large round** table    a **tall thin** girl    a **long narrow** street

When there are two or more colour adjectives, we use **and**:

- a **black and white** dress    a **red, white and green** flag

This does not usually happen with other adjectives before a noun:

- a **long black** dress (not a long and black dress)

**C**

We use adjectives after **be/get/become/seem**:

- Be careful!**
- I'm **tired** and I'm **getting hungry**.
- As the film went on, it **became** more and more **boring**.
- Your friend **seems** very **nice**.

We also use adjectives to say how somebody/something looks, feels, sounds, tastes or smells:

- You **look tired**. / I **feel tired**. / She **sounds tired**.
- The dinner **smells good**.
- This tea **tastes a bit strange**.

But to say *how* somebody *does something* you must use an *adverb* (see Units 100–101):

- Drive **carefully**! (not Drive careful)
- Suzanne plays the piano very **well**. (not plays ... very good)

**D**

We say 'the **first two** days', 'the **next few** weeks', 'the **last ten** minutes' etc.:

- I didn't enjoy the **first two** days of the course. (not the two first days)
- They'll be away for the **next few** weeks. (not the few next weeks)

## Exercises

**99.1** Put the adjectives in brackets in the correct position.

- 1 a beautiful table (wooden / round)
  - 2 an unusual ring (gold)
  - 3 an old house (beautiful)
  - 4 red gloves (leather)
  - 5 an American film (old)
  - 6 pink flowers (tiny)
  - 7 a long face (thin)
  - 8 big clouds (black)
  - 9 a sunny day (lovely)
  - 10 an ugly dress (yellow)
  - 11 a wide avenue (long)
  - 12 important ideas (new)
  - 13 a new sweater (green / nice)
  - 14 a metal box (black / small)
  - 15 long hair (black / beautiful)
  - 16 an old painting (interesting / French)
  - 17 a large umbrella (red / yellow)
  - 18 a big cat (black / white / fat)

a beautiful round wooden table

- 99.2** Complete each sentence with a verb (in the correct form) and an adjective from the boxes.

<b>feel</b>	<b>look</b>	<b>seem</b>	<b>awful</b>	<b>nervous</b>	<b>interesting</b>
<b>smell</b>	<b>sound</b>	<b>taste</b>	<b>nice</b>	<b>upset</b>	<b>wet</b>

- 1 Helen ... seemed upset ... this morning. Do you know what was wrong?
  - 2 I can't eat this. I've just tried it and it .....
  - 3 It's normal to ..... before an exam or an interview.
  - 4 What beautiful flowers! They ..... too.
  - 5 You ..... Have you been out in the rain?
  - 6 James told me about his new job. It ..... – much better than his old job.

**99.3 Put in the correct word.**

- 1 This tea tastes a bit ..... (strange / strangely)
  - 2 I usually feel ..... when the sun is shining. (happy / happily)
  - 3 The children were playing ..... in the garden. (happy / happily)
  - 4 You look ..... ! Are you all right? (terrible / terribly)
  - 5 There's no point in doing a job if you don't do it ..... . (proper / properly)
  - 6 The soup tastes ..... . Can you give me the recipe? (good / well)
  - 7 Please hurry up! You're always so ..... . (slow / slowly)
  - 8 A customer in the restaurant was behaving ..... . (bad / badly)
  - 9 The customer became ..... when the manager asked him to leave. (violent / violently)

**99.4** Write the following in another way using the first ... / the next ... / the last ...

- the first day and the second day of the course
  - next week and the week after
  - yesterday and the day before yesterday
  - the first week and the second week of May
  - tomorrow and a few days after that
  - questions 1, 2 and 3 in the exam
  - next year and the year after
  - the last day of our holiday and the two days before that

the first two days of the course

the next two weeks



# Exercises

**100.1 Complete each sentence with an adverb. The first letters of the adverb are given.**

- 1 We didn't go out because it was raining **heavily**.....
- 2 I had no problem finding a place to live. I found a flat quite **eas**.....
- 3 We had to wait a long time, but we didn't complain. We waited **patiently**.....
- 4 Nobody knew that Simon was coming to see us. He arrived **unexpectedly**.....
- 5 Mike keeps fit by playing tennis **regularly**.....
- 6 I don't speak French very well, but I can understand people **perfectly** if people speak **slowly** and **clearly**.....

**100.2 Put in the correct word.**

- 1 Sam drove **carefully** along the narrow road. (careful / carefully)
- 2 I think you behaved very **selfishly**. (selfish / selfishly)
- 3 The weather changed **suddenly**. (sudden / suddenly)
- 4 There was a **sudden** change in the weather. (sudden / suddenly)
- 5 Liz fell and hurt herself really **badly**. (bad / badly)
- 6 I think I have flu. I feel **awfully**. (awful / awfully)
- 7 Tanya is **terribly** upset about losing her job. (terrible / terribly)
- 8 I could sit in this chair all day. It's very **comfortable**. (comfortable / comfortably)
- 9 I explained everything as **clearly** as I could. (clear / clearly)
- 10 Be careful on that ladder. It doesn't look very **safe**. (safe / safely)
- 11 Have a good trip and I hope you have a **safe** journey. (safe / safely)
- 12 I'm glad you had a good trip and got home **safely**. (safe / safely)

**100.3 Complete each sentence using a word from the box. Sometimes you need the adjective (**careful** etc.) and sometimes the adverb (**carefully** etc.).**

<b>careful(ly)</b>	<b>complete(ly)</b>	<b>dangerous(ly)</b>	<b>financial(ly)</b>	<b>fluent(ly)</b>
<b>frequent(ly)</b>	<b>nervous(ly)</b>	<b>perfect(ly)</b>	<b>permanent(ly)</b>	<b>special(ly)</b>

- 1 Sam doesn't take risks when he's driving. He's always **careful**.....
- 2 He's late sometimes, but it doesn't happen **frequently**.....
- 3 Maria's English is very **inaccurate** although she makes quite a lot of mistakes.
- 4 I cooked this meal **perfectly** for you, so I hope you like it.
- 5 Everything was very quiet. There was **absolute** silence.
- 6 I tried on the shoes and they fitted me **exactly**.
- 7 I'd like to buy a car, but it's **absolutely** impossible for me at the moment.
- 8 I'm staying here only a few weeks. I won't be living here **for ever**.
- 9 Do you usually feel **nervously** before exams?
- 10 Dan likes to take risks. He lives **riskily**.

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

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

- 1 I thought the restaurant would be expensive, but it was **reasonably** **cheap**.....
- 2 Will's mother is **ill** in hospital.
- 3 This house is so big! It's **enormous**.....
- 4 It wasn't a serious accident. The car was only **slightly** damaged.
- 5 Our children are normally very lively, but they're **quiet** today.
- 6 When I returned home after 20 years, everything had **changed**.....
- 7 The movie was **unnecessarily** long. It could have been much shorter.
- 8 I'm surprised Amy and Joe have separated. I thought they were **completely** **married**.....
- 9 A lot went wrong during our holiday because it was **badly** organized.

# Adjectives and adverbs 2

## (well, fast, late, hard/hardly)

### A good and well

**Good** is an **adjective**. The **adverb** is **well**:

- Your English is **good**. but You **speak** English **well**.
- Sophie is a **good** pianist. but Sophie **plays** the piano **well**.

We use **well** (*not good*) with *past participles* (**known/educated** etc.). For example:

- well-known      well-educated      well-paid      well-behaved**
- Sophie's father is a **well-known** writer.

**Well** is also an adjective meaning 'in good health':

- 'How are you today?' 'I'm very **well**, thanks.'

### B fast, hard and late

These words are both adjectives and adverbs:

- | <i>adjective</i>   | <i>adverb</i>  |
|--|--|
| <input type="checkbox"/> Darren <b>is a fast runner</b> .          | Darren can <b>run fast</b> .                         |
| <input type="checkbox"/> It's <b>hard</b> to find a job right now. | Kate <b>works hard</b> . ( <i>not works hardly</i> ) |
| <input type="checkbox"/> Sorry I'm <b>late</b> .                   | I <b>got up late</b> .                               |

**lately** = recently:

- Have you seen Kate **lately**?

### C hardly

**hardly** = very little, almost not:

- Sarah wasn't very friendly at the party. She **hardly** spoke to me.  
(= she spoke to me very little)
- We've only met once or twice. We **hardly** know each other.

Compare **hard** and **hardly**:

- He tried **hard** to find a job, but he had no luck. (= he tried a lot, with a lot of effort)
- I'm not surprised he didn't find a job. He **hardly** tried. (= he tried very little)

**Hardly** goes before the verb:

- We **hardly know** each other. (*not We know each other hardly*)

I **can hardly** do something = it's very difficult for me, almost impossible:

- Your writing is terrible. I **can hardly** read it. (= it is almost impossible to read it)
- My leg was hurting. I **could hardly** walk.

### D You can use **hardly + any/anybody/anyone/anything/anywhere**:

- A: How much money do we have?  
B: **Hardly any**. (= very little, almost none)
- These two cameras are very similar. There's **hardly any** difference between them.
- The exam results were bad. **Hardly anybody** in our class passed. (= very few students passed)
- She was very quiet. She said **hardly anything**. or  
She **hardly** said **anything**.

There's **hardly anything** in the fridge.



**hardly ever** = almost never:

- I'm nearly always at home in the evenings. I **hardly ever** go out.

**Hardly** also means 'certainly not'. For example:

- It's **hardly surprising** that you're tired. You haven't slept for three days.  
(= it's certainly not surprising)
- The situation is serious, but it's **hardly a crisis**. (= it's certainly not a crisis)

# Exercises

**101.1** Put in **good** or **well**.

- 1 I play tennis but I'm not very ... good ..
- 2 Joe's exam results were very .....
- 3 Joe did ..... in his exams.
- 4 I didn't sleep ..... last night.
- 5 I like your hat. It looks ..... on you.
- 6 Can you speak up? I can't hear you very .....
- 7 I've met her a few times, but I don't know her .....
- 8 Lucy speaks German ..... She's ..... at languages.

**101.2** Complete these sentences using **well** + the following words:

**behaved      informed      kept      known      paid      written**

- 1 The children were very good. They were ..... well-behaved ..
- 2 I'm surprised you haven't heard of her. She is quite .....
- 3 Our neighbours' garden is neat and tidy. It is very .....
- 4 I enjoyed the book. It's a great story and it's very .....
- 5 Tanya knows about everything. She is very .....
- 6 Jane works very hard in her job, but she isn't very .....

**101.3** Which is right?

- 1 I'm tired because I've been working hard / hardly. (hard is correct)
- 2 I wasn't in a hurry, so I was walking slow / slowly.
- 3 I haven't been to the cinema late / lately.
- 4 Slow down! You're walking too fast / quick for me.
- 5 I tried hard / hardly to remember her name, but I couldn't.
- 6 This coat is practically unused. I've hard / hardly worn it.
- 7 Laura is a good tennis player. She hits the ball very hard / hardly.
- 8 It's really dark in here. I can hardly see / see hardly.
- 9 Ben is going to run a marathon. He's been training hard / hardly.

**101.4** Complete the sentences. Use **hardly** + the following verbs (in the correct form):

**change      hear      know      recognise      say      sleep      speak**

- 1 Scott and Tracy have only met once before. They ..... hardly know ..... each other.
- 2 You're speaking very quietly. I can ..... you.
- 3 I don't feel good this morning. I ..... last night.
- 4 We were so shocked when we heard the news, we could .....
- 5 Kate was very quiet this evening. She ..... anything.
- 6 Gary looks just like he looked 15 years ago. He has .....
- 7 David looked different without his beard. I ..... him.

**101.5** Complete these sentences with **hardly + any/anybody/anything/anywhere/ever**.

- 1 I'll have to go shopping. There's ..... hardly anything ..... to eat.
- 2 It was a very warm day and there was ..... wind.
- 3 'Do you know much about computers?' 'No, .....
- 4 The hotel was almost empty. There was ..... staying there.
- 5 I listen to the radio a lot, but I ..... watch TV.
- 6 It was very crowded in the room. There was ..... to sit.
- 7 We used to be good friends, but we ..... see each other now.
- 8 We invited lots of people to the party, but ..... came.
- 9 It didn't take us long to drive there. There was ..... traffic.
- 10 There isn't much to do in this town. There's ..... to go.

# so and such

**A**Compare **so** and **such**:We use **so** + adjective/adverb:

<b>so stupid</b>	<b>so quick</b>
<b>so nice</b>	<b>so quickly</b>

- I didn't like the book. The story was **so stupid**.
- Everything happened **so quickly**.

We use **such** + noun:

<b>such a story</b>	<b>such people</b>
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We also use **such** + adjective + noun:

<b>such a stupid story</b>	<b>such nice people</b>
----------------------------	-------------------------

- I didn't like the book. It was **such a stupid story**. (*not a so stupid story*)
- I like Liz and Joe. They are **such nice people**. (*not so nice people*)

We say **such a ...** (*not a such*):

<b>such a big dog</b>
-----------------------

**B****So** and **such** make the meaning stronger:

- I've had a busy day. I'm **so tired**. (= really tired)
- It's difficult to understand him. He talks **so quietly**.

You can use **so ... that**:

- I was **so tired that** I fell asleep in the armchair.

We usually leave out **that**:

- I was **so tired** I fell asleep.

- We had a great trip. We had **such a good time**. (= a really good time)
- You always think good things are going to happen. You're **such an optimist**.

You can use **such ... that**:

- It was **such nice weather that** we spent the whole day on the beach.

We usually leave out **that**:

- It was **such nice weather** we spent ...

**C****So** and **such** also mean 'like this':

- Somebody told me the house was built 100 years ago. I didn't realise it was **so old**. (= as old as it is)
- I'm tired because I got up at six. I don't usually get up **so early**.
- I expected the weather to be cooler. I'm surprised it is **so warm**.

- I didn't realise it was **such an old house**.
- You know it's not true. How can you say **such a thing**? (= a thing like this)

Note the expression **no such ...**:

- You won't find the word 'blid' in the dictionary. There's **no such word**. (= this word does not exist)

**D**

Compare:

**so long**

- I haven't seen her for **so long** I've forgotten what she looks like.

**such a long time**

- I haven't seen her for **such a long time**. (*not so long time*)

**so far**

- I didn't know it was **so far**.

**such a long way**

- I didn't know it was **such a long way**.

**so much, so many**

- I'm sorry I'm late – there was **so much traffic**.

**such a lot (of)**

- I'm sorry I'm late – there was **such a lot of traffic**.

# Exercises

**102.1** Put in **so, such or such a**.

- 1 It was a great holiday. We had such a good time.
- 2 Everything is ..... expensive these days, isn't it?
- 3 He always looks good. He wears ..... nice clothes.
- 4 I couldn't believe the news. It was ..... shock.
- 5 What a nice garden! These are ..... lovely flowers.
- 6 The party was great. It was ..... shame you couldn't come.
- 7 I was glad to see that he looked ..... well after his recent illness.
- 8 I have to go. I didn't realise it was ..... late.
- 9 Why does it always take you ..... long time to get ready?
- 10 Everything went wrong. We had ..... bad luck.

**102.2** Make one sentence from two. Choose from the box, and then complete the sentences using **so or such**.

<b>The music was loud.</b>	<b>It was horrible weather.</b>	<b>I've got a lot to do.</b>
<b>I had a big breakfast.</b>	<b>It was a beautiful day.</b>	<b>Her English is good.</b>
<b>The bag was heavy.</b>	<b>I was surprised.</b>	<b>The hotel was a long way.</b>

- 1 It was such a beautiful day, we decided to go to the beach.
- 2 ..... , she couldn't lift it.
- 3 ..... , I don't know where to begin.
- 4 ..... , I didn't know what to say.
- 5 ..... , it could be heard from miles away.
- 6 ..... , we spent the whole day indoors.
- 7 ..... , you would think it was her native language.
- 8 ..... , it took us ages to get there.
- 9 ..... , I didn't eat anything for the rest of the day.

**102.3** Put the words in the right order.

- 1 I got up at six this morning. I don't usually get up so early....  
(get up / early / usually / so / don't)
- 2 Why ..... ? There's plenty of time.  
(a / such / hurry / you / in / are)
- 3 It took us an hour to get here. I'm .....  
(long / it / surprised / so / took)
- 4 He said he worked for a company called Elcron, but .....  
(such / there's / company / no)
- 5 I regret what I did. I don't know why .....  
(such / thing / I / did / a / stupid)
- 6 Why ..... ? Can't you drive faster?  
(driving / so / you / slowly / are)
- 7 Two months? How did you ..... ?  
(English / time / learn / short / a / such / in)
- 8 Why ..... ? You could have got a cheaper one.  
(expensive / you / an / phone / did / such / buy)

**102.4** Use your own ideas to complete these sentences.

- 1 We enjoyed our holiday. We had such a good time.....
- 2 I like Kate. She's so .....
- 3 I like Kate. She's such .....
- 4 It's good to see you again! I haven't seen you for so .....
- 5 I thought the airport was near the city. I didn't realise it was such .....
- 6 The streets were crowded. There were so .....

# enough and too

## A enough

**Enough** goes after adjectives and adverbs:

- I can't run very far. I'm not **fit enough**. (*not enough fit*)
- Let's go. We've waited **long enough**.

**Enough** normally goes before nouns:

- We have **enough money**. We don't need any more.
- There weren't **enough chairs**. Some of us had to sit on the floor.

We also use **enough** alone (without a noun or adjective):

- We don't need more money. We have **enough**.



## B too and enough

Compare **too** ... and **not ... enough**:

- You never stop working. You work **too hard**.  
(= more than is necessary)
- You're lazy. You **don't** work **hard enough**.  
(= less than is necessary)

Compare **too much/many** and **enough**:

- There's **too much furniture** in this room. There's not **enough space**.
- There were **too many people** and not **enough chairs**.

## C enough/too + for ... and to ...

We say **enough/too ... for** somebody/something:

- Does Joe have enough experience **for the job**?
- This bag isn't big enough **for all my clothes**.
- That shirt is too small **for you**. You need a larger size.

We say **enough/too ... to** do something. For example:

- Does Joe have enough experience **to do** the job?
- Let's get a taxi. It's too far **to walk** home from here.
- She's not old enough **to have** a driving licence.

The next example has both **for** ... and **to** ...:

- The bridge is just wide enough **for two cars to pass** one another.

## D too hot to eat etc.

We say:

The food was very hot. We couldn't eat **it**.  
*and*

The food was so hot that we couldn't eat **it**.  
*but*

The food was **too hot to eat**. (*not to eat it*)



In the same way we say:

- These boxes are **too heavy to carry**. (*not to carry them*)
- The wallet was **too big to put in my pocket**. (*not to put it*)
- This chair isn't **strong enough to stand on**. (*not to stand on it*)

# Exercises

**103.1** Complete the sentences using **enough + the following words:**

buses chairs cups hard room tall time vegetables warm wide

- 1 You're lazy. You don't work ... **hard enough** .....
- 2 Some of us had to sit on the floor. There weren't ... **enough chairs** .....
- 3 Public transport isn't good here. There aren't .....
- 4 I can't park the car here. The space isn't .....
- 5 I always have to rush. There's never .....
- 6 You need to change your diet. You don't eat .....
- 7 I'm not good at basketball. I'm not .....
- 8 The car is quite small. Do you think there's ..... for five of us?
- 9 Are you ..... ? Or shall I switch on the heating?
- 10 We can't all have coffee at the same time. We don't have .....

**103.2** Complete the answers to the questions. Use **too or enough + the word(s) in brackets.**

1	Does Sophie have a driving licence?	(old)	<i>No, she's not old enough to have a driving licence.</i>
2	I need to talk to you about something.	(busy)	<i>Well, I'm afraid I'm ..... to you now.</i>
3	Let's go to the cinema.	(late)	<i>No, it's ..... to the cinema.</i>
4	Why don't we sit outside?	(warm)	<i>It's not ..... outside.</i>
5	Would you like to be a politician?	(shy)	<i>No, I'm ..... a politician.</i>
6	Would you like to be a teacher?	(patience)	<i>No, I don't have ..... a teacher.</i>
7	Did you hear what he was saying?	(far away)	<i>No, we were ..... what he was saying.</i>
8	Can he read a newspaper in English?	(English)	<i>No, he doesn't know ..... a newspaper.</i>

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

- 1 We couldn't carry the boxes. They were too heavy.  
*The boxes were too heavy to carry.*
- 2 I can't drink this coffee. It's too hot.  
This coffee is .....
- 3 Nobody could move the piano. It was too heavy.  
The piano .....
- 4 Don't eat these apples. They're not ripe enough.  
These apples .....
- 5 I can't explain the situation. It is too complicated.  
The situation .....
- 6 We couldn't climb over the wall. It was too high.  
The wall .....
- 7 Three people can't sit on this sofa. It isn't big enough.  
This sofa .....
- 8 You can't see some things without a microscope. They are too small.  
Some .....

# quite, pretty, rather and fairly

**A**

**Quite** and **pretty** are similar in meaning (= less than 'very', but more than 'a little'):

- I'm surprised you haven't heard of her. She's **quite famous**. or She's **pretty famous**.  
(= less than 'very famous', but more than 'a little famous')
- Anna lives **quite near** me, so we see each other **pretty often**.

**Pretty** is an informal word and is used mainly in spoken English.

**Quite** goes before **a/an**:

- We live in **quite an old house**. (*not a quite old house*)

Compare:

- Sarah has **quite a** good job.
- Sarah has **a pretty** good job.

You can also use **quite** (but not **pretty**) in the following ways:

**quite a/an + noun** (without an adjective):

- I didn't expect to see them. It was **quite a surprise**. (= quite a big surprise)

**quite a lot (of ...):**

- There were **quite a lot of** guests at the wedding.

**quite + verb**, especially **like** and **enjoy**:

- I **quite like** tennis, but it's not my favourite sport.

**B**

**Rather** is similar to **quite** and **pretty**. We often use **rather** for negative ideas (things we think are not good):

- The weather isn't so good. It's **rather cloudy**.
- Paul is **rather shy**. He doesn't talk very much.

**Quite** is also possible in these examples.

When we use **rather** for positive ideas (**good/nice** etc.), it means 'unusually' or 'surprisingly':

- These oranges are **rather good**. Where did you get them?

**C**

**Fairly** is weaker than **quite/rather/pretty**. For example, if something is **fairly good**, it is not very good and it could be better:

- My room is **fairly big**, but I'd prefer a bigger one.
- We see each other **fairly often**, but not as often as we used to.

**D**

**Quite** also means 'completely'. For example:

- 'Are you sure?' 'Yes, **quite sure**' (= completely sure)

**Quite** means 'completely' with a number of adjectives, especially:

<b>sure</b>	<b>right</b>	<b>true</b>	<b>clear</b>	<b>different</b>	<b>incredible</b>	<b>amazing</b>
<b>certain</b>	<b>wrong</b>	<b>safe</b>	<b>obvious</b>	<b>unnecessary</b>	<b>extraordinary</b>	<b>impossible</b>

- She was **quite different** from what I expected. (= completely different)
- Everything they said was **quite true**. (= completely true)

We also use **quite** (= completely) with some verbs. For example:

- I **quite agree** with you. (= I completely agree)

**not quite** = not completely:

- I **don't quite understand** what you mean.
- 'Are you ready yet?' '**Not quite**' (= not completely)

Compare the two meanings of **quite**:

- The story is **quite interesting**. (= less than 'very interesting')
- The story is **quite true**. (= completely true)

# Exercises

**104.1 Complete the sentences using **quite** ... . Choose from:**

**famous      hungry      late      noisy      often      old      surprised**

- 1 I'm surprised you haven't heard of her. She's quite famous.
- 2 I'm ..... Is there anything to eat?
- 3 We go to the cinema ..... – maybe once a month.
- 4 We live near a very busy road, so it's often .....
- 5 I didn't expect Lisa to contact me. I was ..... when she phoned.
- 6 I went to bed ..... last night, so I'm a bit tired this morning.
- 7 I don't know exactly when this house was built, but it's .....

**104.2 Put the words in the right order to complete the sentences.**

- 1 The weather was better than we had expected.  
It was ..... (a / nice / quite / day).
- 2 Tom likes to sing.  
He has ..... (voice / quite / good / a).
- 3 The bus stop wasn't near the hotel.  
We had to walk ..... (quite / way / a / long).
- 4 It's not so warm today.  
There's ..... (a / wind / cold / pretty).
- 5 The roads were busy.  
There was ..... (lot / traffic / a / of / quite).
- 6 I'm tired.  
I've had ..... (pretty / day / a / busy).
- 7 Sarah hasn't been working here long.  
She ..... (fairly / started / recently).

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

- 1 The weather isn't so good. It's rather cloudy.
- 2 I enjoyed the film, but it was .....
- 3 Chris went away without telling anybody, which was .....
- 4 Lucy doesn't like having to wait. Sometimes she's .....
- 5 They have some lovely things in this shop, but it's .....

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

*more than 'a little', less than 'very' (Section A)*

*'completely'  
(Section D)*

- 1 It's quite cold. You need a coat. .... ✓ .....
- 2 'Are you sure?' 'Yes, quite sure.' .... ✓ .....
- 3 Anna's English is quite good. .... .....
- 4 I couldn't believe it. It was quite incredible. .... .....
- 5 My bedroom is quite big. .... .....
- 6 I'm quite tired. I think I'll go to bed. .... .....
- 7 I quite agree with you. .... .....

**104.5 Complete these sentences using **quite** ... . Choose from:**

**different      impossible      right      safe      sure      true**

- 1 I didn't believe her at first, but in fact what she said was quite true.
- 2 You won't fall. The ladder is .....
- 3 I'm afraid I can't do what you ask. It's .....
- 4 I completely agree with you. You are .....
- 5 You can't compare the two things. They are .....
- 6 I think I saw them go out, but I'm not .....

Comparative 1 (**cheaper**, **more expensive** etc.)

## A

Look at these examples:

How shall we travel? Shall we drive or go by train?

Let's drive. It's **cheaper**.

Don't go by train. It's **more expensive**.

**Cheaper** and **more expensive** are comparative forms.

After comparatives you can use **than** (see Unit 107):

- It's **cheaper** to drive **than** go by train.
- Going by train is **more expensive than** driving.



## B

The comparative form is **-er** or **more** ... .

We use **-er** for short words (one syllable):

**cheap** → **cheaper**    **fast** → **faster**  
**large** → **larger**    **thin** → **thinner**

We also use **-er** for two-syllable words that end in **-y** (-y → -ier):

**lucky** → **luckier**    **early** → **earlier**  
**easy** → **easier**    **pretty** → **prettier**

For spelling, see Appendix 6.

We use **more** ... for longer words (two syllables or more):

<b>more serious</b>	<b>more expensive</b>
<b>more often</b>	<b>more comfortable</b>

We also use **more** ... for adverbs that end in **-ly**:

<b>more slowly</b>	<b>more seriously</b>
<b>more easily</b>	<b>more quietly</b>

Compare these examples:

- You're **older** than me.
- The exam was quite easy – **easier** than I expected.
- Can you walk a bit **faster**?
- I'd like to have a **bigger** car.
- Last night I went to bed **earlier** than usual.

- You're **more patient** than me.
- The exam was quite difficult – **more difficult** than I expected.
- Can you walk a bit **more slowly**?
- I'd like to have a **more reliable** car.
- I don't play tennis much these days. I used to play **more often**.

We use both **-er** or **more** ... with some two-syllable adjectives, especially:

**clever**    **narrow**    **quiet**    **shallow**    **simple**

- It's too noisy here. Can we go somewhere **quieter**? or ... somewhere **more quiet**?

## C

A few adjectives and adverbs have irregular comparative forms:

**good/well** → **better**

- The garden looks **better** since you tidied it up.
- I know him well – probably **better** than anybody else knows him.

**bad/badly** → **worse**

- 'How's your headache? Better?' 'No, it's **worse**'
- He did very badly in the exam – **worse** than expected.

**far** → **further** (or **farther**)

- It's a long walk from here to the park – **further** than I thought. (or **farther** than)

Note that **further** (but not **farther**) also means 'more' or 'additional':

- Let me know if you hear any **further** news. (= any more news)

# Exercises

**105.1 Complete the sentences using a comparative form (**older / more important** etc.).**

- 1 This restaurant is very expensive. Let's go somewhere ..... **cheaper** .....
- 2 This coffee is very weak. I like it .....
- 3 The town was surprisingly big. I expected it to be .....
- 4 The hotel was surprisingly cheap. I expected it to be .....
- 5 The weather is too cold here. I'd like to live somewhere .....
- 6 Sometimes my job is a bit boring. I'd like to do something .....
- 7 It's a shame you live so far away. I wish you lived .....
- 8 It was quite easy to find a place to live. I thought it would be .....
- 9 Your work isn't very good. I'm sure you can do .....
- 10 Don't worry. The situation isn't so bad. It could be .....
- 11 You hardly ever call me. Why don't you call me ..... ?
- 12 You're too near the camera. Can you move a bit ..... away?

**105.2 Complete the sentences. Use the comparative forms of the words in the box. Use **than** where necessary.**

**big early high important interested peaceful reliable serious slowly thin**

- 1 I was feeling tired last night, so I went to bed ..... **earlier than** usual.
- 2 I'd like to have a ..... **more reliable** ..... car. The one I have keeps breaking down.
- 3 Unfortunately the problem was ..... we thought at first.
- 4 You look ..... Have you lost weight?
- 5 We don't have enough space here. We need a ..... apartment.
- 6 James doesn't study very hard. He's ..... in having a good time.
- 7 Health and happiness are ..... money.
- 8 I like living in the country. It's ..... living in a town.
- 9 I'm sorry I don't understand. Can you speak ..... , please?
- 10 In some parts of the country, prices are ..... in others.

**105.3 Complete the sentences. Choose from:**

**than more worse quietly longer better careful frequent**

- 1 Getting a visa was complicated. It took ..... **longer** ..... than I expected.
- 2 Sorry about my mistake. I'll try and be more ..... in future.
- 3 Your English has improved. It's ..... than it was.
- 4 You can travel by bus or by train. The buses are more ..... than the trains.
- 5 You can't always have things immediately. You have to be ..... patient.
- 6 I'm a pessimist. I always think things are going to get .....
- 7 We were busier ..... usual in the office today. It's not usually so busy.
- 8 You're talking very loudly. Can you speak more ..... ?

**105.4 Read the situations and complete the sentences. Use a comparative form (-er or more ...).**

- 1 Yesterday the temperature was six degrees. Today it's only three degrees.  
It's ..... **colder today than** ..... it was yesterday.
- 2 Dan and I went for a run. I ran ten kilometres. Dan stopped after eight kilometres.  
I ran ..... Dan.
- 3 The journey takes four hours by car and five hours by train.  
The journey takes ..... train ..... car.
- 4 I expected my friends to arrive at about 4 o'clock. In fact they arrived at 2.30.  
My friends ..... I expected.
- 5 There is always a lot of traffic here, but today the traffic is really bad.  
The traffic today ..... usual.

Comparative 2 (**much better / any better** etc.)**A** **much / a lot** etc. + comparative

Before comparatives you can use:

**much      a lot      far (= a lot)      a bit      a little      slightly (= a little)**

- I felt ill earlier, but I feel **much better** now. (or **a lot better**)
- Don't go by train. It's **a lot more expensive**. (or **much more expensive**)
- Could you speak **a bit more slowly**? (or **a little more slowly**)
- This bag is **slightly heavier** than the other one.
- The problem is **far more serious** than we thought at first.

**B** **any / no** + comparative

You can use **any** and **no** + comparative (**any longer / no bigger** etc.):

- I've waited long enough. I'm not waiting **any longer**. (= not even a little longer)
- We expected their apartment to be very big, but it's **no bigger** than ours.  
or ... it is **n't any bigger** than ours. (= not even a little bigger)
- How do you feel now? Do you feel **any better**?
- This hotel is better than the other one, and it's **no more expensive**.

**C** **better and better, more and more** etc.

We repeat comparatives (**better and better** etc.) to say that something changes continuously:

- Your English is improving. It's getting **better and better**.
- The city has grown fast in recent years. It's got **bigger and bigger**.
- As I listened to his story, I became **more and more convinced** that he was lying.
- More and more tourists** are visiting this part of the country.

**D** **the ... the ...**

You can say **the sooner the better, the more the better** etc. :

- A: What time shall we leave?  
B: **The sooner the better**. (= as soon as possible)
- A: What sort of bag do you want? A big one?  
B: Yes, **the bigger the better**. (= as big as possible)
- When you're travelling, **the less luggage** you have **the better**.

We also use **the ... the ...** to say that one thing depends on another thing:

- The sooner** we leave, **the earlier** we'll arrive. (= if we leave sooner, we'll arrive earlier)
- The younger** you are, **the easier** it is to learn.
- The more expensive** the hotel, **the better** the service.
- The more** I thought about the plan, **the less** I liked it.

**E** **older and elder**

The comparative of **old** is **older**:

- David looks **older** than he really is. (not looks elder)

We use **elder** only when we talk about people in a family (**my elder sister, their elder son** etc.).

You can also use **older**:

- My elder sister** is a TV producer. (or My **older** sister ...)

But we do not say that 'somebody is elder':

- My sister is **older** than me. (not elder than me)



# Exercises

**106.1** Use the words in brackets to complete the sentences. Use **much / a bit etc. + a comparative form**. Use **than** where necessary.

- 1 The problem is ..... **much more serious than** ..... we thought at first. (much / serious)
- 2 This bag is too small. I need something ..... (much / big)
- 3 I liked the museum. It was ..... I expected. (a lot / interesting)
- 4 It was very hot yesterday. Today it's ..... (a little / cool)
- 5 I'm afraid the problem is ..... it seems. (far / complicated)
- 6 You're driving too fast. Can you drive ..... ? (a bit / slowly)
- 7 I thought he was younger than me, but in fact he's ..... (slightly / old)

**106.2** Complete the sentences using **any/no + comparative**. Use **than** where necessary.

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

**106.3** Complete the sentences using **... and ...** (see Section C).

- 1 It's getting ..... **more and more difficult** ..... to find a job. (difficult)
- 2 That hole in your sweater is getting ..... (big)
- 3 I waited for my interview and became ..... (nervous)
- 4 As the day went on, the weather got ..... (bad)
- 5 Health care is becoming ..... (expensive)
- 6 Since Anna went to Canada, her English has got ..... (good)
- 7 These days I travel a lot. I'm spending ..... away from home. (time)

**106.4** Complete the sentences using **the ... the ....**.

- 1 You learn things more easily when you're young.  
The ..... **younger you are** ....., the easier it is to learn.
- 2 It's hard to concentrate when you're tired.  
The more tired you are, the .....
- 3 We should decide what to do as soon as possible.  
The ..... , the better.
- 4 I know more, but I understand less.  
The ..... , the less I understand.
- 5 If you use more electricity, your bill will be higher.  
The more electricity you use, .....
- 6 Kate had to wait a long time and became more and more impatient.  
The ..... , the more .....

**106.5** Use the words on the right to complete the sentences.

- 1 I like to travel light. The ..... **less** luggage, the better.
- 2 The problem is getting ..... and more serious.
- 3 The more time I have, the ..... it takes me to do things.
- 4 I'm walking as fast as I can. I can't walk ..... faster.
- 5 The higher your income, ..... more tax you have to pay.
- 6 I'm surprised Anna is only 25. I thought she was .....
- 7 Jane's ..... sister is a nurse.
- 8 I was a little late. The journey took ..... longer than I expected.
- 9 Applications for the job must be received ..... later than 15 April.
- 10 Don't tell him anything. The ..... he knows, the .....

any  
better  
elder  
less  
less  
longer  
more  
no  
older  
slightly  
the

## Comparative 3 (as ... as / than)

## A

Study this example situation:



Sarah, Joe and David are all very rich.  
Sarah has \$20 million, Joe has \$15 million and David has \$10 million. So:

Joe is rich.

He is **richer than** David.

But he **isn't as rich as** Sarah.  
(=Sarah is **richer than** he is)

Some more examples of **not as ... (as)**:

- Jack **isn't as old as** he looks. (=he looks **older than** he is)
- The town centre **wasn't as crowded as** usual. (=it is usually **more crowded**)
- Lisa **didn't do as well** in the exam **as** she had hoped. (=she had hoped to do **better**)
- The weather is better today. It's **not as cold**. (=yesterday was **colder than** today)
- I **don't know as many** people **as** you do. (=you know **more** people **than** me)
- 'How much was it? Fifty dollars?' 'No, **not as much** as that.' (= **less than** fifty dollars)

You can also say **not so ... (as)**:

- It's not warm, but it's **not so** cold **as** yesterday. (=it's not **as** cold **as** ...)

**Less than** is similar to **not as ... as**:

- I spent **less** money **than** you. (=I **didn't spend as** much money **as** you)
- The city centre was **less** crowded **than** usual. (=it **wasn't as** crowded **as** usual)
- I play tennis **less than** I used to. (=I **don't play as** much **as** I used to)

## B

We also use **as ... as** (*but not so ... as*) in positive sentences and in questions:

- I'm sorry I'm late. I got here **as fast as** I could.
- There's plenty of food. You can have **as much as** you want.
- Can you send me the information **as soon as** possible, please?
- Let's walk. It's just **as quick as** taking the bus.

also **twice as ... as**, **three times as ... as** etc.:

- Petrol is **twice as expensive as** it was a few years ago.
- Their house is about **three times as big as** ours.  
(or ... **three times the size of** ours)

## C

We say **the same as** (*not the same like*):

- Laura's salary is **the same as** mine. or Laura gets **the same** salary **as** me.
- David is **the same** age **as** James.
- Sarah hasn't changed. She still looks **the same as** she did ten years ago.

## D

**than me / than I am** etc.

You can say:

- |  |   |
|--|---|
| <input type="checkbox"/> You're taller <b>than me</b> .<br>(not usually You're taller than I!) | or You're taller <b>than I am</b> .           |
| <input type="checkbox"/> He's not as clever <b>as her</b> .                                    | or He's not as clever <b>as she is</b> .      |
| <input type="checkbox"/> They have more money <b>than us</b> .                                 | or They have more money <b>than we have</b> . |
| <input type="checkbox"/> I can't run as fast <b>as him</b> .                                   | or I can't run as fast <b>as he can</b> .     |

# Exercises

**107.1** Complete the sentences using **as ... as**.

- 1 I'm tall, but you are taller. I'm not ..... **as tall as you** .....
- 2 My salary is high, but yours is higher. My salary isn't .....
- 3 You know a bit about cars, but I know more.  
You don't .....
- 4 We are busy today, but we were busier yesterday.  
We aren't .....
- 5 I still feel bad, but I felt a lot worse earlier.  
I don't .....
- 6 Our neighbours have lived here for quite a long time, but we've lived here longer.  
Our neighbours haven't .....
- 7 I was a little nervous before the interview, but usually I'm a lot more nervous.  
I wasn't .....

**107.2** Write a new sentence with the same meaning.

- 1 Jack is younger than he looks. Jack isn't ..... **as old as he looks** .....
- 2 I didn't spend as much money as you. You ..... **spent more money than me** .....
- 3 The station was nearer than I thought. The station wasn't .....
- 4 The meal didn't cost as much as I expected. The meal cost .....
- 5 I watch TV less than I used to. I don't .....
- 6 Karen's hair isn't as long as it used to be. Karen used to .....
- 7 I know them better than you do. You don't .....
- 8 There are fewer students in this class than in the other one.  
There aren't .....

**107.3** Complete the sentences using **as ... as**. Choose from:

**fast      hard      long      often      quietly      soon      well**

- 1 I'm sorry I'm late. I got here ..... **as fast as** I could.
- 2 It was a difficult question. I answered it ..... I could.
- 3 'How long can I stay with you?' 'You can stay ..... you like.'
- 4 I need the information quickly, so let me know ..... possible.
- 5 I like to keep fit, so I go swimming ..... I can.
- 6 I didn't want to wake anybody, so I came in ..... I could.
- 7 You always say how tiring your job is, but I work just ..... you.

**107.4** Write sentences using **the same as**.

- 1 David and James are both 22 years old. David ..... **is the same age as** James.
- 2 You and I both have dark brown hair. Your hair ..... mine.
- 3 I arrived at 10.25 and so did you. I arrived ..... you.
- 4 My birthday is 5 April. It's Tom's birthday too. My birthday ..... Tom's.

**107.5** Complete the sentences. Choose from:

**as      him      is      less      me      much      soon      than      twice**

- 1 I'll let you know as ..... **soon** ..... as I have any more news.
- 2 My friends arrived earlier ..... I expected.
- 3 I live in the same street ..... Katherine. We're neighbours.
- 4 He doesn't know much. I know more than .....
- 5 This morning there was ..... traffic than usual.
- 6 I don't watch TV as ..... as I used to.
- 7 Your bag is quite light. Mine is ..... as heavy as yours.
- 8 We were born in the same year. I'm a little older than she .....
- 9 I was really surprised. Nobody was more surprised than .....

# Superlative (**the longest / the most enjoyable** etc.)

**A**

Look at these examples:

What is **the longest** river in the world?

What was **the most enjoyable** holiday you've ever had?

**Longest** and **most enjoyable** are *superlative forms*.

The superlative form is **-est** or **most** . . . In general, we use **-est** for short words and **most** . . . for longer words.

<b>long</b> → long <b>est</b>	<b>hot</b> → hottest	<b>easy</b> → easiest	<b>hard</b> → hardest
but <b>most</b> famous	<b>most</b> boring	<b>most</b> enjoyable	<b>most</b> difficult

A few superlative forms are irregular:

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

The rules are the same as those for the comparative – see Unit 105.

For spelling, see Appendix 6.

**B**

We normally use **the** (or **my/your** etc.) with a superlative:

- Yesterday was **the hottest** day of the year.
- The Louvre in Paris is one of **the most famous** museums in the world.
- She is really nice – one of **the nicest** people I know.
- What's **the best** movie you've ever seen, and what's **the worst**?
- How old is **your youngest** child?

Compare the superlative and the comparative:

- This hotel is **the cheapest** in town. (*superlative*)  
It's **cheaper** than all the others in town. (*comparative*)
- He's **the most patient** person I've ever met.  
He's much **more patient** than I am.

**C**

## oldest and eldest

The superlative of **old** is **oldest**:

- That church is **the oldest** building in the town. (*not the eldest*)

We use **eldest** only when we talk about people in a family (you can also use **oldest**):

- Their eldest son** is 13 years old. (*or Their oldest son*)
- Are you **the eldest** in your family? (*or the oldest*)

**D**

After superlatives we normally use **in** with places:

- What's the longest river **in the world**? (*not of the world*)
- We had a nice room. It was one of the best **in the hotel**. (*not of the hotel*)

We also use **in** for organisations and groups of people (a class / a company etc.):

- Who is the youngest student **in the class**? (*not of the class*)

For a period of time (**day, year** etc.), we normally use **of**:

- Yesterday was the hottest day **of the year**.
- What was the happiest day **of your life**?

**E**

We often use the *present perfect* (**I have done**) after a superlative (see also Unit 8A):

- What's **the most important** decision **you've** ever **made**?
- That was **the best** holiday **I've had** for a long time.

# Exercises

**108.1** Complete the sentences. Use the superlative forms (-est or most ...) of the words in the box.

**bad      cheap      good      honest      popular      short      tall**

- 1 We didn't have much money, so we stayed at ..... **the cheapest** ..... hotel in the town.
- 2 This building is 250 metres high, but it's not ..... in the city.
- 3 It was an awful day. It was ..... day of my life.
- 4 What is ..... sport in your country?
- 5 I like the morning. For me it's ..... part of the day.
- 6 Sarah always tells the truth. She's one of ..... people I know.
- 7 A straight line is ..... distance between two points.

**108.2** Complete the sentences. Use a superlative (-est or most ...) or a comparative (-er or more ...).

- 1 We stayed at ..... **the cheapest** ..... hotel in the town. (cheap)
- 2 Our hotel was ..... **cheaper** ..... than all the others in the town. (cheap)
- 3 I wasn't feeling well yesterday, but I feel a bit ..... today. (good)
- 4 What's ..... thing you've ever bought? (expensive)
- 5 I prefer this chair to the other one. It's ..... (comfortable)
- 6 Amy and Ben have three daughters. ..... is 14 years old. (old)
- 7 Who is the ..... person you know? (old)
- 8 What's ..... way to get to the station? (quick)
- 9 Which is ..... – the bus or the train? (quick)
- 10 I can remember when I was three years old. It's ..... memory. (early)
- 11 Everest is ..... mountain in the world. It is ..... than any other mountain. (high)
- 12 A: This knife isn't very sharp. Do you have a ..... one?  
B: No, it's ..... one I have. (sharp)

**108.3** Complete the sentences. Use a superlative (-est or most ...) + a preposition (of or in).

- 1 It's a very good room. It's ..... **the best room in** ..... the hotel.
- 2 Brazil is a very large country. It's ..... South America.
- 3 It was a very happy day. It was ..... my life.
- 4 This is a very valuable painting. It's ..... the museum.
- 5 Spring is a very busy time for me. It's ..... the year.

**In the following sentences use one of + a superlative + a preposition.**

- 6 It's a very good room. It's ..... **one of the best rooms in** ..... the hotel.
- 7 He's a very rich man. He's one ..... the country.
- 8 She's a very good student. She's ..... the class.
- 9 It was a very bad experience. It was ..... my life.
- 10 It's a very famous university. It's ..... the world.

**108.4** What do you say in these situations? Use a superlative + ever.

- 1 You've just been to the cinema. The movie was extremely boring. You tell your friend:  
(boring / movie / ever / see) That's ..... **the most boring movie I've ever seen** .....
- 2 Someone has just told you a joke which you think is very funny. You say:  
(funny / joke / ever / hear) That's .....
- 3 You're drinking coffee with a friend. It's really good coffee. You say:  
(good / coffee / ever / taste) This .....
- 4 You have just run ten kilometres. You've never run further than this. You say:  
(far / ever / run) That .....
- 5 You gave up your job. Now you think this was a very bad mistake. You say:  
(bad / mistake / ever / make) It .....
- 6 Your friend meets a lot of people, some of them famous. You ask your friend:  
(famous / person / ever / meet?) Who .....

# Word order 1: verb + object; place and time

## A Verb + object

The *verb* and the *object* normally go together. We do not usually put other words between them:

	verb	object	
I	like	my job	very much. ( <i>not I like very much</i> )
Our guide	spoke	English	fluently. ( <i>not spoke fluently English</i> )
I didn't	use	my phone	yesterday.
Do you	eat	meat	every day?

Two more examples:

- I lost all my money and I also **lost my passport**.  
(*not I lost also my passport*)
- At the end of this street you'll **see a supermarket** on your left.  
(*not see on your left a supermarket*)

## B Place

The *verb* and *place* (where?) normally go together:

**go home**    **live in a city**    **walk to work** etc.

If the verb has an *object*, the order is:

	verb	object	place
We	took	the children	to the zoo. ( <i>not took to the zoo the children</i> )
Don't	put	anything	on the table.
Did you	learn	English	at school?

## C Time

Normally *time* (when? / how often? / how long?) goes after *place*:

	place	time
Ben walks	to work	<b>every morning</b> . ( <i>not every morning to work</i> )
I'm going	to Paris	<b>on Monday</b> .
They've lived	in the same house	<b>for a long time</b> .
We need to be	at the airport	<b>by 8 o'clock</b> .
Sarah gave me a lift	home	<b>after the party</b> .
You really shouldn't go	to bed	<b>so late</b> .

Sometimes we put *time* at the beginning of the sentence:

- On Monday** I'm going to Paris.
- After the party** Sarah gave me a lift home.

Some time words (for example, **always/never/usually**) go with the verb in the middle of the sentence. See Unit 110.

# Exercises

**109.1 Is the word order OK or not? Correct the sentences where necessary.**

- 1 Did you see your friends yesterday?
- 2 Ben walks every morning to work.
- 3 Joe doesn't like very much football.
- 4 Dan won easily the race.
- 5 Tanya speaks German quite well.
- 6 Have you seen recently Chris?
- 7 I borrowed from a friend some money.
- 8 Please don't ask that question again.
- 9 I ate quickly my breakfast and went out.
- 10 Did you invite to the party a lot of people?
- 11 Sam watches all the time TV.
- 12 Does Kevin play football every weekend?

OK

*Ben walks to work every morning.*
**109.2 Complete the sentences. Put the parts in the correct order.**

- 1 We (the children / to the zoo / took). We ..... *took the children to the zoo* .....
- 2 I (a friend of mine / on my way home / met). I .....
- 3 I (to put / on the envelope / a stamp / forgot). I .....
- 4 We (a lot of fruit / bought / in the market). We .....
- 5 They (opposite the park / a new hotel / built). They .....
- 6 Did you (at school / today / a lot of things / learn)? Did you ..... ?
- 7 We (some interesting books / found / in the library). We .....
- 8 Please (at the top / write / of the page / your name). Please .....

**109.3 Complete the sentences. Put the parts in the correct order.**

- 1 They (for a long time / have lived / in the same house). They *have lived in the same house for a long time* .....
- 2 I (to the supermarket / every Friday / go). I .....
- 3 Why (home / did you come / so late)? Why ..... ?
- 4 Sarah (her children / takes / every day / to school). Sarah .....
- 5 I haven't (been / recently / to the cinema). I haven't .....
- 6 I (her name / after a few minutes / remembered). I .....
- 7 We (around the town / all morning / walked). We .....
- 8 My brother (has been / since April / in Canada). My brother .....
- 9 I (on Saturday night / didn't see you / at the party). I .....
- 10 Lisa (her umbrella / last night / in a restaurant / left). Lisa .....
- 11 The moon (round the earth / every 27 days / goes). The moon .....
- 12 Anna (Italian / for the last three years / has been teaching / in London). Anna .....

# Word order 2: adverbs with the verb

**A**

Some adverbs (for example, **always**, **also**, **probably**) go with the verb in the middle of a sentence:

- Emily **always drives** to work.
- We were feeling very tired and we **were also** hungry.
- The meeting **will probably be cancelled**.

**B**

If the verb is one word (**drives/cooked** etc.), the adverb goes *before* the verb:

	adverb	verb	
Emily	<b>always</b>	<b>drives</b>	to work.
I	<b>almost</b>	<b>fell</b>	as I was going down the stairs.

- I cleaned the house and **also cooked** the dinner. (*not cooked also*)
- Laura **hardly ever watches** television and **rarely reads** newspapers.
- ‘Shall I give you my address?’ ‘No, I **already have** it.’

Note that these adverbs (**always/usually/also** etc.) go before **have to** ...:

- Joe never phones me. I **always have to** phone him. (*not I have always to phone*)

But adverbs go *after* **am/is/are/was/were**:

- We were feeling very tired and we **were also** hungry. (*not also were*)
- You’re **always** late. You’re **never** on time.
- The traffic **isn’t usually** as bad as it was this morning.

**C**

If the verb is two or more words (for example, **can remember / will be cancelled**), the adverb usually goes *after* the first verb (**can/doesn’t/will** etc.):

	verb 1	adverb	verb 2	
I Clare	<b>can</b> <b>doesn’t</b> <b>Are you</b> <b>will</b>	<b>never</b> <b>usually</b> <b>definitely</b> <b>probably</b>	<b>remember</b> <b>drive</b> <b>going</b> <b>be</b>	her name. to work. away next week? cancelled.
The meeting				

- You’ve **always been** very kind to me.
- Jack can’t cook. He **can’t even boil** an egg.
- Do you **still work** for the same company?
- The house **was only built** a year ago and it’s **already falling** down.

Note that **probably** goes before a negative (**isn’t/won’t** etc.). So we say:

- I **probably won’t see** you. *or*  
I’ll **probably not** see you. (*but not I won’t probably*)

**D**

We also use **all** and **both** with the verb in the middle of a sentence:

- We **all felt** ill after the meal. (*not felt all ill*)
- My parents **are both** teachers.
- Sarah and Jane **have both applied** for the job.
- My friends **are all going** out tonight.

**E**

Sometimes we use **is/will/did** etc. instead of repeating part of a sentence (see Unit 51):

- Tom says he isn’t clever, but I think he **is**. (= he **is clever**)

When we do this, we put **always/never** etc. *before* the verb:

- He always says he won’t be late, but he **always is**. (= he **is always** late)
- I’ve never done it and I **never will**. (= I **will never** do it)

# Exercises

**110.1 Is the word order OK or not? Correct the sentences where necessary.**

- 1 Helen drives always to work.
- 2 I cleaned the house and also cooked the dinner.
- 3 I have usually a shower in the morning.
- 4 I'm usually hungry when I get home from work.
- 5 Steve gets hardly ever angry.
- 6 I called him and I sent also an email.
- 7 You don't listen! I have always to repeat things.
- 8 I never have worked in a factory.
- 9 I never have enough time. I'm always busy.
- 10 When I arrived, my friends already were there.

Helen always drives to work.

OK

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**110.2 Rewrite the sentences to include the word in brackets.**

- 1 Clare doesn't drive to work. (usually) Clare doesn't usually drive to work.
- 2 Katherine is very generous. (always) .....
- 3 I don't have to work on Sundays. (usually) .....
- 4 Do you watch TV in the evenings? (always) .....
- 5 Martin is learning Spanish, and he is learning Japanese. (also)  
Martin is learning Spanish and he .....
- 6 a We were on holiday in Spain. (all) .....
- b We were staying at the same hotel. (all) .....
- c We had a great time. (all) .....
- 7 a The new hotel is expensive. (probably) .....
- b It costs a lot to stay there. (probably) .....
- 8 a I can help you. (probably) .....
- b I can't help you. (probably) .....

**110.3 Complete the sentences. Use the words in brackets in the correct order.**

- 1 What's her name again? ... I can never remember ... (remember / I / never / can) it.
- 2 Our cat ..... (usually / sleeps) under the bed.
- 3 There are plenty of hotels here. .... (usually / it / easy / is)  
to find a place to stay.
- 4 Mark and Amy ..... (both / were / born) in Manchester.
- 5 Lisa is a good pianist. .... (sing / she / also / can) very well.
- 6 How do you go to work? .... (usually / you / do / go) by bus?
- 7 I see them every day, but .... (never / I / have / spoken) to them.
- 8 We haven't moved. .... (we / still / are / living) in the same place.
- 9 This shop is always busy. .... (have / you / always / to wait)  
a long time to be served.
- 10 This could be the last time I see you. .... (meet / never / we / might)  
again.
- 11 Thanks for the invitation, but ..... (probably / I / be / won't)  
able to come to the party.
- 12 I'm going out for an hour. .... (still / be / you / will) here when  
I get back?
- 13 Helen goes away a lot. .... (is / hardly ever / she) at home.
- 14 If we hadn't taken the same train, .... (never / met / we / would / have) each other.
- 15 The journey took a long time today. .... (doesn't / take / it / always)  
so long.
- 16 ..... (all / were / we) tired, so ..... (all / we / fell) asleep.
- 17 Tanya ..... (says / always) that she'll phone me, but  
..... (does / she / never).

**still any more yet already****A**

We use **still** to say that a situation or action is continuing. It hasn't changed or stopped:

- It's ten o'clock and Joe is **still** in bed.
- When I went to bed, Chris was **still** working.
- Do you **still** want to go away or have you changed your mind?

**Still** also means 'in spite of this'. For example:

- He has everything he needs, but he's **still** unhappy.

**Still** usually goes in the middle of the sentence with the verb. See Unit 110.

**B**

We use **not ... any more** or **not ... any longer** to say that a situation has changed.

**Any more** and **any longer** go at the end of a sentence:

- Lucy **doesn't** work here **any more**. She left last month. *or*
- Lucy **doesn't** work here **any longer**.
- We used to be good friends, but we **aren't any more**. *or* ... we aren't **any longer**.

You can write **any more** (2 words) or **anymore** (1 word).

You can also use **no longer**. **No longer** goes in the middle of the sentence:

- Lucy **no longer** works here.

We do not normally use **no more** in this way:

- We are **no longer** friends. (*not* we are no more friends)

Compare **still** and **not ... any more**:

- Sally **still** works here, but Lucy **doesn't** work here **any more**.

**C**

We use **yet** mainly in negative sentences (**He isn't here yet**) and questions (**Is he here yet?**).

**Yet** (= until now) shows that the speaker expects something to happen.

**Yet** usually goes at the end of a sentence:

- It's 10 o'clock and Joe **isn't** here **yet**.
- Have** you **decided** what to do **yet**?
- 'Where are you going on holiday?' 'We **don't** know **yet**'

We often use **yet** with the **present perfect** ('**Have** you **decided ... yet**?'). See Unit 7C.

Compare **yet** and **still**:

- Mike lost his job six months ago and **is still** unemployed.
- Mike lost his job six months ago and **hasn't found** another job **yet**.
- Is it still** raining?
- Has it stopped** raining **yet**?

**Still** is also possible in **negative** sentences (before the negative):

- She said she would be here an hour ago and she **still hasn't** come.

This is similar to 'she **hasn't come yet**'. But **still ... not** shows a stronger feeling of surprise or impatience. Compare:

- I sent him an invitation last week. He **hasn't** replied **yet**. (but I expect he will reply soon)
- I sent him an invitation weeks ago and he **still hasn't** replied. (he should have replied before now)

**D**

We use **already** to say that something happened sooner than expected.

- 'What time is Sue leaving?' 'She **has already** left.' (= sooner than you expected)
- Shall I tell Joe what happened or does he **already** know?
- I've just had lunch and I'm **already** hungry.

**Already** usually goes in the middle of a sentence (see Unit 110) or at the end:

- She's **already** left. *or* She's left **already**.

# Exercises

**111.1** Compare what Paul said a few years ago with what he says now. Some things are the same as before and some things have changed. Write sentences with **still** and **any more**.



**Paul a few years ago**

I travel a lot.  
I work in a shop.  
I write poems.  
I want to be a teacher.  
I'm interested in politics.  
I'm single.  
I go fishing a lot.



**Paul now**

I travel a lot.  
I work in a hospital.  
I gave up writing poems.  
I want to be a teacher.  
I'm not interested in politics.  
I'm single.  
I haven't been fishing for years.

- 1 (travel) *He still travels a lot.*
- 2 (shop) *He doesn't work in a shop any more.*
- 3 (poems) He .....
- 4 (teacher) .....

- 5 (politics) .....
- 6 (single) .....
- 7 (fishing) .....
- 8 (beard) .....

Now write three sentences about Paul using **no longer**.

- 9 *He no longer works in a shop.*
- 10 .....

- 11 .....
- 12 .....

**111.2** For each sentence (with **still**) write a sentence with a similar meaning using **not ... yet**. Choose from these verbs:

decide    find    finish    go    stop    take off    wake up

- 1 It's still raining. *It hasn't stopped raining yet.*
- 2 Gary is still here. *He .....*
- 3 They're still repairing the road. *They .....*
- 4 The children are still asleep. *They .....*
- 5 Kate is still looking for a job. *She .....*
- 6 I'm still wondering what to do. *I .....*
- 7 The plane is still waiting on the runway. *It .....*

**111.3** Put in **still**, **yet**, **already** or **any more**.

- 1 Mike lost his job a year ago and he is still unemployed.
- 2 Shall I tell Joe what happened or does he already know?
- 3 Do you ..... live in the same place or have you moved?
- 4 I'm hungry. Is dinner ready ..... ?
- 5 I was hungry earlier, but I don't feel hungry .....
- 6 Can we wait a few minutes? I don't want to go out .....
- 7 Amy used to work at the airport, but she doesn't work there .....
- 8 I used to live in Amsterdam. I ..... have a lot of friends there.
- 9 There's no need to introduce me to Joe. We've ..... met.
- 10 John is 80 years old, but he's ..... very fit and healthy.
- 11 Would you like something to eat, or have you ..... eaten?
- 12 'Where's Helen?' 'She's not here ..... . She'll be here soon.'
- 13 Mark said he'd be here at 8.30. It's 9 o'clock now and he ..... isn't here.
- 14 Do you want to join the club or are you ..... a member?
- 15 It happened a long time ago, but I ..... remember it very clearly.
- 16 I've put on weight. These trousers don't fit me .....

**A**

Study this example situation:

Tina loves watching TV.

She has a television in every room of the house,  
**even the bathroom.**

We use **even** to say that something is unusual or surprising. It is not usual to have a television in the bathroom.



Some more examples:

- These pictures are really awful. **Even I** take better pictures than these.  
(and I'm certainly not a good photographer)
- He always wears a coat, **even in hot weather.**
- The print was very small. I couldn't read it, **even with glasses.**
- Nobody would help her, **not even her best friend.** or  
**Not even** her best friend would help her.

**B**

You can use **even** with the verb in the middle of a sentence (see Unit 110):

- Laura has travelled all over the world. She's **even** been to the Antarctic.
- They are very rich. They **even** have their own private jet.

You can use **even** with a negative (**not even**, **can't even**, **don't even** etc.):

- I can't cook. I **can't even** boil an egg. (and boiling an egg is very easy)
- They weren't very friendly to us. They **didn't even** say hello.
- Jessica is very fit. She's been running quite fast and she's **not even** out of breath.

**C**

You can use **even** + comparative (**cheaper** / **more expensive** etc.):

- I got up very early, but Jack got up **even earlier.**
- I knew I didn't have much money, but I have **even less** than I thought.
- We were very surprised to get an email from her. We were **even more surprised** when she came to see us a few days later.

**D**

**even though / even when / even if**

We use **even though / even when / even if** + subject + verb:

- Even though** **Tina can't** drive, she has a car.  
*subject + verb*
- He never shouts, **even when he's** angry.
- This river is dangerous. It's dangerous to swim in it, **even if you're** a strong swimmer.

We do not use **even** + subject + verb. We say:

- Even though she can't** drive, she has a car. (*not even* she can't drive)
- I can't reach the shelf **even if I stand** on a chair. (*not even* I stand)

Compare **even if** and **even** (without **if**):

- It's dangerous to swim here **even if you're** a strong swimmer. (*not even* you are)
- The river is dangerous, **even for strong swimmers.**

Compare **even if** and **if**:

- We're going to the beach tomorrow. It doesn't matter what the weather is like.  
We're going **even if** the weather is bad.
- We want to go to the beach tomorrow, but we won't go **if** the weather is bad.

# Exercises

**112.1** Amy, Kate and Lisa are three friends who went on holiday together. Use the information given about them to complete the sentences using **even** or **not even**.

AMY

is usually happy  
is usually on time  
likes to get up early  
is very interested in art



KATE

isn't very keen on art  
is usually miserable  
usually hates hotels  
doesn't use her camera much



LISA

is almost always late  
is a keen photographer  
loves staying in hotels  
isn't very good at getting up



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

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

- 1 Laura has been all over the world. (the Antarctic) **She has even been to the Antarctic.** .....
- 2 We painted the whole room. (the floor) We .....
- 3 Rachel has met lots of famous people. (the prime minister)  
She .....
- 4 You could hear the noise from a long way away. (from the next street)  
You .....

**Now make sentences with a negative + even (didn't even, can't even etc.).**

- 5 They didn't say anything to us. (hello) **They didn't even say hello.** .....
- 6 I can't remember anything about her. (her name)  
I .....
- 7 There isn't anything to do in this town. (a cinema)  
.....
- 8 He didn't tell anybody where he was going. (his wife)  
.....
- 9 I don't know anyone in our street. (my neighbours)  
.....

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

- 1 It was very hot yesterday, but today it's ..... **even hotter** .....
- 2 The church is 700 years old, but the house next to it is .....
- 3 That's a very good idea, but I've got an ..... one.
- 4 The first question was very difficult to answer. The second one was .....
- 5 I did very badly in the exam, but most of my friends did .....
- 6 Neither of us was hungry. I ate very little and my friend ate .....

**112.4** Complete the sentences. Choose from: **if even even if even though**

- 1 **Even though** ..... she can't drive, she has a car.
- 2 The bus leaves in five minutes, but we can still catch it ..... we run.
- 3 The bus leaves in two minutes. We won't catch it now ..... we run.
- 4 Mark's Spanish isn't very good, ..... after three years in Spain.
- 5 Mark's Spanish isn't very good, ..... he lived in Spain for three years.
- 6 ..... with the heating on, it was cold in the house.
- 7 I couldn't sleep ..... I was very tired.
- 8 I won't forgive them for what they did, ..... they apologise.
- 9 ..... I hadn't eaten anything for 24 hours, I wasn't hungry.

# although    though    even though in spite of    despite

**A**

Study this example situation:



Last year Paul and Sarah had a holiday by the sea. It rained a lot, but they had a good time.

You can say:

**Although it rained** a lot, they had a good time.  
(= It rained a lot, but they ...) or

**In spite of } the rain**, they had a good time.  
**Despite }**

**B**After **although** we use a *subject + verb*:

- Although it rained** a lot, they had a good time.
- I didn't apply for the job **although I had** the necessary qualifications.

Compare the meaning of **although** and **because**:

- We went out **although** it was raining heavily.
- We didn't go out **because** it was raining heavily.

**C**After **in spite of** or **despite**, we use a *noun*, a *pronoun* (**this/that/what** etc.) or **-ing**:

- In spite of the rain**, we had a good time.
- She wasn't well, but **in spite of this** she continued working.
- In spite of what** I said yesterday, I still love you.
- I didn't apply for the job **in spite of having** the necessary qualifications.

**Despite** is the same as **in spite of**. We say **in spite of**, but **despite** (*without of*):

- She wasn't well, but **despite this** she continued working. (*not despite of this*)

You can say '**in spite of the fact** (that) ...' and '**despite the fact** (that) ...':

- I didn't apply for the job **{ in spite of the fact (that) } despite the fact (that) }** I had the necessary qualifications.

Compare **in spite of** and **because of**:

- We went out **in spite of the rain**. (*or ... despite the rain*.)
- We didn't go out **because of the rain**.

**D**Compare **although** and **in spite of / despite**:

- Although the traffic was** bad, **{ In spite of the traffic, }** we arrived on time. (*not in spite of the traffic was bad*)
- I couldn't sleep **{ although I was } despite being** very tired. (*not despite I was tired*)

**E****though = although:**

- I didn't apply for the job **though** I had the necessary qualifications.

In spoken English we often use **though** at the end of a sentence:

- The house isn't so nice. I like the garden **though**. (= but I like the garden)
- I see them every day. I've never spoken to them **though**. (= but I've never spoken to them)

**Even though** (*but not 'even' alone*) is similar to **although**:

- Even though** I was really tired, I couldn't sleep. (*not even I was really tired*)

# Exercises

**113.1** Complete the sentences. Use **although** + a sentence from the box.

I didn't speak the language well  
I had never seen her before  
it was quite cold  
I'd met her twice before

-she has a very important job-  
we don't like them very much  
the heating was on  
we've known each other a long time

- 1 Although she has a very important job ..., she isn't well-paid.
- 2 ..... , I recognised her from a photo.
- 3 Sarah wasn't wearing a coat .....
- 4 We decided to invite them to the party .....
- 5 ..... , I managed to make myself understood.
- 6 ..... , the room wasn't warm.
- 7 I didn't recognise her .....
- 8 We're not close friends .....

**113.2** Complete the sentences with **although / in spite of / because / because of**.

- 1 Although it rained a lot, we had a good time.
- 2 a ..... all our careful plans, a lot of things went wrong.  
b ..... we'd planned everything carefully, a lot of things went wrong.
- 3 a I went home early ..... I was feeling unwell.  
b I went to work the next day ..... I was still feeling unwell.
- 4 a Chris only accepted the job ..... the salary, which was very high.  
b Sam accepted the job ..... the salary, which was rather low.
- 5 a ..... there was a lot of noise, I slept quite well.  
b I couldn't get to sleep ..... the noise.

**Use your own ideas to complete the following sentences:**

- 6 a He passed the exam although .....  
b He passed the exam because .....
- 7 a I didn't eat much although .....  
b I didn't eat much in spite of .....

**113.3** Make one sentence from two. Use the word(s) in brackets in your sentences.

- 1 I couldn't sleep. I was very tired. (despite)  
I couldn't sleep despite being very tired.
- 2 We played quite well. We lost the game. (in spite of)  
In spite .....
- 3 I'd hurt my foot. I managed to walk home. (although)  
.....
- 4 I enjoyed the film. The story was silly. (in spite of)  
.....
- 5 We live in the same building. We hardly ever see each other. (despite)  
.....
- 6 They came to the party. They hadn't been invited. (even though)  
.....

**113.4** Use the words in brackets to make a sentence with **though** at the end.

- 1 The house isn't very nice. (like / garden) I like the garden though.
- 2 I enjoyed reading the book. (very long) .....
- 3 We didn't like the food. (ate) .....
- 4 Laura is very nice. (don't like / husband) I .....

# in case

**A**

Study this example situation:



Your car should have a spare wheel **in case** you have a puncture.  
(= because it is possible you will have a puncture)

**in case** something happens =  
because it is possible it will happen

Some more examples of **in case**:

- I'd better write down my password **in case I forget it**.  
(= because it is possible I will forget it)
- Shall I draw a map for you **in case you have a problem** finding our house?  
(= because it is possible you will have problems finding it)
- I'll remind them about the meeting **in case they've forgotten**.  
(= because it is possible they have forgotten)

We use **just in case** for a smaller possibility:

- I don't think it will rain, but I'll take an umbrella **just in case**. (= **just in case** it rains)

We do not use **will** after **in case** (see also Unit 25):

- I'll write down my password **in case I forget** it. (not in case I will forget)

**B**

**In case** and **if** are not the same. We use **in case** to say *why* somebody does (or doesn't do) something. You do something *now* **in case** something happens *later*.

Compare:

**in case**

- We'll buy some more food **in case** Tom comes.  
(= Maybe Tom will come. We'll buy some more food now, whether he comes or not. Then we'll *already* have the food if he comes.)
- I'll give you my phone number **in case** you need to contact me.
- You should insure your bike **in case** it is stolen.

**if**

- We'll buy some more food **if** Tom comes.  
(= Maybe Tom will come. If he comes, we'll buy some more food. If he doesn't come, we won't buy any more food.)
- You can call me on this number **if** you need to contact me.
- You should inform the police **if** your bike is stolen.

**C**You can use **in case** + *past* to say why somebody did something:

- I gave him my phone number **in case he needed** to contact me.  
(= because it was possible that he would need to contact me)
- I drew a map for Sarah **in case she had** a problem finding our house.
- We rang the doorbell again **in case they hadn't heard** it the first time.

**D****in case of** = if there is ... (especially on notices, instructions etc.):

- In case of fire**, please leave the building as quickly as possible. (= if there is a fire)
- In case of emergency**, call this number. (= if there is an emergency)

# Exercises

**114.1** Sophie is going for a long walk in the country. You're worried about her because:

perhaps she'll be thirsty it's possible she'll get lost	she might need to call somebody perhaps she'll get hungry	maybe she'll get lonely maybe it will rain
--	--	---

You advise her to take some things with her. Complete the sentences using **in case**.

- 1 Take a map ..... *in case you get lost* .....
- 2 You should take some chocolate .....
- 3 You'll need an anorak .....
- 4 Take plenty of water .....
- 5 Don't forget your phone .....
- 6 Shall I come with you ..... ?

**114.2** What do you say in these situations? Use **in case**.

- 1 It's possible that Jane will need to contact you, so you give her your phone number.  
You say: I'll give you my phone number ..... *in case you need to contact me* .....
- 2 A friend of yours is going away for a long time. Maybe you won't see her again before she goes, so you decide to say goodbye now.  
You say: I'll say goodbye now .....
- 3 You are buying food in a supermarket with a friend. You think you have everything you need, but maybe you've forgotten something. Your friend has the list. You ask her to check it.  
You say: Can you ..... ?
- 4 You're shopping with a friend. She's just bought some jeans, but she didn't try them on. Maybe they won't fit her, so you advise her to keep the receipt.  
You say: Keep ..... .

**114.3** Complete the sentences using **in case**.

- 1 It was possible that it would rain, so I took an umbrella.  
I took an umbrella ..... *in case it rained* .....
- 2 I thought that I might forget the name of the book. So I wrote it down.  
I wrote down the name of the book .....
- 3 I thought my parents might be worried about me. So I phoned them.  
I phoned my parents .....
- 4 I sent an email to Lisa, but she didn't reply. So I sent another email because maybe she didn't get the first one.  
I sent her another email .....
- 5 I met some people when I was on holiday in France. They said they might come to London one day. I live in London, so I gave them my phone number.  
I gave them my phone number .....

**114.4** Put in **in case** or **if**.

- 1 I'll draw a map for you ..... *in case* ..... you have a problem finding our house.
- 2 You should tell the police ..... *if* ..... you have any information about the crime.
- 3 I hope you'll come to Australia sometime. ..... you come, you must visit us.
- 4 I made a copy of the document ..... something happens to the original.
- 5 This book belongs to Kate. Can you give it to her ..... you see her?
- 6 Write your name and phone number on your bag ..... you lose it.
- 7 Go to the lost property office ..... you lose your bag.
- 8 The burglar alarm will ring ..... somebody tries to break into the house.
- 9 You should lock your bike to something ..... somebody tries to steal it.
- 10 I was advised to get insurance ..... I needed medical treatment while I was abroad.

**unless      as long as      provided****A unless**

Study this example situation:

The club is for members only.

You can't go in **unless you are a member**.

This means:

You can't go in *except if* you are a member.

You can go in *only if* you are a member.

**unless** = except if



Some more examples of **unless**:

- I'll see you tomorrow **unless I have to work late**.  
(= except if I have to work late)
- There are no buses to the beach. **Unless you have a car**, it's difficult to get there.  
(= except if you have a car)
- A: Shall I tell Lisa what happened?  
B: **Not unless** she asks you. (= tell her only if she asks you)
- Ben hates to complain. He wouldn't complain about something **unless it was really bad**.  
(= except if it was really bad)
- We can take a taxi to the restaurant – **unless you'd prefer to walk**. (= except if you'd prefer to walk)

Instead of **unless** it is often possible to say **if ... not**:

- Unless we leave now**, we'll be late. *or* **If we don't leave now**, we'll ...

**B as long as / so long as and provided / providing**

You can say **as long as** or **so long as** (= if, on condition that):

- You can borrow my car { **as long as** } **so long as** you promise not to drive too fast.  
(= You can borrow my car, but you must promise not to drive too fast. This is a condition.)

You can also say **provided (that)** or **providing (that)**:

- Travelling by car is convenient { **provided (that)** } **providing (that)** you have somewhere to park.  
(= It's convenient but only if you have somewhere to park.)
- { **Providing (that)** } **Provided (that)** the room is clean, I don't mind which hotel we stay at.  
(= The room must be clean, but otherwise I don't mind.)

**C unless / as long as etc. for the future**

When we are talking about the future, we do *not* use **will** after **unless / as long as / so long as / provided / providing**. We use a *present tense* (see Unit 25):

- I'm not going out **unless it stops** raining. (*not unless it will stop*)
- Providing** the weather **is** good, we're going to have a picnic tomorrow.  
(*not providing the weather will be good*)

# Exercises

**115.1** Write a new sentence with the same meaning. Use **unless** in your sentence.

- 1 You must try a bit harder, or you won't pass the exam.

You won't pass the exam unless you try a bit harder.

- 2 Listen carefully, or you won't know what to do.

You won't know what to do

- 3 She must apologise to me, or I'll never speak to her again.

- 4 You have to speak very slowly, or he won't understand you.

- 5 Business must improve soon, or the company will have to close.

- 6 We need to do something soon, or the problem will get worse.

**115.2** Write sentences with **unless**.

- 1 The club isn't open to everyone. You're allowed in only if you're a member.

You aren't allowed in the club unless you're a member.

- 2 I don't want to go to the party alone. I'm going only if you go too.

I'm not going

- 3 Don't worry about the dog. It will chase you only if you move suddenly.

The dog

- 4 Ben isn't very talkative. He'll speak to you only if you ask him something.

Ben

- 5 Today is a public holiday. The doctor will see you only if it's an emergency.

The doctor

**115.3** Which is correct?

- 1 You can borrow my car unless / as long as you promise not to drive too fast.

(as long as is correct)

- 2 We're going to the beach tomorrow unless / providing the weather is bad.

- 3 We're going to the beach tomorrow unless / providing the weather is good.

- 4 I don't mind if you come home late unless / as long as you come in quietly.

- 5 I'm going now unless / provided you want me to stay.

- 6 I don't watch TV unless / as long as I have nothing else to do.

- 7 Children are allowed to use the swimming pool unless / provided they are with an adult.

- 8 Unless / Provided they are with an adult, children are not allowed to use the swimming pool.

- 9 We can sit here in the corner unless / as long as you'd rather sit by the window.

- 10 A: Our holiday cost a lot of money.

B: Did it? Well, that doesn't matter unless / as long as you enjoyed yourselves.

**115.4** Use your own ideas to complete these sentences.

- 1 We'll be late unless ... we take a taxi.

- 2 I like hot weather as long as ...

- 3 It takes 20 minutes to drive to the airport provided ...

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

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

- 6 We can meet tomorrow unless ...

- 7 I'll lend you the money providing ...

- 8 I'll tell you a secret as long as ...

- 9 You won't achieve anything unless ...

# as (as I walked ... / as I was ... etc.)

**A**

**as** = at the same time as

You can use **as** when two things happen together at the same time:

- We all waved goodbye to Liz **as she drove away**.  
(we **waved** and she **drove** away at the same time)
- As I walked along the street**, I looked in the shop windows.
- Can you turn off the light **as you go out**, please?



Or you can say that something happened **as you were doing** something else (in the middle of doing something else):

- Kate slipped **as she was getting off the bus**.
- We met Paul **as we were leaving the hotel**.



For the *past continuous* (**was getting** / **were going** etc.), see Unit 6.

You can also use **just as** (= exactly at that moment):

- Just as I sat down**, the doorbell rang.
- I had to leave **just as** the conversation was getting interesting.

We also use **as** when two things happen together in a longer period of time:

- As the day went on**, the weather got worse.
- I began to enjoy the job more **as I got used to it**.

*the day went on*

*the weather got worse*

Compare **as** and **when**:

We use **as** only if two things happen at the same time.

- As I drove home**, I listened to music.  
(= at the same time)

Use **when** (*not as*) if one thing happens after another.

- When I got home**, I had something to eat.  
(*not as I got home*)

**B**

**as** = because

**As** also means ‘because’:

- As I was hungry**, I decided to find somewhere to eat.  
(= because I was hungry)
- As it's late and we're tired**, let's get a taxi home. (= because it's late ...)
- We watched TV all evening **as we didn't have anything better to do**.
- As I don't watch TV any more**, I gave my television to a friend of mine.

You can also use **since** in this way:

- Since** it's late and we're tired, let's get a taxi home.

Compare **as** (= because) and **when**:

- David wasn't in the office **as he was on holiday**. (= because he was on holiday)
- As they lived near us**, we used to see them quite often.  
(= because they lived near us)

- David lost his passport **when he was on holiday**.  
(= during the time he was away)
- When they lived near us**, we used to see them quite often.  
(= at the time they lived near us)

# Exercises

**116.1** In this exercise **as** means ‘at the same time as’. Use **as** to join sentences from the boxes.

- 1 We all waved goodbye to Liz.
- 2 I listened
- 3 I burnt myself
- 4 The spectators cheered
- 5 A dog ran out in front of the car

we were driving along the road.  
I was taking a hot dish out of the oven.  
she drove away.  
she told me her story.  
the two teams came onto the field.

1 We all waved goodbye to Liz as she drove away.

2 .....

3 .....

4 .....

5 .....

**116.2** In this exercise **as** means ‘because’. Join sentences from the boxes beginning with **as**.

- 1 I was hungry
- 2 today is a public holiday
- 3 I didn’t want to disturb anybody
- 4 I can’t go to the concert
- 5 it was a nice day

we went for a walk by the canal  
I tried to be very quiet  
I decided to find somewhere to eat  
all government offices are shut  
you can have my ticket

1 As I was hungry, I decided to find somewhere to eat.

2 .....

3 .....

4 .....

5 .....

**116.3** What does **as** mean in these sentences?

- 1 As they lived near us, we used to see them quite often.
- 2 Kate slipped **as** she was getting off the bus.
- 3 As I was tired, I went to bed early.
- 4 Unfortunately, **as** I was parking the car, I hit the car behind me.
- 5 As we climbed the hill, we got more and more tired.
- 6 We decided to go out to eat **as** we had no food at home.
- 7 As we don’t use the car very often, we’ve decided to sell it.

*because*      *at the same time as*

✓

✓

**116.4** In some of these sentences, **as** is not correct. Correct the sentences where necessary.

- 1 Julia got married as she was 22.
- 2 As the day went on, the weather got worse.
- 3 He dropped the glass as he was taking it out of the cupboard.
- 4 I lost my phone as I was in London.
- 5 As I left school, I didn’t know what to do.
- 6 The train slowed down as it approached the station.
- 7 I used to live near the sea as I was a child.
- 8 We can walk to the hotel as it isn’t far from here.

when she was 22

OK

**116.5** Use your own ideas to complete these sentences.

- 1 Just as I sat down, the doorbell rang.
- 2 I saw you as .....
- 3 It started to rain just as .....
- 4 As she doesn’t have a phone, .....
- 5 Just as I took the picture, .....

**A**

**Like** = similar to, the same as:

- What a beautiful house! It's **like a palace**. (*not as a palace*)
- Be careful! The floor has been polished. It's **like walking on ice**. (*not as walking*)
- It's raining again. I hate weather **like this**. (*not as this*)
- 'What's that noise?' 'It sounds **like a baby crying**'. (*not as a baby crying*)

In these examples, **like** is a *preposition*. So it is followed by a *noun* (**like a palace**), a *pronoun* (**like this**) or **-ing** (**like walking**).

Sometimes **like** = for example. You can also use **such as**:

- I enjoy water sports, **like** surfing, scuba diving and water-skiing. *or*
- I enjoy water sports, **such as** surfing ...

**B**

**As** = in the same way as, in the same condition as.

We use **as** with *subject (S) + verb (V)*:

- I didn't move anything. I left everything **as it was**.
- You should have done it **as I showed** you.

*S + V*  
**as it was**  
**as I showed**

We also use **like** in this way (+ *subject + verb*):

- I left everything **like it was**.

Compare **as** and **like**. You can say:

- You should have done it **as I showed you**. *or* ... **like I showed you**.
- but* You should have done it **like this**. (*not as this*)

We say **as usual / as always**:

- You're late **as usual**.
- As always**, Nick was the first to complain.

We say **the same as ...**:

- Your phone is **the same as** mine. (*not the same like*)

**C**

Sometimes **as** (+ *subject + verb*) has other meanings. For example, after **do**:

- You can do **as you like**. (=do what you like)
- They did **as they promised**. (=They did what they promised.)

We also say **as you know / as I said / as she expected / as I thought** etc.:

- As you know**, it's Emma's birthday next week. (=you know this already)
- Andy failed his driving test, **as he expected**. (=he expected this before)

**Like** is not usual in these expressions, except with **say (like I said)**:

- As I said** yesterday, I'm sure we can solve the problem. *or* **Like I said** yesterday ...

**D**

**As** can also be a *preposition* (**as + noun**), but the meaning is different from **like**.

Compare:

- As a taxi driver**, I spend most of my working life in a car.  
(I am a taxi driver, it's my job.)

- Everyone in the family wants me to drive them to places. I'm **like a taxi driver**.  
(I'm not a taxi driver, but I'm like one.)

**As (preposition)** = in the position of, in the form of etc.:

- Many years ago I worked **as a photographer**. (I was a photographer)
- Many words, for example 'work' and 'rain', can be used **as verbs or nouns**.
- London is fine **as a place to visit**, but I wouldn't like to live there.
- The news of the tragedy came **as a great shock**.

# Exercises

**117.1** In some of these sentences, you need **like** (not **as**). Correct the sentences where necessary. Write 'OK' if the sentence is correct.

- 1 It's raining again. I hate weather as this.
- 2 You should have done it as I showed you.
- 3 Do you think James looks as his father?
- 4 He gets on my nerves. I can't stand people as him.
- 5 Why didn't you do it as I told you to do it?
- 6 As her mother, Katherine has a very good voice.
- 7 You never listen. Talking to you is as talking to the wall.
- 8 I prefer the room as it was, before we decorated it.
- 9 I'll phone you tomorrow as usual, OK?
- 10 She's a very good swimmer. She swims as a fish.

I hate weather like this.

OK

---



---



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**117.2** Which goes with which?

- 1 I won't be able to come to the party.
- 2 I like Tom's idea.
- 3 I'm fed up with my job.
- 4 You drive too fast.
- 5 You don't have to take my advice.
- 6 I couldn't get a seat on the train.

- a It was full, as I expected.
- b As I've told you before, it's boring.
- c ~~As you know, I'll be away.~~
- d You can do as you like.
- e Let's do as he suggests.
- f You should take more care, as I keep telling you.

- 1 c
- 2
- 3
- 4
- 5
- 6

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

<b>a beginner</b>	<b>blocks of ice</b>	<b>a palace</b>	<b>a birthday present</b>
<b>a child</b>	<b>a theatre</b>	<b>winter</b>	<b>a tour guide</b>

- 1 This house is beautiful. It's like a palace.
- 2 My feet are really cold. They're like blocks of ice.
- 3 I've been playing tennis for years, but I still play like a beginner.
- 4 Marion once had a part-time job as a child.
- 5 I wonder what that building is. It looks like a palace.
- 6 My brother gave me this watch as a birthday present.
- 7 It's very cold for the middle of summer. It's like winter.
- 8 He's 22 years old, but he sometimes behaves like a child.

a long time ago.

**117.4** Put in **like** or **as**. Sometimes either word is possible.

- 1 We heard a noise like a baby crying.
- 2 I wish I had a car as yours.
- 3 Hannah has been working as a waitress for the last two months.
- 4 We saw Kevin last night. He was very cheerful, as always.
- 5 You waste a lot of time doing things like sitting in cafes all day.
- 6 As you can imagine, we were very tired after such a long journey.
- 7 Tom showed me some photos of the city as it was thirty years ago.
- 8 My neighbour's house is full of interesting things. It's like a museum.
- 9 In some countries in Asia, as Japan, Indonesia and Thailand, traffic drives on the left.
- 10 The weather hasn't changed. It's the same as yesterday.
- 11 You're different from the other people I know. I don't know anyone else like you.
- 12 The news that they are getting married came as a complete surprise to me.
- 13 This tea is awful. It tastes like water.
- 14 Suddenly there was a terrible noise. It was as a bomb exploding.
- 15 Right now I'm working in a shop. It's not great, but it's OK as a temporary job.
- 16 Brian is a student as most of his friends.

## like      as if

## A

We use **like** or **as if** to say how somebody/something looks, sounds or feels:

- That house **looks like** it's going to fall down. or  
That house **looks as if** it's going to fall down.
- Amy **sounded like** she had a cold, didn't she? or  
Amy **sounded as if** she had a cold, didn't she?
- I've just had a holiday, but I feel very tired.  
I don't **feel like** I've had a holiday. or  
I don't **feel as if** I've had a holiday.

You can also use **as though** in these examples:

- I don't **feel as though** I've had a holiday.

Compare:

- You **look tired**. (**look** + *adjective*)
- You **look like you haven't slept**. } (**look like / as if** + *subject* + *verb*)  
You **look as if you haven't slept**.



## B

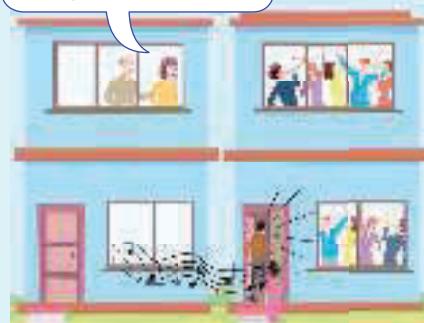
We say: **it looks like ... or it looks as if ...**  
**it sounds like ... or it sounds as if ...**

- Sarah is very late. **It looks like** she isn't coming.  
or **It looks as if** she isn't coming.
- It looked like** it was going to rain, so we took an umbrella.  
or **It looked as if** it was going to rain ...
- The noise is very loud next door.  
**It sounds like** they're having a party.  
or **It sounds as if** they're ...

You can also use **as though**:

- It sounds as though** they're having a party.

**It sounds like** they're having a party next door.



## C

You can use **like / as if / as though** with other verbs to say how somebody does something:

- He ran **like he was running for his life**.
- After the interruption, the speaker went on talking **as if nothing had happened**.
- When I told them my plan, they looked at me **as though I was mad**.

## D

After **as if**, we sometimes use the *past* when we are talking about the *present*.

For example:

- I don't like him. He talks **as if** he **knew** everything.

The meaning is not past. We use the past (**as if** he **knew**) because the idea is not real: he does *not* know everything. We use the past in the same way with **if** and **wish** (see Unit 39).

We do not normally use **like** in this way.

Some more examples:

- She's always asking me to do things for her – **as if I didn't** have enough to do already.  
(I *have* enough to do already)
- Joe's only 40. Why do you talk about him **as if he was** an old man? (he *isn't* an old man)

When you use the past in this way, you can use **were** instead of **was**:

- Why do you talk about him **as if he were** an old man?
- They treat me **as if I were** their own son. or ... **as if I was** their own son.  
(I'm *not* their son)

# Exercises

**118.1** What do you say in these situations? Use the words in brackets to make your sentence.

1 You meet Bill. He has a black eye and blood on his face. (look / like / be / a fight)

You say to him: *You look like you've been in a fight.*

2 Claire comes into the room. She looks absolutely terrified. (look / as if / see / a ghost)

You say to her: What's the matter? You .....

3 You have just run one kilometre, but you are exhausted. (feel / like / run / a marathon)

You say: I .....

4 Joe is on holiday. He's talking to you on the phone and sounds happy.

(sound / as if / have / a good time)

You say to him: You .....

**118.2** Make sentences beginning **It looks like ... or It sounds like ...**.

**you should see a doctor  
it's going to rain**

**there's been an accident  
she isn't coming**

**they're having an argument  
they don't have any**

1 Sarah said she would be here an hour ago.

You say: *It looks like she isn't coming.*

2 The sky is full of black clouds.

You say: It .....

3 You hear two people shouting at each other next door.

You say: .....

4 You see an ambulance, some policemen and two damaged cars at the side of the road.

You say: .....

5 You and a friend are in a supermarket. You're looking for bananas, but without success.

You say: .....

6 Dave isn't feeling well. He tells you all about it.

You say: .....

**118.3** Complete the sentences with **as if**. Choose from the box, putting the verbs in the correct form.

**she / enjoy / it**

**he / need / a good rest**

**I / not / exist**

**I / be / crazy**

**she / hurt / her leg**

**she / not / want / come**

**he / not / eat / for a week**

**he / mean / what he / say**

1 Mark looks very tired. He looks *as if he needs a good rest*.

2 I don't think Paul was joking. He looked .....

3 What's the matter with Lisa? She's walking .....

4 Paul was extremely hungry and ate his dinner very quickly.

He ate .....

5 I looked at Sarah during the movie. She had a bored expression on her face.

She didn't look .....

6 I told my friends about my plan. They were amazed.

They looked at me .....

7 I phoned Kate and invited her to the party, but she wasn't very enthusiastic.

She sounded .....

8 I went into the office, but nobody spoke to me or looked at me.

Everybody ignored me .....

**118.4** These sentences are like the ones in Section D. Complete each sentence using **as if**.

1 Andy is a terrible driver. He drives *as if he were* the only driver on the road.

2 I'm 20 years old, so please don't talk to me *as if* I were a child.

3 Steve has never met Nicola, but he talks about her *as if* she were his best friend.

4 We first met a long time ago, but I remember it *as if* it happened yesterday.

# during for while

## A during

**during** = at a time between the start and end of something:

- I fell asleep **during the movie**. (=at a time between the start and end of the movie)
- We met some really nice people **during our holiday**.
- The ground is wet. It must have rained **during the night**.

With 'time words' (**the morning, the night, the summer** etc.), you can usually say **in** or **during**:

- It rained **in the night**. or ... **during the night**.
- It's lovely here **during the summer**. or ... **in the summer**.



I fell asleep **during the movie**.

## B for and during

We use **for** (+ a period of time) to say how long something goes on:

- We watched TV **for two hours** last night.
- Jess is going away **for a week** in September.
- How are you? I haven't seen you **for ages**.
- Are you going away **for the weekend**?

We do not use **during** to say *how long* something goes on. We do not say 'during two hours', 'during five years' etc. :

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

We use **during** to say *when* something happens (*not* how long). Compare **during** and **for**:

- 'When did you fall asleep?' '**During the movie**'
- 'How long were you asleep?' '**For half an hour**'

## C during and while

Compare:

We use **during** + noun:

- I fell asleep **during the movie**. noun
- We met a lot of interesting people **during our holiday**.
- Robert suddenly began to feel ill **during the exam**.

We use **while** + subject + verb:

- I fell asleep **while I was watching** TV. subject + verb
- We met a lot of interesting people **while we were on holiday**.
- Robert suddenly began to feel ill **while he was doing the exam**.

Some more examples of **while**:

- We saw Clare **while we were waiting** for the bus.
- While you were** out, there was a phone call for you.
- Alex read a book **while Amy watched** TV.



Alex read a book **while Amy watched** TV.

When we are talking about the future, we use the present after **while**. Do not use 'will' (see Unit 25):

- I'm going to Moscow next week. I hope the weather will be good **while I'm** there. (*not* while I will be)
- What are you going to do **while you're** waiting? (*not* while you'll be waiting)

# Exercises

**119.1 Put in **for** or **during**.**

- 1 It rained ..... **for** ..... three days without stopping.
- 2 I fell asleep ..... **during** ..... the movie.
- 3 I went to the theatre last night. I met Sue ..... the interval.
- 4 I felt really ill last week. I could hardly eat anything ..... three days.
- 5 The traffic was bad. We were stuck in a traffic jam ..... two hours.
- 6 Production at the factory was seriously affected ..... the strike.
- 7 Sarah was very angry with me. She didn't speak to me ..... a week.
- 8 I don't have much free time ..... the week, but I relax at weekends.
- 9 I need a break. I think I'll go away ..... a few days.
- 10 The president gave a short speech. She spoke ..... only ten minutes.
- 11 We were hungry when we arrived. We hadn't eaten anything ..... the journey.
- 12 We were hungry when we arrived. We hadn't eaten anything ..... eight hours.

**119.2 Put in **during** or **while**.**

- 1 We met a lot of interesting people ..... **while** ..... we were on holiday.
- 2 We met a lot of interesting people ..... **during** ..... our holiday.
- 3 I met Mike ..... I was shopping.
- 4 ..... I was on holiday, I didn't use my phone at all.
- 5 I learnt a lot ..... the course. The teachers were very good.
- 6 There was a lot of noise ..... the night. What was it?
- 7 I'd been away for many years. Many things had changed ..... that time.
- 8 What did they say about me ..... I was out of the room?
- 9 When I fly anywhere, I never eat anything ..... the flight.
- 10 Please don't interrupt me ..... I'm speaking.
- 11 ..... the festival, it's almost impossible to find a hotel room here.
- 12 We were hungry when we arrived. We hadn't eaten anything ..... we were travelling.

**119.3 Put in **during**, **for** or **while**.**

- 1 I used to live in Berlin. I lived there ..... five years.
- 2 One of the runners fell ..... the race but managed to get up and continue.
- 3 Nobody came to see me ..... I was in hospital.
- 4 Try to avoid travelling ..... the busy periods of the day.
- 5 I was very tired. I slept ..... ten hours.
- 6 Can you hold my bag ..... I try on this jacket?
- 7 I'm not sure when we'll arrive, but it will be sometime ..... the afternoon.
- 8 I wasn't well last week. I hardly ate anything ..... three days.
- 9 My phone rang ..... we were having dinner.
- 10 Nobody knows how many people were killed ..... the war.

**119.4 Use your own ideas to complete these sentences.**

- 1 I fell asleep while ..... **I was watching TV.**
- 2 I fell asleep during ..... **the movie.**
- 3 Can you wait for me while .....
- 4 Most of the students looked bored during .....
- 5 I was asked a lot of questions during .....
- 6 Don't open the car door while .....
- 7 The lights suddenly went out while .....
- 8 What are you going to do while .....
- 9 It started to rain during .....
- 10 It started to rain while .....

## A

**by** ... = not later than:

- I sent the documents today, so they should arrive **by Monday**.  
(= on or before Monday, not later than Monday)
- We'd better hurry. We have to be home **by 5 o'clock**.  
(= at or before 5 o'clock, not later than 5 o'clock)
- Where's Sarah? She should be here **by now**.  
(= now or before now – so she should already be here)



This milk has to be used  
**by 14 August**.

## B

We use **until** (or **till**) to say *how long* a situation continues:

- A: Shall we go now?  
B: No, let's **wait until** it stops raining. *or* ... **till** it stops raining.
- I was very tired this morning. *{* **I stayed in bed until** half past ten.  
**I didn't get up until** half past ten.}

Compare **until** and **by**:

Something *continues until* a time in the future:

- Joe **will be away until** Monday.  
(so he'll be back *on* Monday)
- I'll **be working until** 11.30.  
(so I'll stop working *at* 11.30)

Something *happens by* a time in the future:

- Joe **will be back by** Monday.  
(= not later than Monday)
- I'll **have finished my work by** 11.30.  
(= I'll finish it not later than 11.30)

## C

You can say '**by the time** something happens':

- It's too late to go to the bank now. **By the time we get there**, it will be closed.  
(= it will close between now and the time we get there)
- You'll need plenty of time at the airport. **By the time you check in and go through security**, it will be time for your flight.  
(= check-in and security will take a long time)
- Hurry up! **By the time we get to the cinema**, the film will already have started.

You can say '**by the time** something happened' (for the past):

- Karen's car broke down on the way to the party last night. **By the time she arrived**, most of the other guests had left.  
(= it took her a long time to get there and most of the guests left during this time)
- I had a lot of work to do yesterday evening. I was very tired **by the time I finished**.  
(= it took me a long time to do the work, and I became more and more tired)
- We went to the cinema last night. It took us a long time to find somewhere to park the car. **By the time we got to the cinema**, the film had already started.

You can say **by then** or **by that time**:

- Karen finally got to the party at midnight, but **by then** most of the other guests had left.  
*or* ... **but by that time**, most of the other guests had left.

# Exercises

**120.1 Complete the sentences with **by**.**

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

**120.2 Put in **by** or **until**.**

- 1 Steve has gone away. He'll be away ..... **until** Monday.
- 2 Sorry, but I must go. I have to be home ..... 5 o'clock.
- 3 According to the forecast, the bad weather will continue ..... the weekend.
- 4 I don't know whether to apply for the job or not. I have to decide ..... Friday.
- 5 I think I'll wait ..... Thursday before making a decision.
- 6 I'm still waiting for Tom to call me. He should have called me ..... now.
- 7 I need to pay this bill. It has to be paid ..... tomorrow.
- 8 Don't pay the bill today. Wait ..... tomorrow.
- 9 We haven't finished painting the house yet. We hope to finish ..... Tuesday.
- 10 'Will you still be in the office at 6.30?' 'No, I'll have gone home ..... then.'
- 11 I'm moving into my new flat next week. I'm staying with a friend ..... then.
- 12 I've got a lot of work to do. ..... the time I finish, it will be time to go to bed.
- 13 We have plenty of time. The film doesn't start ..... 8.30.
- 14 It is hoped that the new bridge will be completed ..... the end of the year.

**120.3 Use your own ideas to complete these sentences. Use **by** or **until**.**

- 1 David is away at the moment. He'll be away ..... **until Monday** .....
- 2 David is away at the moment. He'll be back ..... **by Monday** .....
- 3 I'm just going out. I won't be long. Wait here .....
- 4 I'm just going out. It's 4.30 now. I won't be long. I'll be back .....
- 5 If you want to apply for the job, your application must be received .....
- 6 My passport is valid .....
- 7 I missed the last bus and had to walk home. I didn't get home .....

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

- 1 I was invited to a party, but I got there much later than I intended.  
**By the time I got to the party** ....., most of the other guests had left.
- 2 I intended to catch a train, but it took me longer than expected to get to the station.  
....., my train had already left.
- 3 I wanted to go shopping after work. But I finished work much later than expected.  
....., it was too late to go shopping.
- 4 I saw two men who looked as if they were trying to steal a car. I called the police, but it was some time before they arrived.  
....., the two men had disappeared.
- 5 We climbed a mountain and it took us a long time to get to the top. There wasn't much time to enjoy the view.  
....., we had to come down again.

## at/on/in (time)

## A

Compare **at**, **on** and **in**:

- They arrived **at 5 o'clock**.
- They arrived **on Friday**.
- They arrived **in June**. / They arrived **in 2012**.

We use:

**at** for the time of day**at five o'clock**    **at 11.45**    **at midnight**    **at lunchtime**    **at sunset**    etc.**on** for days and dates**on Friday** / **on Fridays**    **on 16 May 2012**    **on New Year's Day**    **on my birthday****in** for longer periods (months/years/seasons etc.)**in June**    **in 2012**    **in the 1990s**    **in the 20th century**    **in the past**    **in winter**

## B

We say:

**at the moment** / **at the minute** / **at present** / **at this time** (= now):

- Can we talk later? I'm busy **at the moment**.

**at the same time**

- Kate and I arrived **at the same time**.

**at the weekends** / **at weekends** (or **on the weekend** / **on weekends** in American English):

- Will you be here **at the weekend**? (or ... **on** the weekend)

**at Christmas** (but **on Christmas Day**)

- Do you give each other presents **at Christmas**?

**at night** (= during nights in general), **in the night** (= during a particular night):

- I don't like working **at night**. but I was woken up by a noise **in the night**.

## C

We say:

<b>in the morning(s)</b>	<b>but</b>
<b>in the afternoon(s)</b>	
<b>in the evening(s)</b>	

<b>on Friday morning(s)</b>
<b>on Sunday afternoon(s)</b>
<b>on Monday evening(s)</b> etc.

- I'll see you **in the morning**.
- Do you work **in the evenings**?

- I'll see you **on Friday morning**.
- Do you work **on Saturday evenings**?

## D

We do not use **at/on/in** before **last/next/this/every**:

- I'll see you **next Friday**. (not on next Friday)
- They got married **last June**.

We often leave out **on** before days. So you can say:

- I'll see you **on Friday**. or I'll see you **Friday**.
- I don't work **on Monday mornings**. or I don't work **Monday mornings**.

## E

We say that something will happen **in a few minutes** / **in six months** etc.:

- The train will be leaving **in a few minutes**. (= a few minutes from now)
- Andy has gone away. He'll be back **in a week**. (= a week from now)
- They'll be here **in a moment**. (= a moment from now, very soon)

We also use **in** ... to say how long it takes to do something:

- I learnt to drive **in four weeks**. (= it took me four weeks to learn)

# Exercises

**121.1** Put in **at**, **on** or **in**.

- 1 Mozart was born in Salzburg in 1756.
- 2 I've been invited to a wedding on 14 February.
- 3 Amy's birthday is in May, but I don't know which date.
- 4 This park is popular and gets very busy on weekends.
- 5 I haven't seen Kate for a few days. I last saw her on Tuesday.
- 6 Jonathan is 63. He'll be retiring from his job in two years.
- 7 I'm busy right now. I'll be with you in a moment.
- 8 Sam isn't here at the moment, but he'll be here this afternoon.
- 9 There are usually a lot of parties on New Year's Eve.
- 10 I don't like the dark. I try to avoid going out at night.
- 11 It rained very hard on the night. Did you hear it?
- 12 My car is being repaired at the garage. It will be ready in two hours.
- 13 The bus station was busy. A lot of buses were leaving at the same time.
- 14 Helen and David always go out for dinner on their wedding anniversary.
- 15 It was a short book and easy to read. I read it in a day.
- 16 At midday, the sun is at its highest point in the sky.
- 17 This building is very old. It was built in the fifteenth century.
- 18 The office is closed on Wednesday afternoons.
- 19 In the UK many people go home to see their families on Christmas.
- 20 My flight arrives at 5 o'clock in the morning.
- 21 The course begins on 7 January and ends sometime in April.
- 22 I might not be at home on Tuesday morning, but I'll be there in the afternoon.

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

<b>the evening</b>	<b>about 20 minutes</b>	<b>1756</b>	<b>the same time</b>	<b>the 1920s</b>
<b>the moment</b>	<b>21 July 1969</b>	<b>night</b>	<b>Saturdays</b>	<b>11 seconds</b>

- 1 Mozart was born in 1756.
- 2 If the sky is clear, you can see the stars at night.
- 3 After working hard during the day, I like to relax in the evening.
- 4 Neil Armstrong was the first man to walk on the moon at night.
- 5 It's difficult to listen if everyone is speaking at the same time.
- 6 Jazz became popular in the United States in the 1920s.
- 7 I'm just going out to the shop. I'll be back in about 20 minutes.
- 8 I don't think we need an umbrella. It's not raining at the moment.
- 9 Ben is a very fast runner. He can run 100 metres in 11 seconds.
- 10 Lisa works from Monday to Friday. Sometimes she also works on Saturdays.

**121.3** Which is correct: **a**, **b**, or **both** of them?

- |      |                                    |   |                                    |             |
|------|------------------------------------|---|------------------------------------|-------------|
| 1 a  | I'll see you on Friday.            | b | I'll see you Friday.               | <b>both</b> |
| 2 a  | I'll see you on next Friday.       | b | I'll see you next Friday.          | <b>b</b>    |
| 3 a  | Paul got married in April.         | b | Paul got married April.            |             |
| 4 a  | I play tennis on Sunday mornings.  | b | I play tennis Sunday mornings.     |             |
| 5 a  | We were ill at the same time.      | b | We were ill in the same time.      |             |
| 6 a  | What are you doing at the weekend? | b | What are you doing on the weekend? |             |
| 7 a  | Oliver was born at 10 May 1993.    | b | Oliver was born on 10 May 1993.    |             |
| 8 a  | He left school last June.          | b | He left school in last June.       |             |
| 9 a  | Will you be here on Tuesday?       | b | Will you be here Tuesday?          |             |
| 10 a | I don't like driving in night.     | b | I don't like driving at night.     |             |

**on time and in time      at the end and in the end****A****on time and in time**

**on time** = punctual, not late

If something happens **on time**, it happens at the time that was planned:

- The 11.45 train left **on time**. (= it left at 11.45)
- Please be **on time**. Don't be late.
- The conference was well-organised. Everything began and finished **on time**.

**in time** (for something / to do something) = soon enough

- Will you be home **in time for dinner**? (= soon enough for dinner)
- I sent Amy a birthday present. I hope it arrives **in time**.  
(= on or before her birthday)
- I'm in a hurry. I want to get home **in time to watch** the game on TV.  
(= soon enough to see the game)

The opposite of **in time** is **too late**:

- I got home **too late** to watch the game on TV.

You can say **just in time** (= almost too late):

- We got to the station **just in time** for our train.
- A child ran into the road in front of the car, but I managed to stop **just in time**.

**B****at the end and in the end**

**at the end** (of something) = at the time when something ends

For example:

<b>at the end of the month</b>	<b>at the end of January</b>	<b>at the end of the game</b>
<b>at the end of the film</b>	<b>at the end of the course</b>	<b>at the end of the concert</b>

- I'm going away **at the end of January / at the end of the month**.
- At the end of the concert**, everyone applauded.
- The players shook hands **at the end of the game**.

We do not say 'in the end of ...'. For example, we do not say 'in the end of January'.

The opposite of **at the end** is **at the beginning**:

- I'm going away **at the beginning of January**. (not in the beginning)

**in the end** = finally

We use **in the end** when we say what the final result of a situation was:

- We had a lot of problems with our car. We sold it **in the end**. (= finally we sold it)
- He got more and more angry. **In the end** he just walked out of the room.
- Alan couldn't decide where to go for his holidays. He didn't go anywhere **in the end**.  
(not at the end)

The opposite of **in the end** is **at first**:

- At first** we didn't get on very well, but **in the end** we became good friends.

# Exercises

**122.1** Complete the sentences with **on time** or **in time**.

- 1 The bus is usually ..... **on time** ....., but it was late this morning.
- 2 The film was supposed to start at 8.30, but it didn't begin .....
- 3 The train service isn't very good. The trains are rarely .....
- 4 We nearly missed our train. We got to the station just .....
- 5 We want to start the meeting ....., so please don't be late.
- 6 I've just washed this shirt. I want to wear it this evening, so I hope it will be dry .....
- 7 I almost forgot that it was Joe's birthday. Fortunately I remembered .....
- 8 Why are you never .....? You always keep everybody waiting.
- 9 It is hoped that the new stadium will be ready ..... for the tournament later this year.

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

- 1 A child ran into the road in front of your car. You saw the child at the last moment.  
(manage / stop) **I managed to stop just in time**.
- 2 You were walking home. Just after you got home, it started to rain very heavily.  
(get / home) I .....
- 3 Your friend was going to sit on the chair you had just painted. You said, 'Don't sit on that chair!', so he didn't. (stop / him) I .....
- 4 You and a friend went to the cinema. You were late, and you thought you would miss the beginning of the film. But the film began just as you sat down in the cinema.  
(get / cinema / beginning / film)  
We .....

**122.3** Complete the sentences using **at the end** + the following:

<b>the course</b>	<b>the game</b>	<b>the interview</b>	<b>the month</b>	<b>the race</b>
-------------------	-----------------	----------------------	------------------	-----------------

- 1 The players shook hands ..... **at the end of the game** .....
- 2 I get paid .....
- 3 The students had a party .....
- 4 Two of the runners collapsed .....
- 5 I was surprised when I was offered the job .....

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

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

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

- 1 I'm going away ..... **at** the end of the month.
- 2 It took Gary a long time to find work. ..... the end he got a job as a bus driver.
- 3 I couldn't decide what to buy Amy for her birthday. I didn't buy her anything ..... the end.
- 4 I'm going away ..... the end of this week.
- 5 We waited ages for a bus. ..... the end we had to get a taxi.
- 6 ..... the end of the lesson, all the students left the classroom.
- 7 We had a few problems at first, but ..... the end everything was OK.
- 8 You were in a difficult position. What did you do ..... the end?
- 9 The journey took a very long time, but we got there ..... the end.
- 10 Are you going away ..... the beginning of August or ..... the end?

## in/at/on (position) 1

## A in



**in** a room  
**in** a building  
**in** a box  
etc.



**in** a garden  
**in** a town  
**in** the city centre  
etc.



**in** a pool  
**in** the sea  
**in** a river  
etc.

- There's no-one **in the room / in the building / in the garden**.
- What do you have **in your hand / in your mouth**?
- When we were **in Italy**, we spent a few days **in Venice**.
- I have a friend who lives **in a small village in the mountains**.
- There were some people swimming **in the pool / in the sea / in the river**.

## B at



**at** the bus stop



**at** the door



**at** the roundabout



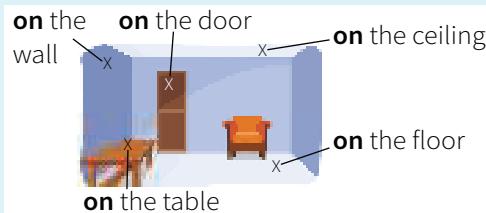
**at** her desk

- Who is that man standing **at the bus stop / at the door / at the window**?
- Turn left **at the traffic lights / at the next junction / at the roundabout / at the church**.
- We have to get off the bus **at the next stop**.
- When you leave the hotel, please leave your key **at reception**. (=at the reception desk)

Compare **in** and **at**:

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

## C on



**on** her nose



**on** an island

- I sat **on the floor / on the ground / on the grass / on the beach / on a chair**.
- There's a dirty mark **on the ceiling / on your nose / on your shirt**.
- Did you see the notice **on the wall / on the door**?
- You'll find details of TV programmes **on page seven** of the newspaper.
- The hotel is **on a small island** in the middle of a lake.

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

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

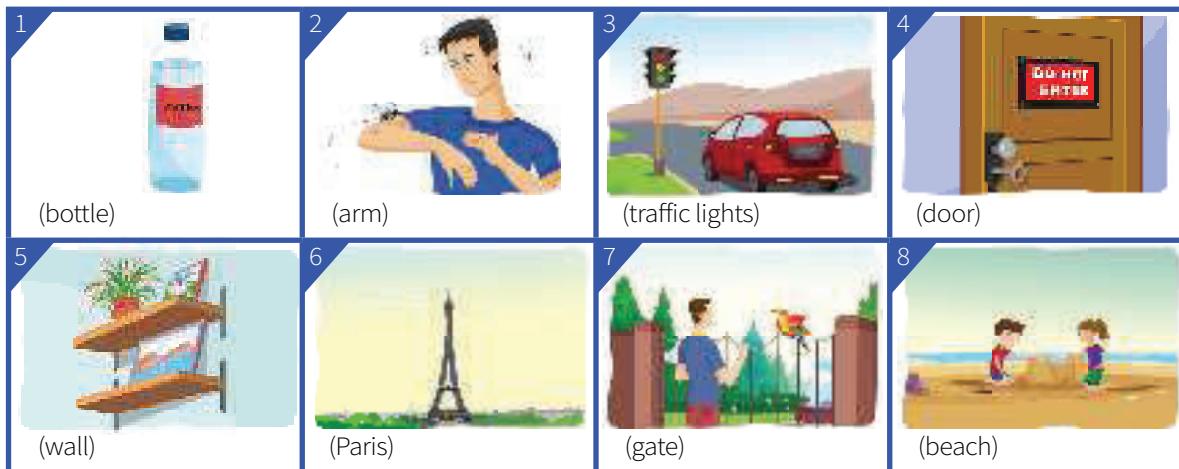


Compare **at** and **on**:

- There is somebody **at the door**. Shall I go and see who it is?  
There is a notice **on the door**. It says 'Do not disturb'.

# Exercises

**123.1** Answer the questions about the pictures. Use **in**, **at** or **on** with the words below the pictures.



- 1 Where's the label? On the bottle.
- 2 Where's the fly? .....
- 3 Where's the car waiting? .....
- 4 Where's the notice? ..... Where's the key? .....
- 5 Where are the shelves? .....
- 6 Where's the Eiffel Tower? .....
- 7 Where's the man standing? ..... Where's the bird? .....
- 8 Where are the children playing? .....

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

the window	his hand	the mountains	that tree
my guitar	the river	the island	junction 14

- 1 There were some people swimming in the river .....
- 2 One of the strings ..... is broken.
- 3 Leave the motorway ..... and then turn left.
- 4 He was holding something ..... , but I couldn't see what it was.
- 5 The leaves ..... are a beautiful colour.
- 6 You can go skiing ..... near here. There's plenty of snow.
- 7 There's nobody living ..... . It's uninhabited.
- 8 He spends most of the day sitting ..... and looking outside.

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

- 1 There was a long queue of people at the bus stop.
- 2 Nicola was wearing a silver ring ..... her little finger.
- 3 There was a security guard standing ..... the entrance to the building.
- 4 I wasn't sure whether I had come to the right office. There was no name ..... the door.
- 5 There are plenty of shops and restaurants ..... the town centre.
- 6 You'll find the weather forecast ..... the back page of the newspaper.
- 7 The headquarters of the company are ..... California.
- 8 I wouldn't like an office job. I couldn't spend the whole day sitting ..... a desk.
- 9 The man the police are looking for has a scar ..... his right cheek.
- 10 If you come here by bus, get off ..... the stop after the traffic lights.
- 11 Have you ever been camping? Have you ever slept ..... a tent?
- 12 Emily was sitting ..... the balcony reading a book.
- 13 My brother lives ..... a small village ..... the south-west of England.
- 14 I like that picture hanging ..... the wall ..... the kitchen.

## in/at/on (position) 2

**A**

We say that somebody/something is:

**in a line, in a row, in a queue**  
**in a picture, in a photo(graph)**  
**in a newspaper, in a magazine, in a book**

**in an office, in a department**  
**in the sky, in the world**  
**in the country** (= not in a town)

- When I go to the cinema, I like to sit **in the front row**.
- Amy works **in the sales department**.
- Who is the woman **in that picture**?
- Do you live in a city or **in the country**?
- It's a lovely day. There isn't a cloud **in the sky**.

They're standing **in a row**.**B**

We say that somebody/something is:

**on the left, on the right** (or **on the left-hand side, on the right-hand side**)

- Do you drive **on the left** or **on the right** in your country?

**on the ground floor, on the first floor, on the second floor** etc.

- Our apartment is **on the second floor** of the building.

**on a map, on a menu, on a list, on a page, on a website**

- Here's the shopping list. Don't buy anything that's not **on the list**.
- You'll find the information you need **on our website**.

We say that a place is **on a river / on a road / on the coast**:

- Vienna is **on the** (river) **Danube**.
- The town where you live – is it **on the coast** or is it inland?

We say **on the way** (from one place to another):

- We stopped at a shop **on the way** home.

**C**

We say:

**at the top (of ...), at the bottom (of ...), at the end (of ...)**

- Write your name **at the top of the page**.
- Jane lives **at the other end of the street**.

**at the top** (of the page)**at the bottom** (of the page)**D**

We say:

**in the front, in the back** of a car

- I was **in the back** (of the car) when we had the accident.

**at the front, at the back** of a building / theatre / group of people etc.

- The garden is **at the back of the house**.
- Let's sit **at the front** (of the cinema).
- We were **at the back**, so we couldn't see very well.

**at the back****at the front****on the front, on the back** of an envelope / a piece of paper etc.

- I wrote the date **on the back of the photo**.

**E**

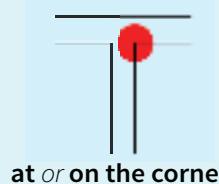
We say:

**in the corner** of a room

- The TV is **in the corner** of the room.

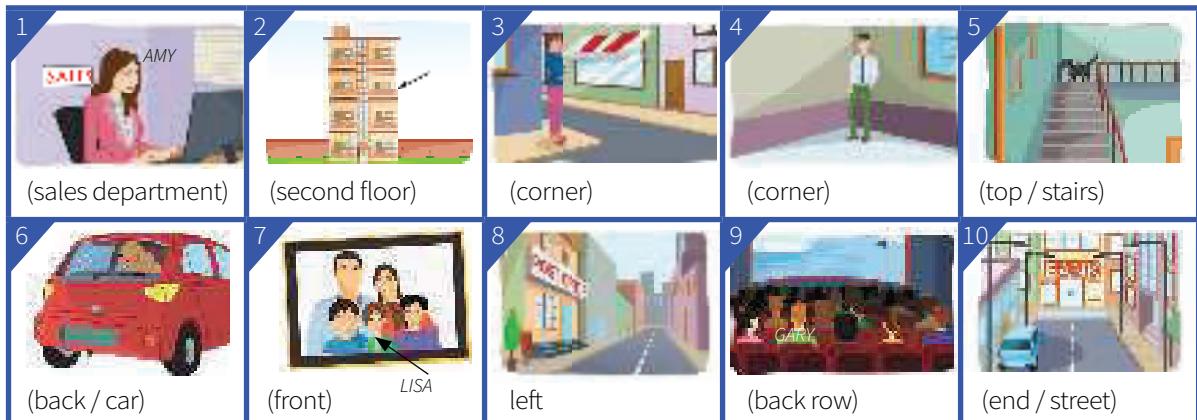
**at the corner or on the corner** of a street

- There is a small shop **at the corner** (of the street).  
 or ... **on the corner** (of the street).

**in the corner****at or on the corner**

# Exercises

**124.1** Answer the questions about the pictures. Use **in**, **at** or **on** with the words below the pictures.



- 1 Where does Amy work? In the sales department.
- 2 Amy lives in this building. Where's her flat exactly? .....
- 3 Where is the woman standing? .....
- 4 Where is the man standing? .....
- 5 Where's the cat? .....
- 6 Where's the dog? .....
- 7 Lisa is in this group of people. Where is she? .....
- 8 Where's the post office? .....
- 9 Gary is at the cinema. Where is he sitting? .....
- 10 Where is the bank? .....

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

the west coast	the world	the back of the class	the sky
the front row	the right	the back of this card	the way to work

- 1 It's a lovely day. There isn't a cloud in the sky .....
- 2 In most countries people drive ..... .
- 3 What is the tallest building ..... ?
- 4 I met a friend of mine ..... this morning.
- 5 San Francisco is ..... of the United States.
- 6 We went to the theatre last night. We had seats ..... .
- 7 I couldn't hear the teacher. She spoke quietly and I was sitting ..... .
- 8 I don't have your address. Could you write it ..... ?

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

- 1 Write your name at the top of the page.
- 2 Is your sister ..... this photo? I don't recognise her.
- 3 They live in a small house ..... the bottom of the hill.
- 4 We normally use the front entrance to the building, but there's another one ..... the back.
- 5 We had to wait ..... a queue for an hour to check in at the airport.
- 6 There was a list of names, but my name wasn't ..... the list.
- 7 Is there anything interesting ..... today's newspaper?
- 8 I love to look up at the stars ..... the sky at night.
- 9 When I'm a passenger in a car, I prefer to sit ..... the front.
- 10 I live in a very small village. You probably won't find it ..... your map.
- 11 Joe works ..... the furniture department of a large store.
- 12 Paris is ..... the (river) Seine.
- 13 I don't like cities. I'd much prefer to live ..... the country.
- 14 My office is ..... the top floor. It's ..... your left as you come out of the lift.

**A** in hospital / at work etc.

We say that somebody is **in bed / in hospital / in prison**:

- James isn't up yet. He's still **in bed**.
- Anna's mother is **in hospital**.

We say that somebody is **at home / at work / at school / at university / at college**:

- I'll be **at work** until 5.30.
- My sister is **at university**. My brother is still **at school**.

We say **be at home** or **be home** (with or without **at**), but **do something at home** (with **at**):

- I'll **be home** all evening. or I'll **be at home** all evening.
- Shall we go to a restaurant or **eat at home**?

**B** at a party / at a concert etc.

We say that somebody is **at** an event (**at a party, at a conference** etc.):

- Were there many people **at the party / at the meeting / at the wedding**?
- I saw Steve **at a conference / at a concert** on Saturday.

**C** in and **at** for buildings

You can often use **in** or **at** with buildings. For example, you can eat **in a restaurant** or **at a restaurant**; you can buy food **in a supermarket** or **at a supermarket**.

We usually say **at** when we say where an event takes place (a concert, a party, a meeting etc.):

- We went to a concert **at the National Concert Hall**.
- The meeting took place **at the company's head office** in Frankfurt.
- There was a robbery **at the supermarket**.

We say **at** somebody's house:

- I was **at Helen's house** last night. or I was **at Helen's** last night.

In the same way we say **at the doctor's, at the hairdresser's** etc.

We use **in** when we are thinking about the building itself. Compare **at** and **in**:

- I was **at Helen's** (house) last night.  
It's always cold **in Helen's house**. The heating doesn't work well. (*not at Helen's house*)
- We had dinner **at the hotel**.  
All the rooms **in the hotel** have air conditioning. (*not at the hotel*)

We say **at the station / at the airport**:

- There's no need to meet me **at the station**. I can get a taxi.

**D** in and **at** for towns etc.

We normally use **in** with cities, towns and villages:

- The Louvre is a famous art museum **in Paris**. (*not at Paris*)
- Sam's parents live **in a village** in the south of France. (*not at a village*)

We use **at** when we think of the place as a point or station on a journey:

- Does this train stop **at Oxford**? (= at Oxford station)

**E** on a bus / in a car etc.

We usually say **on a bus / on a train / on a plane / on a ship / but in a car / in a taxi**:

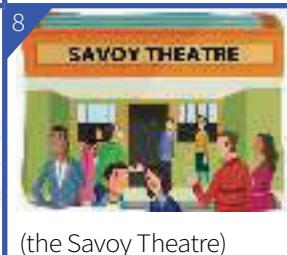
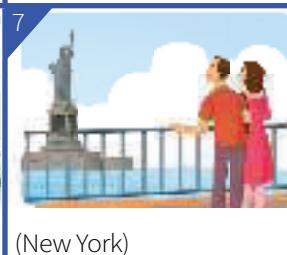
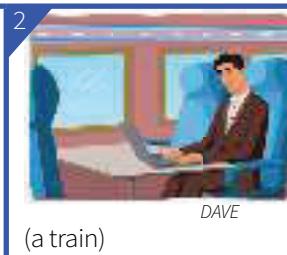
- The bus** was very full. There were too many people **on it**.
- Laura arrived **in a taxi**.

We say **on a bike** (= bicycle) / **on a motorbike** / **on a horse**:

- Jane passed me **on her bike**.

# Exercises

**125.1** Complete the sentences about the pictures. Use **in**, **at** or **on** with the words below the pictures.



- 1 You can hire a car at the airport.
- 2 Dave is .....
- 3 Karen is .....
- 4 Martin .....
- 5 Judy is .....
- 6 I saw Gary .....
- 7 We spent a few days .....
- 8 We went to a show .....

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

<b>the plane</b>	<b>the station</b>	<b>a taxi</b>	<b>the art gallery</b>
<b>Tokyo</b>	<b>school</b>	<b>prison</b>	<b>the sports centre</b>

- 1 Some people are in prison for crimes that they did not commit.
- 2 We can get coffee ..... while we're waiting for our train.
- 3 We walked to the restaurant, but we went home .....
- 4 I play basketball ..... on Friday evenings.
- 5 I enjoyed the flight, but the food ..... was awful.
- 6 Vicky has gone to Japan. She's living .....
- 7 'Does your sister have a job?' 'No, she's only 16. She's still .....
- 8 There's a new exhibition of paintings ..... Let's go and see it.

**125.3** Complete these sentences with **in**, **at** or **on**.

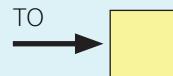
- 1 We went to a concert at the National Concert Hall.
- 2 There isn't a shop ..... the village where I live. It's very small.
- 3 Joe wasn't ..... the party. I don't know why he didn't go.
- 4 There were about ten tables ..... the restaurant, and four tables outside.
- 5 I don't know where my umbrella is. Perhaps I left it ..... the bus.
- 6 What do you want to study ..... university?
- 7 I didn't feel well when I woke up, so I stayed ..... bed.
- 8 We were ..... Sarah's house last night. She invited us to dinner.
- 9 It was a very slow train. It stopped ..... every station.
- 10 Shall we travel ..... your car or mine?
- 11 We took a taxi and Ben followed ..... his motorbike.
- 12 I'd like to see a movie. What's on ..... the cinema this week?
- 13 We went to see a movie last night. It was really cold ..... the cinema.
- 14 Two people were injured in the accident and are still ..... hospital.
- 15 Our flight was delayed. We had to wait ..... the airport for three hours.
- 16 I didn't expect you to be ..... home. I thought you'd be ..... work.

# to, at, in and into

**A**

We say **go/come/travel** (etc.) **to** a place or event. For example:

<b>go to</b> China	<b>go to</b> work	<b>come to</b> my house
<b>go back to</b> Italy	<b>go to</b> the bank	<b>drive to</b> the airport
<b>return to</b> London	<b>go to</b> a party	<b>be taken to</b> hospital



- When are your friends **going back to Italy**? (*not going back in Italy*)
- Three people were injured in the accident and **taken to hospital**.

In the same way we say **Welcome to** ..., a **trip to** ..., a **visit to** ..., on **my way to** ... etc.:

- Welcome to our country!** (*not Welcome in*)
- We had to cancel **our trip to Paris**.

Compare **to** (for movement) and **in/at** (for position):

- They are **going to** France. *but* They **live in** France.
- Can you **come to** the party? *but* I'll **see you at** the party.

We say '(I've) **been to**' a place or an event:

- I've **been to Italy** four times, but I've never **been to Rome**.
- Amanda has never **been to a football match** in her life.

**B** **get and arrive**

We say **get to** a place:

- They **got to the hotel** at midnight.
- What time did you **get to the party**?

We say **arrive in** ... or **arrive at** ... (*not arrive to*).

We say **arrive in** a town or country:

- They **arrived in Madrid / in Spain** a week ago.

For other places (buildings etc.) or events, we say **arrive at**:

- What time did you **arrive at the hotel / at the airport / at the party**?

**C** **home**

We say: **go home, come home, get home, arrive home, on the way home** etc. (no preposition).

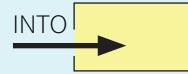
We do not say 'to home':

- What time did you **get home**? (*not get to home*)
- I met Lisa **on my way home**.

**D** **into**

**go into, get into** ... etc. = enter (a room / a building / a car etc.):

- I opened the door, **went into the room** and sat down.
- A bird **flew into the kitchen** through the window.
- Every month my salary **is paid directly into my bank account**.



With some verbs (especially **go/get/put**) we often use **in** (instead of **into**):

- She **got in the car** and drove away. *or* She **got into** the car ...
- I read the letter and **put it back in the envelope**.

The opposite of **into** is **out of**:

- She **got out of** the car and **went into** a shop.

For buses, trains and planes, we usually say **get on** and **get off**:

- She **got on the bus** and I never saw her again.
- You need to **get off** (the train) at the next station.

# Exercises

**126.1** Put in **to/at/in/into** where necessary. If no preposition is necessary, leave the space empty.

- 1 Three people were taken ..... hospital after the accident.
- 2 I'm tired. Let's go ..... home now. (*no preposition*)
- 3 We left our luggage ..... the station and went to find something to eat.
- 4 Shall we take a taxi ..... the station or shall we walk?
- 5 I have to go ..... the bank today. What time does it open?
- 6 The Amazon flows ..... the Atlantic Ocean.
- 7 I missed the bus, so I walked ..... home.
- 8 Have you ever been ..... Canada?
- 9 I lost my key, but I managed to climb ..... the house through a window.
- 10 We got stuck in a traffic jam on our way ..... the airport.
- 11 We had lunch ..... the airport while we were waiting for our plane.
- 12 It took us four hours to get ..... the top of the mountain.
- 13 Welcome ..... the hotel. We hope you enjoy your stay here.
- 14 We drove along the main road and then turned ..... a narrow side street.
- 15 Did you enjoy your visit ..... the zoo?
- 16 I did some shopping on my way ..... home.
- 17 Marcel is French. He has just returned ..... France after two years ..... Brazil.
- 18 Carl was born ..... Chicago, but his family moved ..... Boston when he was three.

**126.2** Write sentences about places you have been to. Use **I've been to / I've never been to + the words in brackets**.

- 1 (never) ... **I've never been to Egypt.** .....
- 2 (once) .....
- 3 (never) .....
- 4 (a few times) .....
- 5 (many times) .....

**126.3** Put in **to/at/in** where necessary. If no preposition is necessary, leave the space empty.

- 1 What time does this train get ..... London?
- 2 They arrived ..... Barcelona a few days ago.
- 3 What time did you get ..... home last night?
- 4 What time do you usually arrive ..... work in the morning?
- 5 When we got ..... the cinema, there was a long queue outside.
- 6 We were delayed and arrived ..... home very late.

**126.4** Write sentences using **got + into / out of / on / off**.

- 1 You were walking home. A friend passed you in her car. She saw you, stopped and offered you a lift. She opened the door. What did you do? ... **I got into the car.** .....
- 2 You were waiting at the bus stop. At last your bus came and stopped. The doors opened. What did you do then? I ..... the bus.
- 3 You drove home in your car. You stopped outside your house and parked the car. What did you do then? .....
- 4 You were travelling by train to Manchester. When the train got to Manchester, what did you do? .....
- 5 You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then? .....
- 6 You were travelling by plane. At the end of your flight, your plane landed at the airport and stopped. The doors were opened, you took your bag and stood up. What did you do then? .....

## in/on/at (other uses)

## A in

**in the rain / in the sun / in the shade / in the dark / in bad weather** etc.

- We sat **in the shade**. It was too hot to sit **in the sun**.
- Don't go out **in the rain**. Wait until it stops.

**in a language / in a currency** etc.

- How do you say 'thank you' **in Russian**?
- How much is a hundred pounds **in dollars**?

(be/fall) **in love** (**with** somebody)

- They're very happy together. They're **in love**.

**in a (good/bad) mood**

- You seem to be **in a bad mood**. What's the matter?

**in (my) opinion**

- In my opinion** the movie wasn't very good.



in the shade

## B on

**on TV / on television**

- I didn't see the news **on TV**.
- I heard the weather forecast **on the radio**.
- I've never met her, but I've spoken to her **on the phone**.
- Look! That car is **on fire**.
- I'm sorry. I didn't mean to hurt you. I didn't do it **on purpose**.
- Sometimes I have problems at work, but **on the whole** I enjoy my job.

**on the radio****on the phone****on fire****on purpose** (= intentionally)**on the whole** (=in general)

## C

**on holiday / on a trip** etc.**(be/go) on holiday / on vacation****(be/go) on a trip / on a tour / on a cruise** etc.**(be/go to a place) on business****(be/go) on strike****(be/go) on a diet**

- I'm going **on holiday** next week.
- One day I'd like to go **on a world tour**.
- Emma's away **on business** at the moment.
- There are no trains today. The drivers are **on strike**.
- I've put on weight. I'll have to go **on a diet**.

We also say 'go somewhere **for a holiday**':

- Steve has gone to France **for a holiday**.

## D

**at the age of ...** etc.**at the age of 16 / at 90 miles an hour / at 100 degrees** etc.:

- Tracy left school **at 16**. or  
Tracy left school **at the age of 16**.
- The train was travelling **at 120 miles an hour**.
- Water boils **at 100 degrees Celsius**.

We are now flying **at a speed** of 800 kilometres an hour and **at an altitude** of 9,000 metres.



# Exercises

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

<b>the mood</b>	<b>cold weather</b>	<b>love</b>	<b>my opinion</b>
<b>French</b>	<b>the rain</b>	<b>kilometres</b>	<b>the shade</b>

- 1 Don't go out in the rain. Wait until it stops.
- 2 Matt likes to keep warm, so he doesn't go out much .....
- 3 The movie was ..... with English subtitles.
- 4 They fell ..... almost immediately and were married in a few weeks.
- 5 I don't feel like going to a party tonight. I'm not .....
- 6 It's too hot here. I'm going to sit ..... under that tree.
- 7 Amanda thought the restaurant was OK, but ..... it wasn't very good.
- 8 Fifty miles? What's that ..... ?

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

<b>business</b>	<b>a cruise</b>	<b>a diet</b>	<b>fire</b>	<b>holiday</b>	<b>her phone</b>
<b>the radio</b>	<b>purpose</b>	<b>strike</b>	<b>TV</b>	<b>a tour</b>	<b>the whole</b>

- 1 I heard the weather forecast on the radio. It's going to get warmer.
- 2 Workers at the company have gone ..... for better pay and conditions.
- 3 Don't go ..... if you don't like being at sea.
- 4 There was panic when people realised that the building was .....
- 5 Soon after we arrived, we were taken ..... of the city.
- 6 Emma has lots of useful apps .....
- 7 I feel lazy this evening. Is there anything worth watching ..... ?
- 8 I'm sorry. It was an accident. I didn't do it .....
- 9 If you are ....., there are certain things you're not allowed to eat.
- 10 We'll be ..... from Friday. We're going to the mountains.
- 11 Jane's job involves a lot of travelling. She often has to go away .....
- 12 Some of the exam questions were hard, but ..... it was OK.

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

- 1 Water boils at 100 degrees Celsius.
- 2 When I was 14, I went ..... a trip to France organised by my school.
- 3 Julia's grandmother died recently ..... the age of 90.
- 4 Can you turn the light on, please? I don't want to sit ..... the dark.
- 5 We didn't go ..... holiday last year. We stayed at home.
- 6 I hate driving ..... fog. You can't see anything.
- 7 Technology has developed ..... great speed.
- 8 David got married ..... 19, which is rather young to get married.
- 9 I listened to an interesting programme ..... the radio this morning.
- 10 I wouldn't like to go ..... a cruise. I think I'd get bored.
- 11 The earth travels round the sun ..... 107,000 kilometres an hour.
- 12 I shouldn't eat too much. I'm supposed to be ..... a diet.
- 13 A lot of houses were damaged ..... the storm last week.
- 14 I won't be here next week. I'll be ..... holiday.
- 15 I wouldn't like his job. He spends most of his time talking ..... the phone.
- 16 'Did you enjoy your holiday?' 'Not every minute, but ..... the whole, yes.'
- 17 ..... your opinion, what should I do?
- 18 Ben is a happy sort of person. He always seems to be ..... a good mood.
- 19 I don't think violent films should be shown ..... TV.
- 20 The museum guidebook is available ..... several languages.

**A**

You can say that something happens **by mistake / by accident / by chance**:

- We hadn't arranged to meet. We met **by chance**.

But we say 'do something **on purpose**' (= you mean to do it):

- I didn't do it **on purpose**. It was an accident.

Note that we say **by chance, by accident** etc. (*not* by the chance / by an accident).

In these expressions we use **by + noun** without **the** or **a**.

**B**

We use **by** ... to say how somebody travels. For example, you can travel:

**by car    by train    by plane    by boat    by ship    by bus    by bike** etc.

- Jess usually goes to work **by bus / by bike / by car**.

We do not use **by** if we say **my car / the train / a taxi** etc. We say:

**by car    but    in my car** (*not* by my car)

**by train    but    on the train** (*not* by the train)

We use **in** for cars and taxis:

- They didn't come **in their car**. They came **in a taxi**.

We use **on** for bikes and public transport (buses, trains etc.):

- We travelled **on the 6.45 train**, which arrived at 8.30.

Note that we usually say **on foot** (*not usually* by foot):

- Did you come here **by car** or **on foot**?

We also use **by** to say how we do other things. For example, you can:

send something **by post**    pay **by card / by cheque**    do something **by hand**

- Can I pay **by credit card**?

But note that we say **pay cash** or **pay in cash** (*not usually* by cash).

**C**

We say that 'something is done **by** ...' (*passive*):

- Have you ever been bitten **by a dog**?
- The programme was watched **by millions of people**.

Compare **by** and **with**:

- The door must have been opened **with a key**. (*not* by a key)  
(= somebody used a key to open it)
- The door must have been opened **by somebody** with a key.

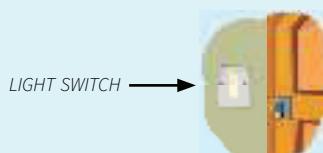
We say: a play **by Shakespeare**, a painting **by Rembrandt**, a novel **by Tolstoy** etc.

- Have you read any poems **by Shakespeare**?
- 'Who is this painting **by**? Picasso?' 'I have no idea.'

**D**

**By** also means 'next to / beside':

- The light switch is **by the door**.
- Come and sit **by me**. (= next to me)

**E**

You can also use **by**... to show the difference between two things:

- Clare's salary has increased **by ten per cent**.  
(= it's now ten per cent more than before)
- Carl won the race **by five metres**.  
(= he was five metres in front of the other runners)



# Exercises

**128.1** Complete the sentences. Choose from the box.

- 1 We don't need cash. We can pay ..... by credit card .....
- 2 Kate and James keep in touch with one another mainly .....
- 3 I didn't intend to take your umbrella. I took it .....
- 4 I think he arrived late ..... He wanted to keep us waiting.
- 5 Some things are planned. Other things happen .....
- 6 Don't put my sweater in the washing machine. It has to be washed .....

**by mistake**  
**by hand**  
**by credit card**  
**by chance**  
**by email**  
**on purpose**

**128.2** Put in **by**, **in** or **on**.

- 1 Jess usually goes to work ..... by bus.
- 2 I saw Jane this morning. She was ..... the bus.
- 3 How did you get here? Did you come ..... train?
- 4 I couldn't find a seat ..... the train. It was full.
- 5 How much will it cost to the airport ..... taxi?
- 6 Did you come here ..... Sarah's car or yours?
- 7 The injured man was taken to hospital ..... ambulance.
- 8 How long does it take to cross the Atlantic ..... ship?
- 9 He doesn't drive much. He goes everywhere ..... bike or ..... foot.

**128.3** Complete these sentences about books, paintings etc. Choose from the box.

- 1 I was woken up in the night ..... by a strange noise .....
- 2 These pictures were taken .....
- 3 I hate getting bitten .....
- 4 'Mona Lisa' is a famous painting .....
- 5 We lost the game because of a mistake .....
- 6 The plane was damaged ....., but landed safely.
- 7 This music is ....., but I can't remember what it's called.

**by mosquitoes**  
**by one of our players**  
**by lightning**  
**by Beethoven**  
**by a strange noise**  
**by Leonardo da Vinci**  
**by a professional photographer**

**128.4** Put in **by**, **in**, **on** or **with**.

- 1 Have you ever been bitten ..... by a dog?
- 2 We managed to put the fire out ..... a fire extinguisher.
- 3 Who's that man standing ..... the window?
- 4 Do you travel much ..... bus?
- 5 We travelled ..... my friend's car because it is larger and more comfortable than mine.
- 6 It was only ..... accident that I discovered the error.
- 7 These pictures were taken ..... a very good camera.
- 8 My friends live in a beautiful house ..... the sea.
- 9 There were only a few people ..... the plane. It was almost empty.
- 10 The new railway line will reduce the journey time ..... two hours (from five hours to three).
- 11 There was a small table ..... the bed ..... a lamp and a clock ..... it.

**128.5** Complete the sentences using **by**.

- 1 Carl won the race. He was five metres in front of the other runners.  
Carl ..... won by five metres .....
- 2 Ten years ago the population of the country was 50 million. Now it is 56 million.  
In the last ten years the population has .....
- 3 There was an election. Helen won. She got 25 votes and James got 23.  
Helen won .....
- 4 I went to Kate's office to see her, but she had left work five minutes before I arrived.  
I missed .....

Noun + preposition (**reason for, cause of etc.**)**A***noun + for ...***a demand / a need FOR ...**

- The company went out of business. There was no **demand for** its product any more.
- There's no excuse for behaviour like that. There's no **need for** it.

**a reason FOR ...**

- The train was late, but nobody knew the **reason for** the delay. (*not reason of*)

**B***noun + of ...***a cause OF ...**

- The **cause of** the explosion is unknown.

**a picture / a photo / a photograph / a map / a plan / a drawing (etc.) OF ...**

- Rachel showed me some **pictures of** her family.
- I had a **map of** the town, so I was able to find my way around.

**an advantage / a disadvantage OF ...**

- The **advantage of living alone** is that you can do what you like.

*but***there is** an advantage **IN** doing something **or TO** doing something:

- There are** many advantages **in** living alone. **or ... many advantages to** living alone.

**C***noun + in ...***an increase / a decrease / a rise / a fall IN** (prices etc.)

- There has been an **increase in** the number of road accidents recently.
- Last year was a bad one for the company. There was a big **fall in** sales.

**D***noun + to ...***damage TO ...**

- The accident was my fault, so I had to pay for the **damage to** the other car.

**an invitation TO ...** (a party / a wedding etc.)

- Did you get an **invitation to** the wedding?

**a solution TO** a problem / **a key TO** a door / **an answer TO** a question / **a reply TO** a letter / **a reaction TO** something

- I hope we find a **solution to** the problem. (*not a solution of the problem*)
- I was surprised at her **reaction to** my suggestion.

**an attitude TO ... or an attitude TOWARDS ...**

- His **attitude to** his job is very negative. **or** His **attitude towards** his job ...

**E***noun + with ... / between ...***a relationship / a connection / contact WITH ...**

- Do you have a good **relationship with** your parents?
- The police want to question a man in **connection with** the robbery.

**a relationship / a connection / contact / a difference BETWEEN** two things or people

- The police believe that there is no **connection between** the two crimes.
- There are some **differences between** British and American English.

# Exercises

**129.1 Complete the second sentence so that it has the same meaning as the first.**

- 1 What caused the explosion?  
What was the cause of the explosion ?
- 2 We're trying to solve the problem.  
We're trying to find a solution .....
- 3 Sue gets on well with her brother.  
Sue has a good relationship .....
- 4 The cost of living has gone up a lot.  
There has been a big increase .....
- 5 I don't know how to answer your question.  
I can't think of an answer .....
- 6 I don't think that a new road is necessary.  
I don't think there is any need .....
- 7 I think that living in a big city has many advantages.  
I think that there are many advantages .....
- 8 Food prices fell last month.  
Last month there was a fall .....
- 9 Nobody wants shoes like these any more.  
There is no demand .....
- 10 In what way is your job different from mine?  
What is the difference .....

**129.2 Complete the sentences using these nouns + a preposition:**

<b>cause</b>	<b>connection</b>	<b>contact</b>	<b>damage</b>	<b>invitation</b>
<b>key</b>	<b>map</b>	<b>photos</b>	<b>reason</b>	<b>reply</b>

- 1 On the classroom wall there were some pictures and a map of ... the world.
- 2 Thank you for the ..... your birthday party.
- 3 Anna has little ..... her family these days. She rarely sees them.
- 4 I can't open this door. Do you have a ..... the other door?
- 5 The ..... the fire at the hotel is still unknown.
- 6 Did you get a ..... the email you sent?
- 7 The two companies are separate. There is no ..... them.
- 8 Jane showed me some ..... the city as it looked 100 years ago.
- 9 Emily has decided to give up her job. I don't know her ..... doing this.
- 10 It wasn't a bad accident. The ..... the car wasn't serious.

**129.3 Complete the sentences with the correct preposition.**

- 1 There are some differences ..... British and American English.
- 2 Money isn't the solution ..... every problem.
- 3 There has been an increase ..... the amount of traffic using this road.
- 4 The advantage ..... having a car is that you don't have to rely on public transport.
- 5 There are many advantages ..... being able to speak a foreign language.
- 6 Everything can be explained. There's a reason ..... everything.
- 7 When Paul left home, his attitude ..... many things seemed to change.
- 8 Ben and I used to be good friends, but I don't have much contact ..... him now.
- 9 James did a very good drawing ..... his father. It looks just like him.
- 10 What was Sarah's reaction ..... the news?
- 11 Nicola took a picture ..... me holding the baby.
- 12 The show is very popular and there has been a great demand ..... tickets.
- 13 There has been a lot of debate about the causes ..... climate change.
- 14 The fact that Jane was offered a job in the company has no connection ..... the fact that she is a friend of the managing director.

# Adjective + preposition 1

**A****nice of you, nice to me**

**nice / kind / good / generous / polite / honest / stupid / silly** etc. **OF** somebody (to do something)

- Thank you. It was very **nice of** you to help me.
- It was **stupid of** me to go out without a coat in such cold weather.

(be) **nice / kind / good / generous / polite / rude / friendly / cruel** etc. **TO** somebody

- They have always been very **nice to** me. (*not with me*)
- Why were you so **unfriendly to** Lucy?

**B****adjective + about / with**

**angry / annoyed / furious / upset** { **ABOUT** something  
{ **WITH** somebody **FOR** doing something

- There's no point in getting **angry about** things that don't matter.
- Are you **annoyed with** me **for** being late?
- Lisa is **upset about** not being invited to the party.

**excited / worried / nervous / happy** etc. **ABOUT** something

- Are you **nervous about** the exam?

**pleased / satisfied / happy / delighted / disappointed** **WITH** something you get or experience

- They were **delighted with** the present I gave them.
- Were you **happy with** your exam results?

**C****adjective + at / by / with / of**

**surprised / shocked / amazed / astonished / upset** **AT / BY** something

- Everybody was **surprised at** the news. *or ... by* the news.
- I hope you weren't **shocked by** what I said. *or ... at* what I said.

**impressed WITH / BY** somebody/something

- I'm very **impressed with** (*or by*) her English. It's very good.

**fed up / bored WITH** something

- I don't enjoy my job any more. I'm **fed up with** it. / I'm **bored with** it.

**tired OF** something

- Come on, let's go! I'm **tired of** waiting.

**D****sorry about / for**

**sorry ABOUT** a situation or something that happened

- I'm **sorry about** the mess. I'll clear it up later.
- Sorry about** last night. (= Sorry about something that happened last night)

**sorry FOR / ABOUT** something you did or caused

- I'm **sorry for** shouting at you yesterday. (*or sorry about* shouting)
- Sorry for** the delay. (*or Sorry about* the delay)

You can also say 'I'm sorry I (did something)':

- I'm **sorry I shouted** at you yesterday.

**feel / be sorry FOR** somebody in a bad situation

- I **feel sorry for** Mark. He's had a lot of bad luck. (*not I feel sorry about Mark*)



# Exercises

**130.1** Complete the sentences using **nice of ...**, **kind of ...** etc.

- 1 Tom offered to drive me to the airport.
- 2 I needed money and Lisa gave me some.
- 3 They didn't invite us to their party.
- 4 Can I help you with your luggage?
- 5 Kevin never says 'thank you'.
- 6 They've had an argument and now they refuse to speak to each other.

(nice)  
That was ... **nice of him.**  
(generous)  
That ..... her.  
(not very nice)  
That wasn't  
(very kind)  
That's  
(not very polite)  
That isn't  
(a bit childish)  
That's a bit

**130.2** Complete the sentences using an adjective + preposition. Choose from:

**amazed    angry    bored    careless    excited    impressed    kind    nervous**

- 1 Are you ..... **nervous about** ..... the exam?
- 2 Thank you for all you've done. You've been very ..... me.
- 3 What have I done wrong? Why are you ..... me?
- 4 You must be very ..... your trip next week. It sounds really great.
- 5 I wasn't ..... the service in the restaurant. We had to wait ages.
- 6 Ben isn't very happy at college. He says he's ..... the course he's doing.
- 7 I'd never seen so many people before. I was ..... the crowds.
- 8 It was ..... you to leave the car unlocked while you were shopping.

**130.3** Put in the correct preposition.

- 1 They were delighted ..... **with** ..... the present I gave them.
- 2 It was nice ..... you to come and see me when I was ill.
- 3 Why are you always so rude ..... people? Why can't you be more polite?
- 4 We always have the same food every day. I'm fed up ..... it.
- 5 We had a good holiday, but we were disappointed ..... the hotel.
- 6 I can't understand people who are cruel ..... animals.
- 7 I was surprised ..... the way he behaved. It was completely out of character.
- 8 I've been trying to learn Japanese, but I'm not very satisfied ..... my progress.
- 9 Tanya doesn't look very well. I'm worried ..... her.
- 10 I'm sorry ..... yesterday. I completely forgot we'd arranged to meet.
- 11 There's no point in feeling sorry ..... yourself. It won't help you.
- 12 Are you still upset ..... what I said to you yesterday?
- 13 Some people say Kate is unfriendly, but she's always been very nice ..... me.
- 14 I'm tired ..... doing the same thing every day. I need a change.
- 15 We interviewed ten people for the job, and we weren't impressed ..... any of them.
- 16 Vicky is annoyed ..... me because I didn't agree with her.
- 17 I'm sorry ..... the smell in this room. I've just finished painting it.
- 18 I was shocked ..... what I saw. I'd never seen anything like it before.
- 19 Jack is sorry ..... what he did. He won't do it again.
- 20 The hotel was incredibly expensive. I was amazed ..... the price of a room.
- 21 Paul made the wrong decision. It was honest ..... him to admit it.
- 22 You've been very generous ..... me. You've helped me a lot.
- 23 Our neighbours were very angry ..... the noise we made.
- 24 Our neighbours were furious ..... us ..... making so much noise.

**A****adjective + of****afraid / scared / frightened / terrified OF ...**

- ‘Are you **afraid of** spiders?’ ‘Yes, I’m **terrified of** them.’

**fond / proud / ashamed / jealous / envious OF ...**

- Why is he so **jealous of** other people?

**suspicious / critical / tolerant OF ...**

- They didn’t trust me. They were **suspicious of** my motives.

**aware / conscious OF ...**

- ‘Did you know he was married?’ ‘No, I wasn’t **aware of** that.’

**capable / incapable OF ...**

- I’m sure you are **capable of** doing the job well.

**full / short OF ...**

- Amy is a very active person. She’s always **full of** energy.  
 I’m a bit **short of** money. Can you lend me some?

**typical OF ...**

- He’s late again. It’s **typical of** him to keep everybody waiting.

**certain / sure OF or ABOUT ...**

- I think she’s arriving this evening, but I’m not **sure of** that. *or* ... not **sure about** that.

**B****adjective + at / to / from / in / on / with / for****good / bad / brilliant / better / hopeless etc. AT ...**

- I’m not very **good at** repairing things. (*not good in* repairing things)

**married / engaged TO ...**

- Louise is **married to** an American. (*not married with*)  
 but Louise is married **with three children**. (=she is married and has three children)

**similar TO ...**

- Your handwriting is **similar to** mine.

**different FROM or different TO ...**

- The film was **different from** what I’d expected. *or* ... **different to** what I’d expected.

**interested IN ...**

- Are you **interested in** art?

**keen ON ...**

- We stayed at home. Chris wasn’t **keen on** going out.

**dependent ON ... (but independent OF ...)**

- I don’t want to be **dependent on** anybody.

**crowded WITH (people etc.)**

- The streets were **crowded with** tourists. (*but ... full of* tourists)

**famous FOR ...**

- The Italian city of Florence is **famous for** its art treasures.

**responsible FOR ...**

- Who was **responsible for** all that noise last night?

# Exercises

**131.1** Complete the sentences using an adjective + **of**. Choose from:

**ashamed    aware    capable    envious    proud    scared    short    typical**

- 1 I'm a bit short of money. Can you lend me some?
- 2 My children have done very well. I'm ..... them.
- 3 What I did was very bad. I'm ..... myself.
- 4 She always behaves like that. It's ..... her.
- 5 He wouldn't be able to run his own business. He's not ..... it.
- 6 I don't like going up ladders. I'm ..... heights.
- 7 Nobody told me she was ill. I wasn't ..... it.
- 8 I wish I had what Sarah has. I'm ..... her.

**131.2** Write sentences about yourself. Are you good at these things or not? You can use:

**good    pretty good    not very good    hopeless**

- 1 (repairing things) ..... *I'm not very good at repairing things.*
- 2 (telling jokes) .....
- 3 (maths) .....
- 4 (remembering names) .....
- 5 (making decisions) .....

**131.3** Complete the sentences using an adjective + preposition. Choose from:

**afraid    capable    different    interested    proud    responsible    similar    sure**

- 1 I think she's arriving this evening, but I'm not sure of that.
- 2 Your camera is ..... mine, but it isn't exactly the same.
- 3 Don't worry. I'll look after you. There's nothing to be .....
- 4 I never watch the news on TV. I'm not ..... the news.
- 5 The editor is the person who is ..... what appears in a newspaper.
- 6 Sarah is a keen gardener and is very ..... her garden.
- 7 I was surprised when I first met Tina. She was ..... what I expected.
- 8 Ben could become world champion one day. He's ..... it.

**131.4** Complete the second sentence so that it means the same as the first.

- |   |   |
|---|---|
| 1 There were lots of tourists in the streets. | The streets were crowded <u>with tourists</u> ..... |
| 2 There was a lot of furniture in the room.   | The room was full .....                             |
| 3 I don't like sport very much.               | I'm not very keen .....                             |
| 4 We don't have enough time.                  | We're short .....                                   |
| 5 Helen does her job very well                | Helen is very good .....                            |
| 6 Steven's wife is a doctor.                  | Steven is married .....                             |
| 7 I don't trust Robert.                       | I'm suspicious .....                                |
| 8 My problem is not the same as yours.        | My problem is different .....                       |

**131.5** Put in the correct preposition.

- 1 Amy is always full of energy.
- 2 My home town is not a very interesting place. It's not famous ..... anything.
- 3 Kate is very fond ..... her younger brother.
- 4 You look bored. You don't seem interested ..... what I'm saying.
- 5 'Our flight departs at 10.35.' 'Are you sure ..... that?'
- 6 I wanted to go out for a meal, but nobody else was keen ..... the idea.
- 7 These days everybody is aware ..... the dangers of smoking.
- 8 The station platform was crowded ..... people waiting for the train.
- 9 Mark has no money of his own. He's completely dependent ..... his parents.
- 10 We're short ..... staff in our office right now. We need more people to do the work.

# Verb + preposition 1 **to** and **at**

## A verb + to

**talk / speak TO** somebody (**talk/speak with** is also possible)

- Who were you **talking to**?

**listen TO ...**

- When I'm driving, I like to **listen to** the radio. (*not listen the radio*)

**apologise TO** somebody (for ...)

- They **apologised to me** for their mistake. (*not apologised me*)

**explain something TO** somebody

- Can you **explain** this word **to me**? (*not explain me this word*)

**explain / describe (to)** somebody what/how/why ...

- I **explained to them** why I was worried. (*not I explained them*)
- Let me **describe to you** what I saw. (*not Let me describe you*)

## B phone

somebody, **ask** somebody etc. (*without to*)

**phone / call / email / text** somebody

- I **called the airline** to cancel my flight. (*not called to the airline*)  
But we say '**write** (a letter) **to** somebody'.

**answer** somebody/something

- You didn't **answer my email**. (*not answer to my email*)  
But we say **reply to** (an email / a letter etc.).

**ask** somebody (a question)

- If there's anything you want to know, you can **ask me**. (*not ask to me*)

**thank** somebody (**for** ...)

- He **thanked me** for helping him. (*not He thanked to me*)

## C verb + at

**look / stare / glance AT ... , have a look / take a look AT ...**

- Why are you **looking at** me like that?

**laugh AT ...**

- I look stupid with this haircut. Everybody will **laugh at** me.

**aim / point** (something) **AT ... , shoot / fire** (a gun) **AT ...**

- Don't **point** that knife **at** me. It's dangerous.
- We saw someone with a gun **shooting at** birds, but he didn't hit any.

## D

Some verbs can be followed by **at** or **to**, with a difference in meaning. For example:

**shout AT** somebody (when you are angry or aggressive)

- He got very angry and started **shouting at** me.

**shout TO** somebody (so that they can hear you)

- He **shouted to** me from the other side of the street.

**throw** something **AT** somebody/something (to hit them)

- Somebody **threw** an egg **at** the politician.

**throw** something **TO** somebody (for somebody to catch)

- Lisa shouted 'Catch!' and **threw** the keys **to** me from the window.



# Exercises

## 132.1 Which is correct?

- 1 a Can you explain this word to me? (a is correct)  
b Can you explain me this word?
- 2 a I got angry with Mark. Afterwards, I apologised to him.  
b I got angry with Mark. Afterwards, I apologised him.
- 3 a Amy won't be able to help you. There's no point in asking to her.  
b Amy won't be able to help you. There's no point in asking her.
- 4 a I need somebody to explain me what I have to do.  
b I need somebody to explain to me what I have to do.
- 5 a They didn't understand the system, so I explained it to them.  
b They didn't understand the system, so I explained it them.
- 6 a I like to sit on the beach and listen to the sound of the sea.  
b I like to sit on the beach and listen the sound of the sea.
- 7 a I asked them to describe me exactly what happened.  
b I asked them to describe to me exactly what happened.
- 8 a We'd better phone the restaurant to reserve a table.  
b We'd better phone to the restaurant to reserve a table.
- 9 a It was a difficult question. I couldn't answer to it.  
b It was a difficult question. I couldn't answer it.
- 10 a I explained everybody the reasons for my decision.  
b I explained to everybody the reasons for my decision.
- 11 a I thanked everybody for all the help they had given me.  
b I thanked to everybody for all the help they had given me.
- 12 a My friend texted to me to let me know she was going to be late.  
b My friend texted me to let me know she was going to be late.

## 132.2 Complete the sentences. Use these verbs + the correct preposition:

**explain    laugh    listen    look    point    reply    speak    throw    throw**

- 1 I look stupid with this haircut. Everybody will ..... **laugh at** ..... me.
- 2 I don't understand this. Can you ..... **explain** ..... it ..... **to** ..... me?
- 3 We live in the same building, but we've never ..... one another.
- 4 Be careful with those scissors! Don't ..... them ..... me!
- 5 You shouldn't ..... directly ..... the sun. You'll damage your eyes.
- 6 Please ..... me! I've got something important to tell you.
- 7 Don't ..... stones ..... the birds!
- 8 If you don't want that sandwich, ..... it ..... the birds. They'll eat it.
- 9 I tried to contact Tina, but she didn't ..... my emails.

## 132.3 Put in **to** or **at**.

- 1 They apologised ..... **to** ..... me for what happened.
- 2 I glanced ..... my watch to see what time it was.
- 3 Please don't shout ..... me! Try to calm down.
- 4 I saw Lisa and shouted ..... her, but she didn't hear me.
- 5 Don't listen ..... what he says. He doesn't know what he's talking about.
- 6 What's so funny? What are you laughing ..... ?
- 7 Is it all right if I have a look ..... your magazine?
- 8 I'm lonely. I need somebody to talk .....
- 9 She was so angry she threw a book ..... the wall.
- 10 The woman sitting opposite me on the train kept staring ..... me.
- 11 Do you have a moment? I need to speak ..... you.

Verb + preposition 2 **about/for/of/after****A** verb + about**talk / read / know ABOUT ...**

- We **talked about** a lot of things at the meeting.

**have a discussion ABOUT something**

- We had a **discussion about** what we should do.

But we say 'discuss something' (no preposition):

- We **discussed** what we should do. (*not discussed about*)

**do** something/nothing **ABOUT** something = *do something/nothing to improve a situation*

- If you're worried about the problem, you should **do** something **about** it.

**B** verb + for**ask** (somebody) **FOR** ...

- I sent an email to the company **asking** them **for** more information about the job.

But we say 'ask somebody **the way / the time**' etc. (no preposition):

- I **asked** somebody **the way to the station**.

**apply** (TO a company etc.) **FOR** a job etc.

- I think you could do this job. Why don't you **apply for** it?

**wait FOR** somebody, **wait FOR** something (to happen)

- Don't **wait for** me. I'll join you later.

- I'm not going out yet. I'm **waiting for** the rain to stop.

**search** (a person / a place / a bag etc.) **FOR** ...

- I've **searched** the house **for** my keys, but I still can't find them.

**leave** (a place) **FOR** another place

- I haven't seen her since she **left** (home) **for** work. (*not left to work*)

**C** take care of, care for and care about**take care OF** ... = *look after, keep safe, take responsibility for*

- Don't worry about me. I can **take care of** myself.

- I'll **take care of** the travel arrangements. You don't need to do anything.

**care FOR** somebody = *take care of them, keep them safe*

- Alan is 85 and lives alone. He needs somebody to **care for** him.

I don't **care FOR** something = *I don't like it*

- I don't **care for** hot weather. (=I don't like ...)

**care ABOUT** ... = *think that somebody/something is important*

- He's very selfish. He doesn't **care about** other people.

**care what/where/how** ... etc. (*without about*)

- You can do what you like. I don't **care what** you do.

**D** look for and look after**look FOR** ... = *search for, try to find*

- I've lost my keys. Can you help me to **look for** them?

**look AFTER** ... = *take care of, keep safe or in good condition*

- Alan is 85 and lives alone. He needs somebody to **look after** him. (*not look for*)

- You can borrow this book, but please **look after** it.

# Exercises

**133.1 Which is right?**

- 1 We searched everywhere Joe / searched everywhere for Joe, but we couldn't find him.  
(searched everywhere for Joe is correct)
- 2 I sent her an email. Now I'm waiting for her to reply / waiting her to reply.
- 3 A security guard searched my bag / searched for my bag as I entered the building.
- 4 I paid the taxi driver and asked him a receipt / asked him for a receipt.
- 5 I wanted to get to the city centre, so I stopped a man to ask the way / to ask for the way.
- 6 We discussed about the problem / discussed the problem, but we didn't reach a decision.
- 7 There are many problems, but the government does nothing for them / nothing about them.
- 8 My flight is at 9.30. What time do I need to leave the hotel to the airport / for the airport?

**133.2 Put in the correct preposition. If no preposition is necessary, leave the space empty.**

- 1 I'm not going out yet. I'm waiting ..... for ..... the rain to stop.
- 2 I've applied ..... three universities. I hope one of them accepts me.
- 3 If you don't want the job, there's no point in applying ..... it.
- 4 I don't want to talk ..... what happened last night. Let's forget it.
- 5 I don't want to discuss ..... what happened last night. Let's forget it.
- 6 We had an interesting discussion ..... the problem, but we didn't reach a decision.
- 7 My friends are in Italy. They're in Rome now and tomorrow they leave ..... Milan.
- 8 The roof of the house is in bad condition. We need to do something ..... it.

**133.3 Put in the correct preposition after **care**. If no preposition is necessary, leave the space empty.**

- 1 He's very selfish. He doesn't care ..... about ..... other people.
- 2 Who's going to take care ..... you when you are old?
- 3 She doesn't care ..... the exam. She doesn't care whether she passes or fails.
- 4 I don't like this coat very much. I don't care ..... the colour.
- 5 Don't worry about the shopping. I'll take care ..... that.
- 6 He gave up his job to care ..... his elderly father.
- 7 I want to have a good holiday. I don't care ..... the cost.
- 8 I want to have a good holiday. I don't care ..... how much it costs.

**133.4 Complete the sentences with **look for** or **look after**. Use the correct form of **look** (**looks**/**looked/looking**).**

- 1 I ..... looked for ..... my keys, but I couldn't find them anywhere.
- 2 Kate is ..... a job. I hope she finds one soon.
- 3 Who ..... you when you were ill?
- 4 The car park was full, so we had to ..... somewhere else to park.
- 5 A child minder is somebody who ..... other people's children.
- 6 I'm ..... Lisa. I need to ask her something. Have you seen her?

**133.5 Complete the sentences with these verbs (in the correct form) + a preposition:**

**apply    ask    do    leave    look    search    talk    wait**

- 1 Police are ..... searching for ..... a man who escaped from prison.
- 2 Sarah wasn't ready. We had to ..... her.
- 3 I think Amy likes her job, but she doesn't ..... it much.
- 4 Don't ..... me ..... money. I don't have any.
- 5 Ben is unemployed. He has ..... several jobs, but hasn't had any luck.
- 6 If something is wrong, why don't you ..... something ..... it?
- 7 Helen's car is very old, but she ..... it. It's in excellent condition.
- 8 Diane is from Boston, but now she lives in Paris. She ..... Boston ..... Paris when she was 19.

Verb + preposition 3 **about** and **of****A****hear ABOUT** ... = *be told about something*

- Did you **hear about** the fire at the hotel?

**hear OF** ... = *know that somebody/something exists*

- A: Who is Tom Hart?  
B: I have no idea. I've never **heard of** him. (*not heard from him*)

**hear FROM** ... = *be in contact with somebody*

- A: Have you **heard from** Jane recently?  
B: Yes, she called me a few days ago.

**B****think ABOUT** something = *consider it, concentrate your mind on it:*

- I've **thought about** what you said and I've decided to take your advice.  
 A: Will you lend me the money?  
B: I'll **think about** it. (*not think of it*)

**think OF** something = *produce an idea:*

- It was my idea. I **thought of** it first. (*not thought about it*)  
 I felt embarrassed. I couldn't **think of** anything to say. (*not think about anything*)

We also use **think of** when we ask for or give an opinion:

- A: What did you **think of** the movie?  
B: I didn't **think** much **of** it. (=I didn't like it much)

Sometimes the difference is very small and you can use **of** or **about**:

- When I'm alone, I often **think of** you. or ... **think about** you.

You can say **think of** or **think about** doing something (for possible future actions):

- My sister is **thinking of** going to Canada. or ... **thinking about** going ...

**C****dream ABOUT** ... (when you are asleep)

- I **dreamt about** you last night.

**dream OF/ABOUT** being something / doing something = *imagine*

- Do you **dream of** being rich and famous? or ... **dream about** being rich ...

**I wouldn't dream OF** doing something = *I would never do it*

- 'Don't tell anyone what I said.' 'No, I **wouldn't dream of** it.'

**D****complain (TO somebody) ABOUT** ... = *say that you are not satisfied*

- We **complained to** the manager of the restaurant **about** the food.

**complain OF** a pain, an illness etc. = *say that you have a pain etc.*

- We called the doctor because George was **complaining of** a pain in his stomach.

**E****remind somebody ABOUT** ... = *tell somebody not to forget*

- It's good you **reminded** me **about** the meeting. I'd completely forgotten about it.

**remind somebody OF** ... = *cause somebody to remember*

- This house **reminds** me **of** the one I lived in when I was a child.  
 Look at this photograph of Richard. Who does he **remind** you **of**?

# Exercises

**134.1 Complete the sentences using **hear** or **heard** + a preposition (**about/of/from**).**

- 1 I'm surprised you haven't ..... **heard of** ..... her. She's quite famous.
- 2 'Did you ..... the accident last night?' 'No, what happened?'
- 3 Sarah used to call me quite often, but I haven't ..... her for a long time now.
- 4 'Have you ..... William Hudson?' 'No. Who is he?'
- 5 Thanks for your email. It was good to ..... you.
- 6 'Do you want to ..... our trip?' 'Not now. Tell me later.'
- 7 I live in a very small town. You've probably never ..... it.

**134.2 Complete the sentences using **think about** or **think of**. Sometimes both **about** and **of** are possible. Use the correct form of **think** (**think/thinking/thought**).**

- 1 I've ..... **thought about** ..... what you said and I've decided to take your advice.
- 2 I need time to make decisions. I like to ..... things carefully.
- 3 You look serious. What are you ..... ?
- 4 That's a good idea. Why didn't I ..... that?
- 5 I don't really want to meet Tom tonight. I'll have to ..... an excuse.
- 6 I'm ..... buying a new car. What would you advise me to buy?
- 7 When I was offered the job, I didn't accept immediately. I went away and ..... it for a while. In the end I decided to take the job.
- 8 A: I've just finished reading the book you lent me.  
B: What did you ..... it? Did you like it?
- 9 A: Will you be able to help me?  
B: I'm not sure. I'll ..... it.
- 10 I don't ..... much ..... this coffee. It's like water.
- 11 Katherine is homesick. She's always ..... her family back home.
- 12 A: Do you think I should apply to do the course?  
B: I can't ..... any reason why not.

**134.3 Put in the correct preposition.**

- 1 Did you hear ..... **about** ..... the fire at the hotel yesterday?
- 2 I love living here. I wouldn't dream ..... going anywhere else.
- 3 A: I had a strange dream last night.  
B: Did you? What did you dream ..... ?
- 4 I love this music. It reminds me ..... a warm day in spring.
- 5 A: We've got no money. What are we going to do?  
B: Don't worry. I'll think ..... something.
- 6 Our neighbours complained ..... us ..... the noise we made.
- 7 Paul was complaining ..... pains in his chest, so he went to the doctor.
- 8 He loves his job. He thinks ..... it all the time, he dreams ..... it, he talks ..... it and I'm fed up with hearing ..... it.

**134.4 Complete the sentences using these verbs (in the correct form) + a preposition:**

<b>complain</b>	<b>dream</b>	<b>hear</b>	<b>remind</b>	<b>remind</b>	<b>-think-</b>	<b>think</b>
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- 1 It was my idea. I ..... **thought of** ..... it first.
- 2 Ben is never satisfied. He's always ..... something.
- 3 I can't make a decision yet. I need time to ..... your proposal.
- 4 He's not a well-known singer. Not many people have ..... him.
- 5 A: You wouldn't go away without telling me, would you?  
B: Of course not. I wouldn't ..... it.
- 6 I would have forgotten my appointment if you hadn't ..... me ..... it.
- 7 Do you see that man over there? Does he ..... you ..... anybody you know?

# Verb + preposition 4 **of/for/from/on**

## A verb + of

**accuse / suspect** somebody **OF** ...

- Tina **accused** me **of** being selfish.
- Some students were **suspected** **of** cheating in the exam.

**approve / disapprove** **OF** ...

- His parents don't **approve** **of** what he does, but they can't stop him.

**die** **OF** or **die** **FROM** an illness etc.

- 'What did he **die** **of**?' 'A heart attack.'

**consist** **OF** ...

- We had an enormous meal. It **consisted** **of** seven courses.

## B verb + for

**pay** (somebody) **FOR** ...

- We didn't have enough money to **pay** **for** the meal. (*not pay the meal*)  
But we say '**pay** a bill / a fine / a fee / tax / rent / a sum of money' etc. (no preposition)
- We didn't have enough money to **pay the rent**.

**thank / forgive** somebody **FOR** ...

- I'll never **forgive** them **for** what they did.

**apologise** (**TO** somebody) **FOR** ...

- When I realised I was wrong, I **apologised** (**to** them) **for** my mistake.

**blame** somebody/something **FOR** ..., somebody is **to blame** **FOR** ...

- Everybody **blamed** me **for** the accident.
- Everybody said that I was **to blame** **for** the accident.

**blame** (a problem etc.) **ON** ...

- It wasn't my fault. Don't **blame** it **on** me.

## C verb + from

**suffer** **FROM** an illness etc.

- There's been an increase in the number of people **suffering** **from** heart disease.

**protect** somebody/something **FROM** ...

- Sun cream **protects** the skin **from** the sun.

## D verb + on

**depend** **ON** ..., **rely** **ON** ...

- I don't know what time we'll arrive. It **depends** **on** the traffic.
- You can **rely on** Anna. She always keeps her promises.

You can use **depend** + **when/where/how** etc. with or without **on**:

- 'Are you going to buy it?' 'It **depends how much** it is.' (or 'It depends **on** how much ...')

**live** **ON** money/food

- Michael's salary is very low. It isn't enough to **live** **on**.

**congratulate / compliment** somebody **ON** ...

- I **congratulated** her **on** doing so well in her exams.
- The meal was really good. I **complimented** Mark **on** his cooking skills.

# Exercises

**135.1 Put in the correct preposition. If no preposition is necessary, leave the space empty.**

- 1 Some students were suspected ..... **of** ..... cheating in the exam.
- 2 Are you going to apologise ..... what you did?
- 3 The apartment consists ..... three rooms, a kitchen and bathroom.
- 4 I was accused ..... lying, but I was telling the truth.
- 5 We finished our meal, paid ..... the bill, and left the restaurant.
- 6 The accident was my fault, so I had to pay ..... the repairs.
- 7 Some people are dying ..... hunger, while others eat too much.
- 8 I called Helen to thank her ..... the present she sent me.
- 9 The government is popular. Most people approve ..... its policies.
- 10 Do you blame the government ..... our economic problems?
- 11 When something goes wrong, you always blame it ..... other people.
- 12 Forgive me ..... interrupting, but I'd like to ask you something.

**135.2 Complete the second sentence so that it means the same as the first.**

- 1 Sue said that I was selfish.  
Sue accused me ..... **of being selfish** .....
- 2 The misunderstanding was my fault, so I apologised.  
I apologised .....
- 3 Jane won the tournament, so I congratulated her.  
I congratulated .....
- 4 He has enemies, and he has a bodyguard to protect him.  
He has a bodyguard to protect .....
- 5 Sandra eats only bread and eggs.  
Sandra lives .....
- 6 You can't say that the bad weather is my fault.  
You can't blame .....
- 7 The police thought my friend had stolen a car.  
The police suspected .....

**135.3 Complete the sentences using these verbs (in the correct form) + a preposition:**

**accuse    apologise    approve    congratulate    depend    live    pay    suffer**

- 1 His parents don't ..... **approve of** ..... what he does, but they can't stop him.
- 2 When you went to the theatre with Paul, who ..... the tickets?
- 3 It's not pleasant when you are ..... something you didn't do.
- 4 We hope to go to the beach tomorrow, but it ..... the weather.
- 5 Things are cheap there. You can ..... very little money.
- 6 You were rude to Lisa. I think you should ..... her.
- 7 Alex ..... back pain. He spends too much time working at his desk.
- 8 I called Jack to ..... him ..... passing his driving test.

**135.4 Put in the correct preposition. If no preposition is necessary, leave the space empty.**

- 1 I'll never forgive them ..... **for** ..... what they did.
- 2 Vaccinations may protect you ..... a number of diseases.
- 3 You know you can always rely ..... me if you need any help.
- 4 Sophie will have to borrow money to pay ..... her college fees.
- 5 She's often unwell. She suffers ..... very bad headaches.
- 6 I don't know whether I'll go out tonight. It depends ..... how I feel.
- 7 Anna doesn't have a job. She depends ..... her parents for money.
- 8 My usual breakfast consists ..... fruit, cereal and coffee.
- 9 I complimented her ..... her English. It was really good.

**A** verb + in**believe IN ...** = believe that something exists, believe that it's good to do something

- Do you **believe in** God? (= do you believe that God exists?)
  - I **believe in** saying what I think. (= I believe it is right to say what I think)
- but 'believe something' (= believe that it is true), 'believe somebody' (= believe what they say):
- The story can't be true. I don't **believe it**. (*not believe in it*)

**specialise IN ...**

- Helen is a lawyer. She **specialises in** company law.

**succeed IN ...**

- I hope you **succeed in** finding the job you want.

**B** verb + into**break INTO ...**

- Our house was **broken into** a few days ago, but nothing was stolen.

**crash / drive / bump / run INTO ...**

- He lost control of the car and **crashed into** a wall.

**divide / cut / split** something **INTO** two or more parts

- The book is **divided into** three parts.

**translate** a book etc. **FROM** one language **INTO** another

- She's a famous writer. Her books have been **translated into** many languages.

**C** verb + with**collide WITH ...**

- There was an accident this morning. A bus **collided with** a car.

**fill** something **WITH** ... (*but full of* – see Unit 131A)

- Take this saucepan and **fill it with** water.

**provide / supply** somebody **WITH** ...

- The school **provides** all its students **with** books.

**D** verb + to**happen TO ...**

- What **happened to** that gold watch you used to have? (= where is it now?)

**invite** somebody **TO** a party / a wedding etc.

- They only **invited** a few people **to** their wedding.

**prefer** one thing **TO** another

- I **prefer** tea **to** coffee.

**E** verb + on**concentrate ON ...**

- I tried to **concentrate on** my work, but I kept thinking about other things.

**insist ON ...**

- I wanted to go alone, but some friends of mine **insisted on** coming with me.

**spend** (money) **ON ...**

- How much do you **spend on** food each week?

# Exercises

**136.1 Complete the sentences using these verbs (in the correct form) + a preposition:**

**believe break concentrate divide drive fill happen insist invite succeed**

- 1 I wanted to go alone, but my friends ..... **insisted on** ..... coming with me.
- 2 I haven't seen Mike for ages. I wonder what has ..... him.
- 3 It's a very large house. It's ..... four apartments.
- 4 We've been ..... the party, but unfortunately we can't go.
- 5 I don't ..... ghosts. I think people imagine that they see them.
- 6 Steve gave me an empty bucket and told me to ..... it ..... water.
- 7 A burglar is someone who ..... a house to steal things.
- 8 Don't try and do two things together. ..... one thing at a time.
- 9 It wasn't easy, but in the end we ..... finding a solution to the problem.
- 10 The car in front of me stopped suddenly. Unfortunately I couldn't stop in time and ..... the back of it.

**136.2 Complete the second sentence so that it means the same as the first.**

- 1 There was a collision between a bus and a car.  
A bus collided ..... **with a car** .....
- 2 I don't mind big cities, but I prefer small towns.  
I prefer .....
- 3 I got all the information I needed from the company.  
The company provided me .....
- 4 This morning I bought a pair of shoes, which cost eighty pounds.  
This morning I spent .....
- 5 There are ten districts in the city.  
The city is divided .....

**136.3 Put in the correct preposition. If the sentence is already complete, leave the space empty.**

- 1 The school provides all its students ..... **with** ..... books.
- 2 A strange thing happened ..... me a few days ago.
- 3 Mark decided to give up sport to concentrate ..... his studies.
- 4 Money should be used well. I don't believe ..... wasting it.
- 5 My present job isn't wonderful, but I prefer it ..... what I did before.
- 6 I hope you succeed ..... getting what you want.
- 7 Ben was injured playing football when he collided ..... another player.
- 8 There was an awful noise as the car crashed ..... a tree.
- 9 Patrick is a photographer. He specialises ..... sports photography.
- 10 Joe doesn't spend much money ..... clothes.
- 11 I was amazed when I heard the news. I couldn't believe ..... it.
- 12 Somebody broke ..... my car and stole my bag.
- 13 I was quite cold, but Tom insisted ..... having the window open.
- 14 The teacher decided to split the class ..... four groups.
- 15 I filled the tank, but unfortunately I filled it ..... the wrong kind of fuel.
- 16 Some things are difficult to translate ..... one language ..... another.

**136.4 Use your own ideas to complete these sentences. Use a preposition.**

- 1 I wanted to go out alone, but my friend insisted ..... **on coming with me** .....
- 2 I spend a lot of money .....
- 3 I saw an accident. A car crashed .....
- 4 Chris prefers basketball .....
- 5 The restaurant we went to specialises .....
- 6 Shakespeare's plays have been translated .....

**A**

We often use verbs with:

in on up away by about over round or around  
out off down back through along forward

So you can say **look out** / **get on** / **take off** / **run away** etc. These are *phrasal verbs*.

We often use **on/off/out** etc. with verbs of movement. For example:

**get on**  
**drive off**  
**come back**  
**turn round**

- The bus was full. We couldn't **get on**.
- A woman got into the car and **drove off**.
- Sarah is leaving tomorrow and **coming back** on Saturday.
- When I touched him on the shoulder, he **turned round**.

**B**

Often the second word (**on/off/out** etc.) gives a special meaning to the verb. For example:

**break down**  
**find out**  
**take off**  
**give up**  
**get on**  
**get by**

- Sorry I'm late. The car **broke down**. (=the engine stopped working)
- I never **found out** who sent me the flowers. (=I never discovered)
- It was my first flight. I was nervous as the plane **took off**. (=went into the air)
- I tried many times to contact her. In the end I **gave up**. (=stopped trying)
- How was the exam? How did you **get on**? (=How did you do?)
- My French isn't good, but it's enough to **get by**. (=enough to manage)

For more phrasal verbs, see Units 138–145.

**C**

Sometimes a phrasal verb is followed by a *preposition*. For example:

**phrasal verb**      **preposition**  
**look up**            at  
**run away**          from  
**keep up**            with  
**look forward**      to

- We **looked up at** the plane as it flew above us.
- Why did you **run away from** me?
- You're walking too fast. I can't **keep up with** you.
- Are you **looking forward to** your trip?

**D**

Sometimes a phrasal verb has an *object*. For example:

- I turned on **the light**. (**the light** is the *object*)

Usually there are two possible positions for the object. You can say:

- I **turned on** the light. or I **turned** the light **on**.  
                                   object                               object

But if the object is a *pronoun* (**it/them/me/him** etc.), only one position is possible:

- I turned **it** on. (*not* I turned on it)

In the same way, you can say:

- I'm going to { **take off** my shoes.  
  **take** my shoes **off**.

**but** These shoes are uncomfortable. I'm going to **take them off**. (*not* take off them)

- Don't { **wake up** the baby.  
  **wake** the baby **up**.

**but** The baby is asleep. Don't **wake her up**. (*not* wake up her)

- Don't { **throw away** this box.  
  **throw** this box **away**.

**but** I want to keep this box, so don't **throw it away**. (*not* throw away it)

# Exercises

**137.1** Complete each sentence using a verb from A (in the correct form) + a word from B.

A    **be**    **get**    **fly**    **sit**  
**break**    **get**    **go**    **speak**  
**come**    **get**    **look**    **take**

B    **away**    **by**    **on**    **round**  
**back**    **down**    **off**    **up**  
**back**    **down**    **out**    **up**

- 1 Sarah is leaving tomorrow and ..... on Saturday.
- 2 I've been standing a long time. I'm going to ..... for a bit.
- 3 It's a very busy airport. There are planes landing and ..... all the time.
- 4 A cat tried to catch the bird, but it ..... just in time.
- 5 We were trapped in the building. We couldn't .....
- 6 I can't hear you very well. Can you ..... a little?
- 7 Ben's salary is very low, but it's enough to .....
- 8 Everything is so expensive now. Prices have ..... a lot.
- 9 I heard a noise behind me, so I ..... to see what it was.
- 10 I'm going out now to do some shopping. I'll ..... in about an hour.
- 11 Our car ..... on the motorway and we had to call for help.
- 12 How is your new job? How are you ..... ?

**137.2** Complete each sentence using a word from A and a word from B.

A    **away**    **in**    **up**    **back**  
**out**    **up**    **up**    **forward**

B    **at**    **to**    **with**    **about**  
**at**    **to**    **with**    **through**

- 1 You're walking too fast. I can't keep ..... you.
- 2 My holidays are nearly over. Next week I'll be ..... work.
- 3 We went ..... the top floor of the building to admire the view.
- 4 The meeting tomorrow is going to be difficult. I'm not looking ..... it.
- 5 There was a bank robbery last week. The robbers got ..... £50,000.
- 6 I love to look ..... the stars in the night sky.
- 7 I was sitting in the kitchen when a bird flew ..... the open window.
- 8 How do you know about the plan? How did you find ..... it?

**137.3** Complete the sentences. Use these phrasal verbs + **it/them/me**:

**get out**    **give back**    **switch on**    **take off**    **throw away**    **wake up**

- 1 I want to keep this box. Don't ..... .
- 2 I'm going to bed now. Can you ..... at 6.30?
- 3 I've got something in my eye and I can't .....
- 4 I don't like it when people borrow things and don't .....
- 5 I want to use the hair dryer. How do I ..... ?
- 6 My shoes are dirty. I'd better ..... before going into the house.

**137.4** Complete the sentences. Use the word in brackets.

- 1 Don't throw ..... I want to keep it. (away)
- 2 I don't want this newspaper. You can throw ..... (away)
- 3 These books are Lisa's. I have to give ..... to her. (back)
- 4 We can turn ..... Nobody is watching it. (off)
- 5 Shh! My mother is asleep. I don't want to wake ..... (up)
- 6 It's cold today. You should put ..... if you go out. (on)
- 7 It was only a small fire. I was able to put ..... easily. (out)
- 8 It's a bit dark in this room. Shall I turn ..... ? (on)
- 9 A: The hotel is more expensive than when we stayed here last year.  
B: Yes, they've put ..... (up)
- 10 A: How did the vase get broken?  
B: I'm afraid I knocked ..... while I was cleaning. (over)

# Phrasal verbs 2 in/out

**A**

Compare **in** and **out**:

**in** = into a room, a building, a car etc.

- How did the thieves **get in**?
- Here's a key, so you can **let yourself in**.
- Lisa walked up to the edge of the pool and **dived in**. (= into the water)
- I've got a new apartment. I'm **moving in** on Friday.
- As soon as I got to the airport, I **checked in**.

In the same way you can say **go in**, **come in**, **walk in**, **break in** etc.

Compare **in** and **into**:

- I'm moving **in** on Friday.
- I'm moving **into my new flat** on Friday

**out** = out of a room, a building, a car etc.

- Stay in the car. Don't **get out**.
- I had no key, so I was **locked out**.
- She swam up and down the pool, and then **climbed out**.
- Andy opened the window and **looked out**.
- We paid the hotel bill and **checked out**.

In the same way you can say **go out**, **get out**, **move out**, **let somebody out** etc.

Compare **out** and **out of**:

- She climbed **out**.
- She climbed **out of the pool**.

**B**

Other verbs + **in**

**drop in** = visit somebody at home without arranging to do this

- I **dropped in** to see Chris on my way home.

**join in** = take part in something that is already going on

- They were playing cards, so I **joined in**.

**plug in** an electrical machine = connect it to the electricity supply

- The fridge isn't working because you haven't **plugged it in**.



**take** somebody **in** = deceive somebody

- The man said he was a policeman and I believed him. I was completely **taken in**.

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

- Please **fill in** the application form and send it to us by 28 February. or
- Please **fill out** the application form ...

**C**

Other verbs + **out**

**eat out** = eat at a restaurant, not at home

- There wasn't anything to eat at home, so we decided to **eat out**.

**drop out** of college / university / a course / a race = stop before you have completely finished

- Gary went to university but **dropped out** after a year.

**get out** of something that you arranged to do = avoid doing it

- I promised I'd go to the wedding. I don't want to go, but I can't **get out** of it now.

**leave** something **out** = omit it, not include it

- In the sentence 'She said that she was ill', you can **leave out** the word 'that'.

**cross** something **out** = write a line through something

- Some of the names on the list had been **crossed out**.

Sarah

CROSS OUT

# Exercises

**138.1 Complete the sentences.**

- 1 Here's a key so that you can ..... yourself in.
- 2 Lisa doesn't like cooking, so she ..... out a lot.
- 3 If you're in our part of town, you should ..... in and say hello.
- 4 Could you ..... in this questionnaire? It will only take five minutes.
- 5 Amy isn't living in this house any more. She ..... out a few weeks ago.
- 6 After breakfast, we ..... out of the hotel and got a taxi to the airport.
- 7 I wanted to charge my phone, but there was nowhere to ..... the charger in.
- 8 Paul started doing a Spanish course, but he ..... out after a few weeks.
- 9 Be careful! The water isn't very deep here, so don't ..... in.

**138.2 Complete the sentences with **in**, **into**, **out** or **out of**.**

- 1 I've got a new flat. I'm moving ..... on Friday.
- 2 We arrived at the hotel and checked .....
- 3 When are you moving ..... your new flat?
- 4 The car stopped and the driver got .....
- 5 Thieves broke ..... the house and stole some jewellery.
- 6 How did the thieves break .....? Through a window?
- 7 He opened his wallet and something fell .....
- 8 Kate was angry and walked ..... the meeting.

**138.3 Complete the sentences using a verb + **in** or **out** (of).**

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

**138.4 Complete the sentences. Use the word in brackets in the correct form.**

- 1 A: The fridge isn't working.  
B: That's because you haven't ..... (plug)  
plugged it in
- 2 A: What do I have to do with these forms?  
B: ..... and send them to this address. (fill)
- 3 A: I've made a mistake on this form.  
B: That's OK. Just ..... and correct it. (cross)
- 4 A: Have you been to the new club I told you about?  
B: No. We went there, but they wouldn't ..... because we weren't  
members. (let)
- 5 A: Can we meet tomorrow at ten?  
B: Probably. I have another meeting, but I think I can ..... (get)

**138.5 Complete the second sentence so that it means the same as the first. Use a verb from Sections B or C.**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1 Let's go to a restaurant tonight.</li> <li>2 Why didn't you finish college?</li> <li>3 Please complete the application form.</li> <li>4 I can't avoid going to the party.</li> <li>5 I thought the email was genuine, but it wasn't.</li> <li>6 You must come and see us sometime.</li> <li>7 Steve was upset because he wasn't chosen<br/>for the team.</li> </ol> | Let's ..... tonight.<br>Why did you .....?<br>Please ..... form .<br>I can't ..... to the party.<br>I was completely ..... the email .<br>You must ..... sometime.<br>Steve was upset because he ..... the team. |
|--|--|

Phrasal verbs 3 **out****A****out** = not burning, not shining**go out****put out** a fire / a cigarette / a light**turn out** a light**blow out** a candle

- Suddenly all the lights in the building **went out**.
- I **put** the fire **out** with a fire extinguisher.
- I **turned** the lights **out** before leaving.
- We don't need the candle. You can **blow it out**.

**B****work out****work out** = do physical exercises

- Rachel **works out** at the gym three times a week.

**work out** = develop, progress

- Good luck for the future. I hope everything **works out** well for you.
- A: Why did James leave the company?  
B: Things didn't **work out**. (=things didn't work out well)

**work out** (for calculations):

- The total bill for three people is £97.35. That **works out** at £32.45 each.

**work** (something) **out** = calculate

- $345 \times 76$ ? I need a calculator. I can't **work it out** in my head.

**work out or figure out** = understand, think about a problem and find an answer

- Investigators are trying to **work out** what caused the accident. or
- Investigators are trying to **figure out** what caused the accident.

**C**Other verbs + **out****carry out** an order / an experiment / a survey / an investigation / a plan etc.

- Soldiers are expected to **carry out** orders.
- An investigation into the accident will be **carried out**.

**find out** that/what/when (etc.) ..., **find out about** ... = get information about

- The police never **found out** who committed the crime.
- I just **found out** that it's Helen's birthday today.
- I checked a few websites to **find out** about hotels in the town.

**give/hand** things **out** = give to each person

- At the end of the lecture, the speaker **gave out** information sheets to the audience.

**point** something **out** (to somebody) = draw attention to it

- As we drove through the city, the tour guide **pointed out** all the sights.
- I didn't realise I'd made a mistake until somebody **pointed it out to** me.

**run out** (of something)

- We **ran out of** petrol on the motorway. (=we used all our petrol)

**sort** something **out** = find a solution to, put in order

- There are a few problems we need to **sort out**.
- All these papers are mixed up. I'll have to **sort them out**.

**turn out** to be ... / **turn out** good/nice etc. / **turn out** that ...

- Nobody believed Paul at first, but he **turned out** to be right. (=it became clear in the end that he was right)
- The weather wasn't so good in the morning, but it **turned out** nice later.
- I thought they knew each other, but it **turned out** that they'd never met.

**try out** a machine, a system, a new idea etc. = test it to see if it is OK

- The company is **trying out** some new software at the moment.

## Exercises

**139.1** Which words can go together? Choose from the list.

a candle      a fire      a light      a new product      an order      a problem

- |                   |         |                  |
|-------------------|---------|------------------|
| 1 turn out .....  | a light | 4 put out .....  |
| 2 blow out .....  |         | 5 try out .....  |
| 3 carry out ..... |         | 6 sort out ..... |

### 139.2 Complete the sentences using a verb + **out**.

- 1 The company is trying out a new computer system at the moment.
  - 2 Steve is very fit. He does a lot of sport and ..... regularly.
  - 3 The road will be closed for two days while building work is .....
  - 4 We didn't manage to discuss everything at the meeting. We ..... of time.
  - 5 You have to ..... the problem yourself. I can't do it for you.
  - 6 I need to ..... what happened exactly. It's not clear at the moment.
  - 7 The new drug will be ..... on a small group of patients.
  - 8 I thought the two books were the same until someone ..... the difference.
  - 9 They got married a few years ago, but it didn't ..... and they separated.
  - 10 There was a power cut and all the lights .....
  - 11 We thought she was American at first, but she ..... to be Swedish.
  - 12 Sometimes it ..... cheaper to eat in a restaurant than to cook at home.
  - 13 How did you ..... about the project? Did somebody tell you?
  - 14 It took firefighters two hours to ..... the fire.
  - 15 I can't ..... how the water is getting into the house.

**139.3** For each picture, complete the sentence using a verb + **out**.



They've run out of petrol.



The man with the beard is  
..... leaflets.



The weather has .....



Sally and Kim are ..... at the gym.



Joe has ..... water.



Lisa is trying to .....  
how .....

**139.4** Complete the sentences. Each time use a verb + **out**.

- 1 A: Was the fire serious?  
B: No, we were able to ..... *put it out*
  - 2 A: This recipe looks interesting.  
B: Yes, let's .....
  - 3 A: How much money do I owe you exactly?  
B: Just a moment. I'll have to .....
  - 4 A: What happened about your problem with your bank?  
B: It's OK now. I went to see them and we .....
  - 5 A: You've written the wrong date on this form.  
B: Oh, so I have. Thanks for .....

**A****on** and **off** for lights, machines etc.

We say:

the light **is on** / **put** the light **on** / **leave** the light **on** etc.  
**turn** the light **on/off** or **switch** the light **on/off**

- Shall I **leave** the lights **on** or **turn** them **off**?
- 'Is the heating **on**?' 'No, I **switched** it **off**'

also

**put** (music, a song) **on**, **put** the kettle **on**:

- Let's **put** some music **on**. What would you like to hear?
- We need boiling water, so I'll **put** the kettle **on**.

**B****on** and **off** for events etc.**go on** = *happen*

- What's all that noise? What's **going on**? (= what's happening)

**call** something **off** = *cancel it*

- The concert in the park had to be **called off** because of the weather.

**put** something **off**, **put off** doing something = *delay it*

- The election has been **put off** until January.
- We can't **put off** making a decision. We have to decide now.

**C****on** and **off** for clothes etc.**put on** clothes, glasses, make-up, a seat belt etc.

- My hands were cold, so I **put** my gloves **on**.

**put on** weight = *get heavier*

- I've **put on** two kilos in the last month.

**try on** clothes (to see if they fit)

- I **tried on** a jacket in the shop, but it didn't look right.

**take off** clothes, glasses etc.

- It was warm, so I **took off** my coat.

**D****off** = away from a person or place**be off** (to a place)

- Tomorrow I'm **off** to Paris. / I'm **off** on holiday.  
(= I'm going to Paris / I'm going on holiday)

**walk off** / **run off** / **drive off** / **ride off** / **go off** (similar to **walk away** / **run away** etc.)

- Anna got on her bike and **rode off**.
- Mark left home at the age of eighteen and **went off** to Canada.

**set off** = *start a journey*

- We **set off** early to avoid the traffic. (= We left early)

**take off** = *leave the ground (for planes)*

- After a long delay, the plane finally **took off**.

**see** somebody **off** = *go with them to the airport/station to say goodbye*

- Helen was going away. We went to the station with her to **see her off**.

# Exercises

**140.1** Complete the sentences using **put on** + the following:

**some music      the heating      the kettle      the light      the oven**

- 1 It was getting dark, so I ..... **put the light on** .....
- 2 It was getting cold, so I .....
- 3 I wanted to bake a cake, so I .....
- 4 I wanted to make some tea, so I .....
- 5 I wanted to relax, so I .....

**140.2** Complete the sentences. Use a verb + **on** or **off**.

- 1 It was hot in the cinema, so I ..... **took off** ..... my jacket.
- 2 What are all these people doing? What's ..... ?
- 3 The weather was too bad for the plane to ..... , so the flight was delayed.
- 4 Rachel got into her car and ..... at high speed.
- 5 Tim is too thin. He needs to ..... weight.
- 6 We spent the whole day walking. We ..... at 8 am and walked for ten hours.
- 7 Don't ..... until tomorrow what you can do today.
- 8 They've changed their minds about getting married. The wedding has been .....
- 9 Are you cold? Shall I get you a sweater to ..... ?
- 10 I ..... some jeans in the shop, but they were too tight.
- 11 When I go away, I prefer to be alone at the station or airport. I don't like it when people come to ..... me .....
- 12 I need to make an appointment to see the dentist, but I keep ..... it .....

**140.3** Look at the pictures and complete the sentences.


Her hands were cold, so she ..... **put her gloves on** .....



The plane ..... at 10:55.



Maria ..... , but it was too big for her.



The match ..... because of the weather.



Mark's parents went to the airport to ..... .



He took his sunglasses out of his pocket and .....

# Phrasal verbs 5 on/off (2)

**A**

**verb + on** = continue doing something

**go on** = *continue*

- The party **went on** until 4 o'clock in the morning.

**go on / carry on** doing something = *continue doing it*

- We can't **go on** spending money like this. We'll have nothing left soon.
- I don't want to **carry on** working here. I'm going to look for another job.

**go on with / carry on with** something = *continue it*

- Don't let me disturb you. Please **carry on with** what you're doing.

**keep on** doing (or **keep** doing) something = *do it continuously or repeatedly*

- He **keeps on** criticising me. It's not fair! (or He **keeps** criticising me.)

**drive on / walk on / play on** = *continue driving/walking/playing etc.*

- Shall we stop at this petrol station or shall we **drive on** to the next one?

**B**

**get on**

**get on** = *progress*

- How are you **getting on** in your new job? (= How is it going?)

**get on (with** somebody) = *have a good relationship*

- Joanne and Karen don't **get on**. They're always arguing.
- Richard **gets on** well **with** his neighbours. They're all very friendly.

**get on with** something = *continue something you have to do, usually after an interruption*

- I must **get on with** my work. I have a lot to do.

**C**

**verb + off**

**doze off / drop off / nod off** = *fall asleep*

- I **dozed off** during the lecture. It was very boring.

**finish** something **off** = *do the last part of it*

- A: Have you finished painting the kitchen?
- B: Nearly. I'll **finish** it **off** tomorrow.

**go off** = *make an alarm sound*

- Did you hear the alarm **go off**?

**put** somebody **off** (doing) something so that they don't want it or want to do it any more

- We wanted to go to the exhibition, but we were **put off** by the long queue.  
(= we didn't go because of the long queue)
- What **put** you **off** applying for the job? Was the salary too low?

**rip** somebody **off** / be **ripped off** = *cheat somebody / be cheated*

- Did you really pay £2,000 for that painting? I think you were **ripped off**.  
(= you paid too much)

**show off** = *try to impress people with your ability, your knowledge etc.*

- Look at that boy on the bike riding with no hands. He's just **showing off**.

**tell** somebody **off** = *speak angrily to somebody because they did something wrong*

- Clare's mother **told** her **off** for wearing dirty shoes in the house.



# Exercises

**141.1** What do these sentences mean?

- 1 I carried on studying.  
a I started studying. b I continued studying. c I put off studying. (b is correct)
- 2 I nodded off.  
a I agreed. b I felt sick. c I fell asleep.
- 3 We were ripped off.  
a We were attacked. b We paid too much. c Our clothes were torn.
- 4 I told them off.  
a I criticised them. b I was satisfied with them. c I told them to go away.
- 5 They don't get on.  
a They don't like each other much. b They are lazy. c They don't know each other.
- 6 He was showing off.  
a He was joking. b He was trying to impress us. c He wasn't telling the truth.

**141.2** Complete each sentence using a verb + on or off.

- 1 We can't ..... spending money like this. We'll have nothing left soon.
- 2 I'm not ready to go home yet. I have a few things to .....
- 3 'Shall I stop the car here?' 'No, ..... a bit further.'
- 4 Dan paid too much for the car he bought. I think he was .....
- 5 Emma is enjoying her course at university. She's ..... very well.
- 6 The fire alarm ..... and everybody had to leave the building.
- 7 Ben was ..... by his boss for being late for work repeatedly.
- 8 The meeting has only just finished. It ..... longer than expected.
- 9 I really like working with my colleagues. We all ..... really well together.
- 10 I ..... making the same mistake. It's very frustrating.
- 11 I've just had a coffee break, and now I must ..... with my work.
- 12 Peter likes people to know how clever he is. He's always .....
- 13 We decided not to go to the concert. We were ..... by the cost of tickets.
- 14 Jack paused for a moment and then ..... with his story.
- 15 I was so tired at work today. I nearly ..... at my desk a couple of times.

**141.3** Complete the sentences. Use a verb (in the correct form) + on or off. Sometimes you will need other words as well. Choose from:

**carry finish get get go keep rip tell**

- 1 A: How ..... in your new job?  
B: Fine, thanks. It's going very well.
- 2 A: What's Tanya like?  
B: She's very nice and easy-going. She ..... everybody.
- 3 A: Is Gary going to retire soon?  
B: No, he likes his job and wants to ..... working.
- 4 A: Have you written the letter you had to write?  
B: I've started it. I'll ..... tomorrow.
- 5 A: We took a taxi to the airport. It cost £40.  
B: £40! Normally it costs about £20. You .....
- 6 A: Why were you late for work this morning?  
B: I overslept. My alarm clock didn't .....
- 7 A: Some children at the next table in the restaurant were behaving very badly.  
B: Why didn't their parents ..... ?
- 8 A: Is Kate good at making decisions?  
B: No, she isn't. .... changing her mind.

## Phrasal verbs 6 up/down

## A

Compare **up** and **down**:**put** something **up** (on a wall etc.)

- I **put** a picture **up** on the wall.

**pick** something **up**

- There was a letter on the floor. I **picked** it **up** and looked at it.

**stand up**

- Alan **stood up** and walked out.

**turn** something **up**

- I can't hear the TV. Can you **turn** it **up** a bit?

**take** something **down** (from a wall etc.)

- I didn't like the picture, so I **took** it **down**.

**put** something **down**

- I stopped writing and **put down** my pen.

**sit down / bend down / lie down**

- I **bent down** to tie my shoelace.

**turn** something **down**

- The oven is too hot. **Turn** it **down** to 150 degrees.

## B

**knock down, cut down** etc.**knock down** a building / **blow** something **down** / **cut** something **down** etc.

- Some old houses were **knocked down** to make way for the new shopping centre.  
 Why did you **cut down** the tree in your garden?

be **knocked down** (by a car etc.)

- A man was **knocked down** by a car and taken to hospital.

**burn down** = *be destroyed by fire*

- They were able to put out the fire before the house **burnt down**.

## C

**down** = getting less**slow down** = *go more slowly*

- You're driving too fast. **Slow down**.

**calm** (somebody) **down** = *become calmer, make somebody calmer*

- Calm down**. There's no point in getting angry.

**cut down** (on something) = *eat, drink or do something less often*

- I'm trying to **cut down on** coffee. I drink too much of it.

## D

Other verbs + **down****break down** = *stop working (for machines, cars, relationships etc.)*

- The car **broke down** and I had to phone for help.  
 Their marriage **broke down** after only a few months.

**close down / shut down** = *stop doing business*

- There used to be a shop at the end of the street. It **closed down** a few years ago.

**let** somebody **down** = *disappoint them because you didn't do what they hoped*

- You can always rely on Paul. He'll never **let** you **down**.

**turn** somebody/something **down** = *refuse an application, an offer etc.*

- I applied for several jobs, but I was **turned down** for all of them.  
 Rachel was offered the job, but she decided to **turn it down**.

**write** something **down** = *write something on paper because you may need the information later*

- I can't remember Ben's address. I **wrote** it **down**, but I can't find it.

# Exercises

**142.1** Complete the sentences. Use a verb + up or down.


- 1 There used to be a tree next to the house, but we ..... ***cut it down*** .....
- 2 There used to be some shelves on the wall, but I ..... .
- 3 The ceiling was so low, he couldn't ..... straight.
- 4 She couldn't hear the radio very well, so she ..... .
- 5 While they were waiting for the bus, they ..... on the ground.
- 6 A few trees ..... in the storm last week.
- 7 We've got some new curtains, but we haven't ..... yet.
- 8 Lisa dropped her keys, so she ..... and .....

**142.2** Complete the sentences. Use a verb (in the correct form) + down. Choose from:

**calm**   **cut**   **let**   **take**   **turn**   **write**

- 1 I don't like this picture on the wall. I'm going to ..... ***take it down*** .....
- 2 The music was too loud, so I ..... .
- 3 David was very angry. I tried to ..... .
- 4 I promised I would help Anna. I don't want to ..... .
- 5 I've forgotten my password. I should have ..... .
- 6 Those trees are beautiful. Please don't ..... .

**142.3** Complete the sentences. Use a verb + down.

- 1 I stopped writing and ..... ***put down*** my pen.
- 2 I was really angry. It took me a long time to ..... .
- 3 The train ..... as it approached the station.
- 4 Sarah applied to study medicine at university, but she ..... .
- 5 Our car is very reliable. It has never ..... .
- 6 I spend too much money. I'm going to ..... on things I don't need.
- 7 I didn't play well. I felt that I had ..... the other players in the team.
- 8 The shop ..... because it was losing money.
- 9 It's a very ugly building. Many people would like it to ..... .
- 10 I can't understand why you ..... the chance of working in another country for a year. It would have been a great experience for you.
- 11 I didn't see the accident. Someone told me that a boy ..... as he was crossing the road.
- 12 Peter got married when he was 20, but unfortunately the marriage ..... a few years later.

# Phrasal verbs 7 up (1)

**A****go up, come up, walk up (to ...)** = approach

- A man **came up to** me in the street and asked me for money.

**catch up (with somebody), catch somebody up** = move faster than people in front of you so that you reach them

- I'm not ready to go yet. You go on and I'll **catch up with** you / I'll **catch** you **up**.

**keep up (with somebody)** = continue at the same speed or level

- You're walking too fast. I can't **keep up (with you)**.
- You're doing well. **Keep it up!**

**B****set up** an organisation, a company, a business, a system, a website etc. = start it

- The government has **set up** a committee to investigate the problem.

**take up** a hobby, a sport, an activity etc. = start doing it

- Laura **took up** photography a few years ago. She takes really good pictures.

**fix up** a meeting etc. = arrange it

- We've **fixed up** a meeting for next Monday.

**C****grow up** = become an adult

- Amy was born in Hong Kong but **grew up** in Australia.

**bring up** a child = raise, look after a child

- Her parents died when she was a child and she was **brought up** by her grandparents.

**D****clean up, clear up, tidy up** = make something clean, tidy etc.

- Look at this mess! Who's going to **tidy up**? (or ... to **tidy it up**)

**wash up** = wash the plates, dishes etc. after a meal

- I hate **washing up**. (or I hate **doing the washing-up**.)

**E****end up** somewhere, **end up** doing something etc.

- There was a fight in the street and three men **ended up** in hospital.  
(= that's what happened to these men in the end)
- I couldn't find a hotel and **ended up** sleeping on a bench at the station.  
(= that's what happened to me in the end)

**give up** = stop trying, **give** something **up** = stop doing it

- Don't **give up**. Keep trying!
- Sue got bored with her job and decided to **give it up**. (= stop doing it)

**make up** something, be **made up of** something

- Children under 16 **make up** half the population of the city.  
(= half the population are children under 16)
- Air is **made up** mainly **of** nitrogen and oxygen. (= Air consists of ...)

**take up** space or time = use space or time

- Most of the space in the room was **taken up** by a large table.

**turn up, show up** = arrive, appear

- We arranged to meet David last night, but he didn't **turn up**.

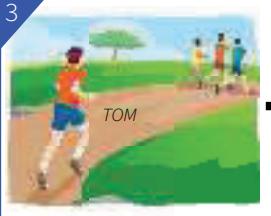
**use** something **up** = use all of it so that nothing is left

- I'm going to make soup. We have a lot of vegetables and I want to **use them up**.



# Exercises

**143.1** Look at the pictures and complete the sentences. Use three words each time, including a verb from Section A.

 <span style="margin-left: 20px;">Can you tell me ... ?</span>	
<p>A man <u>came up to</u> me in the street and asked me the way to the station.</p>	<p>Kate ..... the front door of the house and rang the doorbell.</p>
	
<p>Tom was a long way behind the other runners, but he managed to ..... them.</p>	<p>Tanya was running too fast for Paul. He couldn't ..... her.</p>

**143.2** Complete the sentences. Use a verb (in the correct form) + **up**. Choose from:

**end end give give grow make take take turn use wash**

- 1 I couldn't find a hotel and ended up sleeping on a bench at the station.
- 2 I'm feeling very tired now. I've ..... all my energy.
- 3 After dinner I ..... and put the dishes away.
- 4 People often ask children what they want to be when they .....
- 5 We arranged to meet Tom, but he didn't .....
- 6 Two years ago James ..... his studies to be a professional footballer.
- 7 I don't do any sports right now, but I'm thinking of ..... tennis.
- 8 You don't have enough determination. You ..... too easily.
- 9 Karen travelled a lot for a few years and ..... in Canada, where she still lives.
- 10 I do a lot of gardening. It ..... most of my free time.
- 11 There are two universities in the city. Students ..... 20 per cent of the population.

**143.3** Complete the sentences. Use a verb + **up** (with any other necessary words). Choose from:

**bring catch fix give give go keep keep make set tidy**

- 1 Sue got bored with her job and decided to give it up.
- 2 I'm not ready yet. You go on and I'll catch up with you.
- 3 The room is in a mess. I'd better .....
- 4 We expect to go away on holiday in July, but we haven't ..... yet.
- 5 Steven is having problems at school. He can't ..... the rest of the class.
- 6 I ..... in the country, but I have always preferred cities.
- 7 Our team lost the game. We started well, but we couldn't .....
- 8 I saw Mike at the party, so I ..... him and said hello.
- 9 Helen has her own website. A friend of hers helped her to .....
- 10 Ben was learning to play the guitar, but he found it hard and in the end he .....
- 11 When I was on holiday, I joined a tour group. The group ..... two Americans, three Japanese, five Germans and myself.

**A****bring up** a topic etc. = *introduce it in a conversation*

- I don't want to hear any more about this. Please don't **bring** it **up** again.

**come up** = *be introduced in a conversation*

- Some interesting things **came up** in our discussion yesterday.

**come up with** an idea, a suggestion etc. = *produce an idea*

- Sarah is very creative. She's always **coming up with** new ideas.

**make** something **up** = *invent something that is not true*

- What Kevin told you about himself wasn't true. He **made** it all **up**.

**B****cheer up** = *be happier*, **cheer** somebody **up** = *make somebody feel happier*

- You look so sad! **Cheer** up!
- Helen is depressed. What can we do to **cheer** her **up**?

**save up** for something / to do something = *save money to buy something*

- Dan is **saving up** for a trip to New Zealand.

**clear up** = *become bright (for weather)*

- It was raining when I got up, but it **cleared up** later.

**C****blow up** = *explode*, **blow** something **up** = *destroy it with a bomb etc.*

- The engine caught fire and **blew up**.
- The bridge was **blown up** during the war.

**tear** something **up** = *tear it into pieces*

- I didn't read the letter. I just **tore** it **up** and threw it away.

**beat** somebody **up** = *hit someone repeatedly so that they are badly hurt*

- A friend of mine was attacked and **beaten up**. He had to go to hospital.

**D****break up, split up (with** somebody) = *separate*

- I'm surprised to hear that Kate and Paul have **split up**. They seemed very happy together.

**do up** a coat, a shoelace, buttons etc. = *fasten, tie etc.*

- It's quite cold. **Do up** your coat before you go out.

**do up** a building, a room etc. = *repair and improve it*

- The kitchen looks great now that it has been **done up**.

**look** something **up** in a dictionary/encyclopaedia etc.

- If you don't know the meaning of a word, you can **look** it **up** (in a dictionary).

**put up with** something = *tolerate a difficult situation or person*

- We live on a busy road, so we have to **put up with** a lot of noise from the traffic.

**hold up** a person, a plan etc. = *delay*

- Don't wait for me. I don't want to **hold** you **up**.
- Plans to build a new factory have been **held up** because of financial problems.

**mix up** people/things, **get** people/things **mixed up** = *you think one is the other*

- The two brothers look very similar. People often **mix** them **up**.  
or ... People often **get** them **mixed up**.



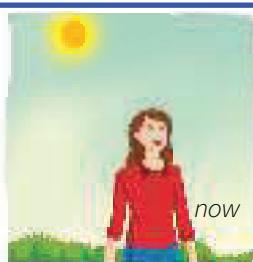
# Exercises

**144.1 Which goes with which?**

- 1 He was angry and tore up
- 2 Jane came up with
- 3 Paul is always making up
- 4 I think you should do up
- 5 I don't think you should bring up
- 6 I'm saving up for
- 7 We had to put up with

- a a motorbike
- b a lot of bad weather
- c your jacket
- d a good suggestion
- e excuses
- f the letter
- g that subject

- 1 f.....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....

**144.2 Look at the pictures and complete the sentences. You will need two or three words each time.**


The weather was horrible this morning, but it's ..... now.



Lisa was late because she was ..... in the traffic.



They bought an old house and ..... It's really nice now.



Joe was really depressed. We took him out for a meal to .....

**144.3 Complete the sentences using a verb + up. Sometimes you will need other words as well.**

- 1 Some interesting things ..... in our discussion yesterday.
- 2 The ship ..... and sank. The cause of the explosion was never discovered.
- 3 James was attacked and ..... by three men he'd never seen before.
- 4 Robert and Tina aren't together any more. They've .....
- 5 My hands were so cold, I found it hard to ..... my shoelaces.
- 6 It's been raining all morning. Let's hope it ..... this afternoon.
- 7 I turned up for the party on the wrong day. I got the dates .....

**144.4 Complete the sentences using a verb + up. You will need other words as well.**

- 1 Don't wait for me. I don't want to ..... .
- 2 I don't know what this word means. I'll have to .....
- 3 I'm fed up with the way my boss treats me. I don't see why I should ..... it.
- 4 I don't believe the story you're telling me. I think you're .....
- 5 The problem was complicated, but we managed to ..... a solution.
- 6 Before you throw these documents away, you should .....
- 7 I'm trying to spend less money at the moment. I'm ..... a holiday.
- 8 Tina doesn't like talking about the accident, so it's better not to .....
- 9 The words 'there' and 'their' sound the same, so it's easy to .....

## Phrasal verbs 9 away/back

## A

Compare **away** and **back**:**away** = away from home

- We're **going away** on holiday today.

**away** = away from a place, a person etc.

- Sarah got into her car, started the engine and **drove away**.
- I tried to take a picture of the bird, but it **flew away**.
- I dropped the ticket, and it **blew away** in the wind.
- The police searched the house and **took away** a computer.

In the same way you can say:

**walk away, run away, look away** etc.**back** = back home

- We'll **be back** in three weeks.

**back** = back to a place, a person etc.

- A: I'm going out now.  
B: What time will you **be back**?
- After eating at a restaurant, we **walked back** to our hotel.
- I've still got Jane's keys. I forgot to **give them back** to her.
- When you've finished with that book, can you **put it back** on the shelf?

In the same way you can say:

**go back, come back, get back, take something back** etc.

## B

Other verbs + **away****get away** = escape, leave with difficulty

- We tried to catch the thief, but she **got away**.

**get away with** something = do something wrong without being caught

- I parked in a no-parking zone, but I **got away with** it. I didn't have to pay a fine.

**keep away (from ...)** = don't go near

- Keep away from** the edge of the pool. You might fall in.

**give** something **away** = give it to somebody else because you don't want it any more

- 'Did you sell your bike?' 'No, I **gave it away to a friend**'

**put** something **away** = put it in the place where it is usually kept

- When the children finished playing with their toys, they **put** them **away**.

**throw** something **away** = put it in the rubbish

- I kept the letter, but I **threw away** the envelope.

## C

Other verbs + **back****wave back / smile back / shout back / hit** somebody **back**

- I waved to her, and she **waved back**.

**call/phone/ring** (somebody) **back** = return a phone call

- I can't talk to you now. I'll **call** you **back** in ten minutes.

**get back to** somebody = reply to them by phone etc.

- I sent him an email, but he never **got back to** me.

**look back (on)** something = think about what happened in the past

- My first job was in a travel agency. I didn't like it much at the time but, **looking back on** it, I learnt a lot and it was a useful experience.

**pay back** money, **pay** somebody **back**

- If you borrow money, you have to **pay it back**.
- Thanks for lending me the money. I'll **pay** you **back** next week.

# Exercises

**145.1** Look at the pictures and complete the sentences.


She waved to him and he ..... **waved back**.



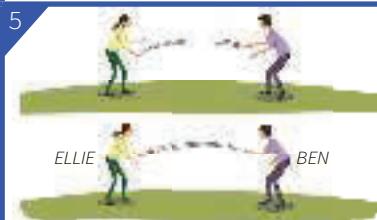
It was windy. I dropped a £20 note and it .....



She opened the letter, read it and ..... in the envelope.



He tried to talk to her, but she just .....



Ellie threw the ball to Ben and he .....



His shoes were worn out, so he .....

**145.2** Complete the sentences. Use a verb + **away** or **back**.

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

**145.3** Complete the sentences. Use only one word each time.

- 1 The woman got into her car, started the engine and ..... **drove** away.
- 2 This box could be useful, so I won't ..... it away.
- 3 Jane doesn't do anything at work. I don't know how she ..... away with it.
- 4 I'm going out now. I'll ..... back in about an hour.
- 5 You should think more about the future. Don't ..... back all the time.
- 6 Gary is very generous. He won some money in the lottery and ..... it all away.
- 7 I'll ..... back to you as soon as I have the information you need.
- 8 I washed the dishes, dried them and ..... them away.

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

- 1 A: Do you still have my keys?  
B: No. Don't you remember? I ..... **gave them back** to you yesterday. (give)
- 2 A: Do you want this magazine?  
B: No, I've finished with it. You can ..... . (throw)
- 3 A: How are your new jeans? Do they fit you OK?  
B: No, they're too tight. I'm going to ..... to the shop. (take)
- 4 A: Here's the money you asked me to lend you.  
B: Thanks. I'll ..... as soon as I can. (pay)
- 5 A: What happened to all the books you used to have?  
B: I didn't want them any more, so I ..... . (give)
- 6 A: Did you phone Sarah?  
B: Yes, I left a message for her, but she hasn't ..... . (call)

# Appendix 1

## Regular and irregular verbs

### 1.1 Regular verbs

If a verb is regular, the past simple and past participle end in **-ed**. For example:

<i>infinitive</i>	<b>clean</b>	<b>finish</b>	<b>use</b>	<b>paint</b>	<b>stop</b>	<b>carry</b>
<i>past simple</i>	{	<b>cleaned</b>	<b>finished</b>	<b>used</b>	<b>painted</b>	<b>stopped</b>
<i>past participle</i>	}					<b>carried</b>

For spelling rules, see Appendix 6.

For the *past simple* (I **cleaned** / they **finished** / she **carried** etc.), see Unit 5.

We use the *past participle* to make the perfect tenses and all the passive forms.

*Perfect tenses* (**have/has/had** cleaned):

- I **have cleaned** the windows. (*present perfect* – see Units 7–8)
- They were still working. They **hadn't finished**. (*past perfect* – see Unit 15)

*Passive* (**is cleaned** / **was cleaned** etc.):

- He **was carried** out of the room. (*past simple passive*)
- This gate has just **been painted**. (*present perfect passive*)

} see Units 42–44

### 1.2 Irregular verbs

When the past simple and past participle do *not* end in **-ed** (for example, I **saw** / I **have seen**), the verb is *irregular*.

With some irregular verbs, all three forms (*infinitive*, *past simple* and *past participle*) are the same.

For example, **hit**:

- Don't **hit** me. (*infinitive*)
- Somebody **hit** me as I came into the room. (*past simple*)
- I've never **hit** anybody in my life. (*past participle – present perfect*)
- George was **hit** on the head by a stone. (*past participle – passive*)

With other irregular verbs, the past simple is the same as the past participle (but different from the infinitive). For example, **tell** → **told**:

- Can you **tell** me what to do? (*infinitive*)
- She **told** me to come back the next day. (*past simple*)
- Have you **told** anybody about your new job? (*past participle – present perfect*)
- I was **told** to come back the next day. (*past participle – passive*)

With other irregular verbs, all three forms are different. For example, **wake** → **woke/woken**:

- I'll **wake** you up. (*infinitive*)
- I **woke** up in the middle of the night. (*past simple*)
- The baby has **woken** up. (*past participle – present perfect*)
- I was **woken** up by a loud noise. (*past participle – passive*)

### 1.3 The following verbs can be regular or irregular:

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

\* pronunciation

So you can say:

- I **leant** out of the window. or I **leaned** out of the window.
- The dinner has been **spoiled**. or The dinner has been **spoilt**.

In British English the irregular form (**burnt/learnt** etc.) is more usual. For American English, see Appendix 7.

## 1.4 List of irregular verbs

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
<b>be</b>	was/were	been
<b>beat</b>	beat	beaten
<b>become</b>	became	become
<b>begin</b>	began	begun
<b>bend</b>	bent	bent
<b>bet</b>	bet	bet
<b>bite</b>	bit	bitten
<b>blow</b>	blew	blown
<b>break</b>	broke	broken
<b>bring</b>	brought	brought
<b>broadcast</b>	broadcast	broadcast
<b>build</b>	built	built
<b>burst</b>	burst	burst
<b>buy</b>	bought	bought
<b>catch</b>	caught	caught
<b>choose</b>	chose	chosen
<b>come</b>	came	come
<b>cost</b>	cost	cost
<b>creep</b>	crept	crept
<b>cut</b>	cut	cut
<b>deal</b>	dealt	dealt
<b>dig</b>	dug	dug
<b>do</b>	did	done
<b>draw</b>	drew	drawn
<b>drink</b>	drank	drunk
<b>drive</b>	drove	driven
<b>eat</b>	ate	eaten
<b>fall</b>	fell	fallen
<b>feed</b>	fed	fed
<b>feel</b>	felt	felt
<b>fight</b>	fought	fought
<b>find</b>	found	found
<b>flee</b>	fled	fled
<b>fly</b>	flew	flown
<b>forbid</b>	forbade	forbidden
<b>forget</b>	forgot	forgotten
<b>forgive</b>	forgave	forgiven
<b>freeze</b>	froze	frozen
<b>get</b>	got	got/gotten
<b>give</b>	gave	given
<b>go</b>	went	gone
<b>grow</b>	grew	grown
<b>hang</b>	hung	hung
<b>have</b>	had	had
<b>hear</b>	heard	heard
<b>hide</b>	hid	hidden
<b>hit</b>	hit	hit
<b>hold</b>	held	held
<b>hurt</b>	hurt	hurt
<b>keep</b>	kept	kept
<b>kneel</b>	knelt	knelt
<b>know</b>	knew	known
<b>lay</b>	laid	laid
<b>lead</b>	led	led
<b>leave</b>	left	left
<b>lend</b>	lent	lent
<b>let</b>	let	let
<b>lie</b>	lay	lain

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
<b>light</b>	lit	lit
<b>lose</b>	lost	lost
<b>make</b>	made	made
<b>mean</b>	meant	meant
<b>meet</b>	met	met
<b>pay</b>	paid	paid
<b>put</b>	put	put
<b>read</b>	read [red]*	read [red]*
<b>ride</b>	rode	ridden
<b>ring</b>	rang	rung
<b>rise</b>	rose	risen
<b>run</b>	ran	run
<b>say</b>	said	said
<b>see</b>	saw	seen
<b>seek</b>	sought	sought
<b>sell</b>	sold	sold
<b>send</b>	sent	sent
<b>set</b>	set	set
<b>sew</b>	sewed	sewn/sewed
<b>shake</b>	shook	shaken
<b>shine</b>	shone	shone
<b>shoot</b>	shot	shot
<b>show</b>	Showed	shown/showed
<b>shrink</b>	shrank	shrunk
<b>shut</b>	shut	shut
<b>sing</b>	sang	sung
<b>sink</b>	sank	sunk
<b>sit</b>	sat	sat
<b>sleep</b>	slept	slept
<b>slide</b>	slid	slid
<b>speak</b>	spoke	spoken
<b>spend</b>	spent	spent
<b>spit</b>	spat	spat
<b>split</b>	split	split
<b>spread</b>	spread	spread
<b>spring</b>	sprang	sprung
<b>stand</b>	stood	stood
<b>steal</b>	stole	stolen
<b>stick</b>	stuck	stuck
<b>sting</b>	stung	stung
<b>stink</b>	stank	stunk
<b>strike</b>	struck	struck
<b>swear</b>	swore	sworn
<b>sweep</b>	swept	swept
<b>swim</b>	swam	swum
<b>swing</b>	swung	swung
<b>take</b>	took	taken
<b>teach</b>	taught	taught
<b>tear</b>	tore	torn
<b>tell</b>	told	told
<b>think</b>	thought	thought
<b>throw</b>	threw	thrown
<b>understand</b>	understood	understood
<b>wake</b>	woke	woken
<b>wear</b>	wore	worn
<b>weep</b>	wept	wept
<b>win</b>	won	won
<b>write</b>	wrote	written

\* pronunciation

# Appendix 2

## Present and past tenses

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

For the passive, see Units 42–44.

# Appendix 3

## The future

### 3.1 List of future forms:

<input type="checkbox"/> I'm <b>leaving</b> tomorrow.	<i>present continuous</i>	(→ Unit 19A)
<input type="checkbox"/> My train <b>leaves</b> at 9.30.	<i>present simple</i>	(→ Unit 19B)
<input type="checkbox"/> I'm <b>going to leave</b> tomorrow.	(be) <b>going to</b>	(→ Units 20, 23)
<input type="checkbox"/> I'll <b>leave</b> tomorrow.	<b>will</b>	(→ Units 21–23)
<input type="checkbox"/> I'll <b>be leaving</b> tomorrow.	<i>future continuous</i>	(→ Unit 24)
<input type="checkbox"/> I'll <b>have left</b> by this time tomorrow.	<i>future perfect</i>	(→ Unit 24)
<input type="checkbox"/> I hope to see you before I <b>leave</b> tomorrow.	<i>present simple</i>	(→ Unit 25)

### 3.2 Future actions

We use the present continuous (**I'm doing**) for arrangements:

- I'm **leaving** tomorrow. I've got my plane ticket. (already planned and arranged)
- 'When **are** they **getting** married?' 'On 24 July.'

We use the present simple (**I leave / it leaves** etc.) for timetables, programmes etc.:

- My train **leaves** at 11.30. (according to the timetable)
- What time **does** the film **begin**?

We use (be) **going to** ... to say what somebody has already decided to do:

- I've decided not to stay here any longer. I'm **going to leave** tomorrow. (or I'm **leaving** tomorrow.)
- 'Your shoes are dirty.' 'Yes, I know. I'm **going to clean** them.'

We use **will** ('ll) when we decide or agree to do something at the time of speaking:

- A: I don't want you to stay here any longer.
- B: OK. I'll **leave** tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. I'll **help** you with it.
- I **won't tell** anybody what happened. I promise. (**won't = will not**)

### 3.3 Future happenings and situations

Most often we use **will** to talk about future happenings ('something **will happen**') or situations ('something **will be**'):

- I don't think John is happy at work. I think he'll **leave** soon.
- This time next year I'll **be** in Japan. Where **will** you **be**?

We use (be) **going to** when the situation *now* shows what **is going to happen in the future**:

- Look at those black clouds. It's **going to rain**. (you can see the clouds *now*)

### 3.4 Future continuous and future perfect

**Will be (do)ing** = will be in the middle of (doing something):

- This time next week I'll be on holiday. I'll **be lying** on a beach or **swimming** in the sea.

We also use **will be -ing** for future actions (see Unit 24C):

- What time **will** you **be leaving** tomorrow?

We use **will have (done)** to say that something will already be complete before a time in the future:

- I won't be here this time tomorrow. I'll **have** already **left**.

### 3.5 We use the *present (not will)* after **when/if/while/before** etc. (see Unit 25):

- I hope to see you **before I leave** tomorrow. (not before I will leave)
- When** you **are** in London again, come and see us. (not When you will be)
- If we **don't hurry**, we'll be late.

# Appendix 4

## Modal verbs (**can/could/will/would** etc.)

This appendix is a summary of modal verbs. For more information, see Units 21–41.

### 4.1 Compare **can/could** etc. for actions:

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

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

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

### 4.2 We use **will/would/may** etc. to say whether something is possible, impossible, probable, certain etc.

Compare:

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

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

<b>will</b>	<input type="checkbox"/> She <b>will have arrived</b> by now. (=before now)
<b>would</b>	<input type="checkbox"/> She <b>would have arrived</b> earlier, but she was delayed.
<b>should or ought to</b>	<input type="checkbox"/> I wonder where she is. She { <b>should</b> <b>ought to</b> } <b>have arrived</b> by now.
<b>may or might or could</b>	<input type="checkbox"/> She { <b>may</b> <b>might</b> <b>could</b> } <b>have arrived</b> . I'm not sure. (=it's possible that she has arrived)
<b>must</b>	<input type="checkbox"/> She <b>must have arrived</b> by now. (=I'm sure – there is no other possibility)
<b>can't</b>	<input type="checkbox"/> She <b>can't</b> possibly <b>have arrived</b> yet. It's much too early. (=it's impossible)

## Appendix 5

### Short forms (**I'm** / **you've** / **didn't** etc.)

**5.1** In spoken English we usually say **I'm / you've / didn't** etc. (*short forms or contractions*) rather than **I am / you have / did not** etc. We also use these short forms in informal writing (for example, a letter or message to a friend).

When we write short forms, we use an *apostrophe* ('') for the missing letter(s):

I'm = I am      you've = you have      didn't = did not

## 5.2 List of short forms:

'm = am	I'm		he's	she's	it's			
's = is or has						you're	we're	they're
're = are						you've	we've	they've
've = have	I've					you'll	we'll	they'll
'll = will	I'll	he'll	she'll			you'd	we'd	they'd
'd = would or had	I'd	he'd	she'd					

's can be **is** or **has**:

- She's ill. (= She **is** ill.)
  - She's gone away. (= She **has** gone)

but **let's** = let **us**:

- Q Let's go now. (= Let us go)

'd can be **would** or **had**:

- I'd see a doctor if I were you. (=I **would** see)
  - I'd never seen her before. (=I **had** never seen)

We use some of these short forms (especially 's) after question words (**who/what** etc.) and after **that/there/here**:

who's what's where's how's that's there's here's who'll there'll who'd

- Who's that woman over there? (= who **is**)
  - What's happened? (= what **has**)
  - Do you think **there'll** be many people at the party? (= there **will**)

We also use short forms (especially 's) after a noun:

- Katherine's going out tonight. (= Katherine is)  
 My best friend's just got married. (= My best friend has)

You cannot use **'m** / **'s** / **'re** / **'ve** / **'ll** / **'d** at the end of a sentence (because the verb is stressed in this position):

- 'Are you tired?'    'Yes, I **am**.' (*not Yes, I'm.*)
  - Do you know where she **is**? (*not Do you know where she's?*)

## 5.3 Negative short forms

<b>isn't</b> (= is not)	<b>don't</b> (= do not)	<b>haven't</b> (= have not)
<b>aren't</b> (= are not)	<b>doesn't</b> (= does not)	<b>hasn't</b> (= has not)
<b>wasn't</b> (= was not)	<b>didn't</b> (= did not)	<b>hadn't</b> (= had not)
<b>weren't</b> (= were not)		
<b>can't</b> (= cannot)	<b>couldn't</b> (= could not)	<b>mustn't</b> (= must not)
<b>won't</b> (= will not)	<b>wouldn't</b> (= would not)	<b>needn't</b> (= need not)
<b>shan't</b> (= shall not)	<b>shouldn't</b> (= should not)	<b>daren't</b> (= dare not)

Negative short forms for **is** and **are** can be:

he **isn't** / she **isn't** / it **isn't** or he's **not** / she's **not** / it's **not**  
you **aren't** / we **aren't** / they **aren't** or you're **not** / we're **not** / they're **not**

# Appendix 6

## Spelling

### 6.1 Nouns, verbs and adjectives can have the following endings:

noun + <b>-s/-es</b> ( <i>plural</i> )	books	ideas	match <b>es</b>
verb + <b>-s/-es</b> (after <b>he/she/it</b> )	works	enjoys	wash <b>s</b>
verb + <b>-ing</b>	work <b>ing</b>	enjoy <b>ing</b>	wash <b>ing</b>
verb + <b>-ed</b>	worked	enjoyed	washed
adjective + <b>-er</b> ( <i>comparative</i> )	cheaper	quicker	brighter
adjective + <b>-est</b> ( <i>superlative</i> )	cheapest	quickest	brightest
adjective + <b>-ly</b> ( <i>adverb</i> )	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

### 6.2 Nouns and verbs + **-s/-es**

The ending is **-es** when the word ends in **-s/-ss/-sh/-ch/-x**:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

### 6.3 Words ending in **-y** (*baby, carry, easy* etc.)

If a word ends in a consonant\* + **y** (-by/-ry/-sy/-vy etc.)

**y** changes to **ie** before the ending **-s**:

baby/babies	story/stories	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

**y** changes to **i** before the ending **-ed**:

hurry/hurried	study/studied	apply/applied	try/tried
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**y** changes to **i** before the endings **-er** and **-est**:

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

easy/easily	heavy/heavily	temporary/temporarily
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**y** does not change before **-ing**:

hurrying	studying	applying	trying
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**y** does not change if the word ends in a vowel\* + **y** (-ay/-ey/-oy/-uy):

play/plays/played	monkey/monkeys	enjoy/enjoys/enjoyed	buy/buys
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An exception is: **day/daily**

Note also: **pay/paid**    **lay/laid**    **say/said**

### 6.4 Verbs ending in **-ie** (**die, lie, tie**)

If a verb ends in **-ie**, **ie** changes to **y** before the ending **-ing**:

die/dying	lie/lying	tie/tying
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\* **a e i o u** are vowel letters.

The other letters (**b c d f g** etc.) are consonant letters.

## 6.5 Words ending in -e (hope, dance, wide etc.)

### Verbs

If a verb ends in -e, we leave out e before the ending -ing:

hope/hoping      smile/smiling      dance/dancing      confuse/confusing

Exceptions are **be/being** and verbs ending in -ee:

see/seeing      agree/agreeing

If a verb ends in -e, we add -d for the past (of regular verbs):

hope/hoped      smile/smiled      dance/danced      confuse/confused

### Adjectives and adverbs

If an adjective ends in -e, we add -r and -st for the comparative and superlative:

wide/wider/widest      late/later/latest      large/larger/largest

If an adjective ends in -e, we keep e before -ly in the adverb:

polite/politely      extreme/extremely      absolute/absolutely

If an adjective ends in -le (simple, terrible etc.), the adverb ending is -ply, -bly etc.:

simple/simply      terrible/terribly      reasonable/reasonably

## 6.6

### Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

Sometimes a word ends in vowel + consonant. For example:

stop      plan      rub      big      wet      thin      prefer      regret

Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So p → pp, n → nn etc.

For example:

stop	p → pp	stopping	stopped
plan	n → nn	planning	planned
rub	b → bb	rubbing	rubbred
big	g → gg	bigger	biggest
wet	t → tt	wetter	wettest
thin	n → nn	thinner	thinnest

If the word has more than one syllable (**prefer, begin** etc.), we double the consonant at the end *only if the final syllable is stressed*:

preFER / preferring / preferred	perMIT / permitting / permitted
reGRET / regretting / regretted	beGIN / beginning

If the final syllable is not stressed, we do *not* double the final consonant:

VISIt / visiting / visited	deVELop / developing / developed
HAPpen / happening / happened	reMEMber / remembering / remembered

In British English, verbs ending in -l have -ll- before -ing and -ed whether the final syllable is stressed or not:

travel / travelling / travelled	cancel / cancelling / cancelled
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For American spelling, see Appendix 7.

Note that

we do *not* double the final consonant if the word ends in two consonants (-rt, -lp, -ng etc.):

start / starting / started	help / helping / helped	long / longer / longest
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we do *not* double the final consonant if there are two vowel letters before it (-oil, -eed etc.):

boil / boiling / boiled	need / needing / needed	explain / explaining / explained
cheap / cheaper / cheapest	loud / louder / loudest	quiet / quieter / quietest

we do *not* double y or w at the end of words. (At the end of words y and w are not consonants.)

stay / staying / stayed	grow / growing	new / newer / newest
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# Appendix 7

## American English

There are a few grammatical differences between British English and American English:

Unit	BRITISH	AMERICAN
7A–B and 13A	<p>The <i>present perfect</i> is often used for new or recent happenings:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I've <b>lost</b> my key. <b>Have</b> you <b>seen</b> it?</li> <li><input type="checkbox"/> Sally isn't here. She's <b>gone</b> out.</li> </ul> <p>The <i>present perfect</i> is used with <b>just</b> and <b>already</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I'm not hungry. I've <b>just had</b> lunch.</li> <li><input type="checkbox"/> A: What time is Mark leaving? B: He's <b>already left</b>.</li> </ul>	<p>The <i>past simple</i> is more common for new or recent happenings:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I <b>lost</b> my key. <b>Did</b> you <b>see</b> it?</li> <li><input type="checkbox"/> Sally isn't here. <b>She went out</b>.</li> </ul> <p>The <i>past simple</i> is more common with <b>just</b> and <b>already</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I'm not hungry. I <b>just had</b> lunch.</li> <li><input type="checkbox"/> A: What time is Mark leaving? B: He <b>already left</b>.</li> </ul>
17C	<b>have</b> a bath, <b>have</b> a shower <b>have</b> a break, <b>have</b> a holiday	<b>take</b> a bath, <b>take</b> a shower <b>take</b> a break, <b>take</b> a vacation
21D and 22D	<p><b>Will</b> or <b>shall</b> can be used with <b>I/we</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I <b>will/shall</b> be late this evening.</li> </ul> <p><b>Shall I ... ?</b> and <b>shall we ... ?</b> are used to ask for advice etc. :</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Which way <b>shall we go</b>?</li> </ul>	<p><b>Shall</b> is unusual:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I <b>will</b> be late this evening.</li> </ul> <p><b>Should I ... ?</b> and <b>should we ... ?</b> are used to ask for advice etc. :</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Which way <b>should we go</b>?</li> </ul>
28	British speakers use <b>can't</b> to say they believe something is not probable: <ul style="list-style-type: none"><li><input type="checkbox"/> Sarah hasn't contacted me. She <b>can't have got</b> my message.</li></ul>	American speakers use <b>must not</b> in this situation: <ul style="list-style-type: none"><li><input type="checkbox"/> Sarah hasn't contacted me. She <b>must not have gotten</b> my message.</li></ul>
32	You can use <b>needn't</b> or <b>don't need to</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> We <b>needn't</b> hurry. or We <b>don't need to</b> hurry.</li></ul>	<b>Needn't</b> is unusual. The usual form is <b>don't need to</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> We <b>don't need to</b> hurry.</li></ul>
34A–B	<b>insist, demand</b> etc. + <b>should</b> <ul style="list-style-type: none"><li><input type="checkbox"/> I insisted that he <b>should apologise</b>.</li><li><input type="checkbox"/> We demanded that something <b>should be</b> done about the problem.</li></ul>	<b>insist, demand</b> etc. + <b>subjunctive</b> (see Unit 34B) <ul style="list-style-type: none"><li><input type="checkbox"/> I insisted that he <b>apologize</b>.*</li><li><input type="checkbox"/> We demanded that something <b>be done</b> about the problem.</li></ul>
51B	<b>Have you? / Isn't she? etc.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> A: Lisa isn't very well today.</li><li>B: <b>Isn't she?</b> What's wrong with her?</li></ul>	<b>You have? / She isn't? etc.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> A: Lisa isn't very well today.</li><li>B: <b>She isn't?</b> What's wrong with her?</li></ul>
59D	<b>I'd rather</b> you <b>did</b> something <ul style="list-style-type: none"><li><input type="checkbox"/> Are you going to tell Anna, or <b>would</b> you <b>rather I told</b> her?</li></ul>	<b>I'd rather</b> you <b>do</b> something <ul style="list-style-type: none"><li><input type="checkbox"/> Are you going to tell Anna, or <b>would</b> you <b>rather I tell</b> her?</li></ul>
70B	<b>Accommodation</b> is usually uncountable: <ul style="list-style-type: none"><li><input type="checkbox"/> There <b>is</b> plenty of excellent <b>accommodation</b> in the city.</li></ul>	<b>Accommodation</b> can be countable: <ul style="list-style-type: none"><li><input type="checkbox"/> There <b>are</b> plenty of excellent <b>accommodations</b> in the city.</li></ul>
74B	to/in <b>hospital</b> (without <b>the</b> ) <ul style="list-style-type: none"><li><input type="checkbox"/> Joe had an accident and was taken to <b>hospital</b>.</li></ul>	to/in <b>the hospital</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Joe had an accident and was taken to <b>the hospital</b>.</li></ul>

\* Many verbs ending in **-ise** in British English (**apologise**/**organise**/**specialise** etc.) are spelt with **-ize** (**apologize**/**organize**/**specialize** etc.) in American English.

Unit	BRITISH	AMERICAN
79C	Nouns like <b>government/team/family</b> etc. can have a singular or plural verb: <input type="checkbox"/> The team <b>is/are</b> playing well.	These nouns normally take a singular verb in American English: <input type="checkbox"/> The team <b>is</b> playing well.
121B	<b>at the weekend / at weekends</b> <input type="checkbox"/> Will you be here <b>at the weekend?</b>	<b>on the weekend / on weekends</b> <input type="checkbox"/> Will you be here <b>on the weekend?</b>
124D	<b>at</b> the front / <b>at</b> the back (of a group etc.) <input type="checkbox"/> ( <i>in a theatre</i> ) Let's sit <b>at the front</b> .	<b>in</b> the front / <b>in</b> the back (of a group etc.) <input type="checkbox"/> ( <i>in a theater</i> ) Let's sit <b>in the front</b> .
131C	<b>different from</b> or <b>different to</b> <input type="checkbox"/> The film was <b>different from/to</b> what I'd expected.	<b>different from</b> or <b>different than</b> <input type="checkbox"/> The movie was <b>different from/than</b> what I'd expected.
137A	<b>round</b> or <b>around</b> <input type="checkbox"/> He turned <b>round</b> . or He turned <b>around</b> .	<b>around</b> ( <i>not usually</i> round) <input type="checkbox"/> He turned <b>around</b> .
137C	<b>fill in</b> or <b>fill out</b> (a form etc.) <input type="checkbox"/> Please <b>fill in</b> this form. or Please <b>fill out</b> this form.	<b>fill out</b> (a form) <input type="checkbox"/> Please <b>fill out</b> this form.
141B	<b>get on</b> (with somebody) <input type="checkbox"/> Richard <b>gets on</b> well with his neighbours.	<b>get along</b> (with somebody) <input type="checkbox"/> Richard <b>gets along</b> well with his neighbors.
142B	<b>knock down</b> (a building) <input type="checkbox"/> Some old houses were <b>knocked down</b> to make way for a new shopping centre.	<b>tear down</b> a building <input type="checkbox"/> Some old houses were <b>torn down</b> to make way for a new shopping mall.
144D	<b>do up</b> a house etc. <input type="checkbox"/> That old house looks great now that it has been <b>done up</b> .	<b>fix up</b> a house etc. <input type="checkbox"/> That old house looks great now that it has been <b>fixed up</b> .

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

# Additional exercises

These exercises are divided into the following sections:

Present and past (Units 1–6)	Exercise 1
Present and past (Units 1–14)	Exercises 2–4
Present and past (Units 1–17)	Exercises 5–8
Past continuous and <b>used to</b> (Units 6, 18)	Exercise 9
The future (Units 19–25)	Exercises 10–13
Past, present and future (Units 1–25)	Exercises 14–15
Modal verbs ( <b>can/must/would</b> etc.) (Units 26–36)	Exercises 16–18
<b>if</b> (conditional) (Units 25, 38–40)	Exercises 19–21
Passive (Units 42–45)	Exercises 22–24
Reported speech (Units 47–48, 50)	Exercise 25
<b>-ing</b> and <b>to</b> ... (Units 53–66)	Exercises 26–28
<b>a/an</b> and <b>the</b> (Units 69–78)	Exercise 29
Pronouns and determiners (Units 82–91)	Exercise 30
Adjectives and adverbs (Units 98–108)	Exercise 31
Conjunctions (Units 25, 38, 112–118)	Exercise 32
Prepositions (time) (Units 12, 119–122)	Exercise 33
Prepositions (position etc.) (Units 123–128)	Exercise 34
Noun/adjective + preposition (Units 129–131)	Exercise 35
Verb + preposition (Units 132–136)	Exercise 36
Phrasal verbs (Units 137–145)	Exercises 37–41

## Present and past

## Units 1–6, Appendix 2

### 1 Put the verb into the correct form: present simple (**I do**), present continuous (**I am doing**), past simple (**I did**) or past continuous (**I was doing**).

- 1 We can go out now. .... **It isn't raining**.... (it / not / rain) any more.
- 2 Katherine .... **was waiting**.... (wait) for me when .... **I arrived**.... (I / arrive).
- 3 ..... (I / get) hungry. Let's go and have something to eat.
- 4 What ..... (you / do) in your spare time? Do you have any hobbies?
- 5 The weather was horrible when ..... (we / arrive). It was cold and ..... (it / rain) hard.
- 6 Louise usually ..... (phone) me on Fridays, but ..... (she / not / phone) last Friday.
- 7 A: When I last saw you, ..... (you / think) of moving to a new flat.  
B: That's right, but in the end ..... (I / decide) to stay where I was.
- 8 Why ..... (you / look) at me like that? What's the matter?
- 9 It's usually dry here at this time of the year. .... (it / not / rain) much.
- 10 I waved to Ben, but he didn't see me. .... (he / not / look) in my direction.
- 11 Lisa was busy when ..... (we / go) to see her yesterday. She had an exam today and ..... (she / prepare) for it.  
..... (we / not / want) to disturb her, so ..... (we / not / stay) very long.
- 12 When I first ..... (tell) Tom what happened, .... (he / not / believe) me. .... (he / think) that ..... (I / joke).

## Present and past

## Units 1–14, Appendix 2

## 2 Which is correct?

- 1 Everything is going well. We didn't have / haven't had any problems so far.  
(haven't had is correct)
- 2 Lisa didn't go / hasn't gone to work yesterday. She wasn't feeling well.
- 3 Look! That man over there wears / is wearing the same sweater as you.
- 4 I went / have been to New Zealand last year.
- 5 I didn't hear / haven't heard from Jess recently. I hope she's OK.
- 6 I wonder why James is / is being so nice to me today. He isn't usually like that.
- 7 Jane had a book open in front of her, but she didn't read / wasn't reading it.
- 8 I wasn't very busy. I didn't have / wasn't having much to do.
- 9 It begins / It's beginning to get dark. Shall I turn on the light?
- 10 After leaving school, Mark worked / has worked in a hotel for a while.
- 11 When Sue heard the news, she wasn't / hasn't been very pleased.
- 12 This is a nice hotel, isn't it? Is this the first time you stay / you've stayed here?
- 13 I need a new job. I'm doing / I've been doing the same job for too long.
- 14 'Anna has gone out.' 'Oh, has she? What time did she go / has she gone?'
- 15 'You look tired.' 'Yes, I've played / I've been playing basketball.'
- 16 Where are you coming / do you come from? Are you American?
- 17 I'd like to see Tina again. It's a long time since I saw her / that I didn't see her.
- 18 Robert and Maria have been married since 20 years / for 20 years.

## 3 Complete each question using a suitable verb.

- 1 A: I'm looking for Paul. .... Have you seen .... him?  
B: Yes, he was here a moment ago.
- 2 A: Why did you go to bed so early last night?  
B: I was feeling very tired.
- 3 A: Where ..... ?  
B: Just to the shop at the end of the street. I'll only be ten minutes.
- 4 A: ..... TV every day?  
B: No, only if there's something special on.
- 5 A: Your house is lovely. How long ..... here?  
B: Nearly ten years.
- 6 A: How was your parents' holiday? ..... a nice time?  
B: Yes, they really enjoyed it.
- 7 A: ..... Sarah recently?  
B: Yes, we had lunch together a few days ago.
- 8 A: Can you describe the woman you saw? What .....?  
B: A red sweater and black jeans.
- 9 A: I'm sorry to keep you waiting. .... long?  
B: No, only about ten minutes.
- 10 A: How long ..... to get from here to the airport?  
B: Usually about 45 minutes. It depends on the traffic.
- 11 A: ..... this song before?  
B: No, this is the first time. I like it.
- 12 A: ..... to the United States?  
B: No, never, but I went to Canada a few years ago.

## Additional exercises

### 4 Use your own ideas to complete B's sentences.

- 1 A: What's Chicago like? Is it a good place to visit?  
B: I've no idea. I've never been ..... there.
- 2 A: How well do you know Ben?  
B: Very well. We ..... since we were children.
- 3 A: Did you enjoy your holiday?  
B: Yes, it was really good. It's the best holiday .....
- 4 A: Is David still here?  
B: No, I'm afraid he isn't. ..... about ten minutes ago.
- 5 A: I like your suit. I haven't seen it before.  
B: It's new. It's the first time .....
- 6 A: How did you cut your knee?  
B: I slipped and fell when ..... tennis.
- 7 A: Do you ever go swimming?  
B: Not these days. I haven't ..... a long time.
- 8 A: How often do you go to the cinema?  
B: Very rarely. It's nearly a year ..... to the cinema.
- 9 A: I bought some new shoes. Do you like them?  
B: Yes, they're very nice. Where ..... them?

### Present and past

### Units 1–17, 110, Appendix 2

### 5 Put the verb into the correct form: past simple (**I did**), past continuous (**I was doing**), past perfect (**I had done**) or past perfect continuous (**I had been doing**).



Yesterday afternoon Sarah went (go) to the station to meet Paul. When she ..... (get) there, Paul ..... (already / wait) for her. His train ..... (arrive) early.



When I got home, Ben ..... (lie) on the sofa. The TV was on, but he ..... (not / watch) it. He ..... (fall) asleep and ..... (snore) loudly. I ..... (turn) the TV off and just then he ..... (wake) up.

3



Last night I ..... (just / go) to bed and ..... (read) a book when suddenly I ..... (hear) a noise. I ..... (get) up to see what it was, but I ..... (not / see) anything, so I ..... (go) back to bed.

4



Where's my passport?  
Lisa had to go to New York last week, but she almost ..... (miss) the plane. She ..... (stand) in the queue at the check-in desk when she suddenly ..... (realise) that she ..... (leave) her passport at home. Fortunately she lives near the airport, so she ..... (have) time to take a taxi home to get it. She ..... (get) back to the airport just in time for her flight.

5



I ..... (meet) Peter and Lucy yesterday as I ..... (walk) through the park. They ..... (be) to the Sports Centre where they ..... (play) tennis. They ..... (go) to a cafe and ..... (invite) me to join them, but I ..... (arrange) to meet another friend and ..... (not / have) time.

6

**Make sentences from the words in brackets. Put the verb into the correct form: present perfect (I **have done**), present perfect continuous (I **have been doing**), past perfect (I **had done**) or past perfect continuous (I **had been doing**).**

1 Amanda is sitting on the ground. She's out of breath.

(she / run) **She has been running.**

2 Where's my bag? I left it under this chair.

(somebody / take / it)

3 We were all surprised when Jess and Nick got married last year.

(they / only / know / each other / a few weeks)

4 It's still raining. I wish it would stop.

(it / rain / all day)

5 Suddenly I woke up. I was confused and didn't know where I was.

(I / dream)

## Additional exercises

- 6 It was lunchtime, but I wasn't hungry. I didn't want to eat anything.  
(I / have / a big breakfast) .....
- 7 Every year Robert and Tina spend a few days at the same hotel by the sea.  
(they / go / there for years) .....
- 8 I've got a headache.  
(I / have / it / since I got up) .....
- 9 Next month Gary is going to run in a marathon.  
(he / train / very hard for it) .....

7

### Put the verb into the correct form.

Sarah and Joe are old friends. They meet by chance at a train station.



- SARAH: Hello, Joe. (1) ..... (I / not / see) you for ages. How are you?
- JOE: I'm fine. How about you?  
(2) ..... (you / look) good.
- SARAH: Thanks. You too.  
So, (3) ..... (you / go) somewhere or  
(4) ..... (you / meet) somebody?
- JOE: (5) ..... (I / go) to London for a business meeting.
- SARAH: Oh. (6) ..... (you / often / go) away on business?
- JOE: Quite often, yes. And you? Where (7) ..... (you / go)?
- SARAH: Nowhere. (8) ..... (I / meet) a friend. Unfortunately her train (9) ..... (be) delayed –  
(10) ..... (I / wait) here for nearly an hour.
- JOE: How are your children?
- SARAH: They're all fine, thanks. The youngest (11) ..... (just / start) school.
- JOE: How (12) ..... (she / get) on?  
(13) ..... (she / like) it?
- SARAH: Yes, (14) ..... (she / think) it's great.
- JOE: (15) ..... (you / work) at the moment? The last time I (16) ..... (speak) to you, (17) ..... (you / work) for an insurance company.
- SARAH: That's right. Unfortunately the company (18) ..... (go) out of business a couple of months after (19) ..... (I / start) work there, so (20) ..... (I / lose) my job.
- JOE: And (21) ..... (you / not / have) a job since then?
- SARAH: Not a permanent job. (22) ..... (I / have) a few temporary jobs. By the way, (23) ..... (you / see) Matt recently?
- JOE: Matt? He's in Canada.
- SARAH: Really? How long (24) ..... (he / be) in Canada?
- JOE: About a year now. (25) ..... (I / see) him a few days before (26) ..... (he / go). (27) ..... (he / be) unemployed for months, so (28) ..... (he / decide) to try his luck somewhere else. (29) ..... (he / really / look forward) to going.
- SARAH: So, what (30) ..... (he / do) there?
- JOE: I have no idea. (31) ..... (I / not / hear) from him since (32) ..... (he / leave). Anyway, I have to go and catch my train. It was really good to see you again.
- SARAH: You too. Bye! Have a good trip!
- JOE: Thanks. Bye.

**8 Put the verb into the most suitable form.**

- 1 Who ..... (invent) the bicycle?
- 2 'Do you still have a headache?' 'No, ..... (it / go). I'm OK now.'
- 3 I was the last to leave the office last night. Everybody else ..... (go) home when I ..... (leave).
- 4 What ..... (you / do) last weekend? ..... (you / go) anywhere?
- 5 I like your car. How long ..... (you / have) it?
- 6 It's a shame the trip was cancelled. I ..... (look) forward to it.
- 7 Jane is an experienced teacher and loves her job. ..... (she / teach) for 15 years.
- 8 Emily ..... (buy) a new dress last week, but ..... (she / not / wear) it yet.
- 9 A few days ago ..... (I / meet) a man at a party whose face ..... (be) very familiar. At first I couldn't think where ..... (I / see) him before. Then suddenly ..... (I / remember) who ..... (he / be).
- 10 ..... (you / hear) of Agatha Christie? ..... (she / be) a writer who ..... (die) in 1976. ..... (she / write) more than 70 detective novels, but ..... (I / not / read) any of them.
- 11 A: What ..... (this word / mean)?  
B: I've no idea. ..... (I / never / see) it before. Look it up in the dictionary.
- 12 A: ..... (you / get) to the theatre in time for the play last night?  
B: No, we were late. By the time we got there, ..... (it / already / start).
- 13 I went to Sarah's room and ..... (knock) on the door, but there ..... (be) no answer. Either ..... (she / go) out or ..... (she / not / want) to see anyone.
- 14 Dan asked me how to use the photocopier. ..... (he / never / use) it before, so ..... (he / not / know) what to do.
- 15 Lisa ..... (go) for a swim after work yesterday. ..... (she / sit) in an office all day in front of a computer.

**Past continuous and used to**

**Units 6, 18**

**9 Complete the sentences using the past continuous (**was/were -ing**) or **used to ...**. Use the verb in brackets.**

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

**10** What do you say to Joe in these situations? Use the words given in brackets. Use the present continuous (**I am doing**), going to or will (**I'll**).

1 You have made all your holiday arrangements. Your destination is Jamaica.

JOE: Have you decided where to go for your holiday yet?

YOU: I'm going to Jamaica. (I / go)

2 You have made an appointment with the dentist for Friday morning.

JOE: Shall we meet on Friday morning?

YOU: I can't on Friday. .... (I / go)

3 You and some friends are planning a holiday in Spain. You have decided to rent a car, but you haven't arranged this yet.

JOE: How do you plan to travel round Spain? By train?

YOU: No, ..... (we / rent)

4 Joe reminds you that you have to call your sister. You completely forgot.

JOE: Did you call your sister?

YOU: No, I forgot. Thanks for reminding me. .... (I / call / now)

5 You have already arranged to have lunch with Sue tomorrow.

JOE: Are you free at lunchtime tomorrow?

YOU: No, ..... (have lunch)

6 You are in a restaurant. You and Joe are looking at the menu. Maybe Joe has decided what to have. You ask him.

YOU: What ..... ? (you / have)

JOE: I don't know. I can't make up my mind.

7 Joe is reading, but it's getting dark. He's having trouble reading. You turn on the light.

JOE: It's getting dark and it's hard to read.

YOU: Yes, .... (I / turn on)

8 You and Joe are sitting in a room with the window open. It's getting cold. You decide to close the window. You stand up and walk towards it.

JOE: What are you doing?

YOU: .... (I / close)

**11** Choose the best alternative.

1 'Are you doing anything tomorrow evening?' 'No, why?'

**A** Do you do    **B** Are you doing    **C** Will you do    (**B** is the best alternative)

2 'I can't open this bottle.' 'Give it to me. .... it.'

**A** I open    **B** I'll open    **C** I'm going to open

3 'Is Emily here yet?' 'Not yet. I'll let you know as soon as ....'

**A** she arrives    **B** she's arriving    **C** she'll arrive

4 'Are you free tomorrow afternoon?' 'No, ....'

**A** I work    **B** I'm working    **C** I'll work

5 'What time is the film tonight?' '.... at 8.40.'

**A** It starts    **B** It's going to start    **C** It will start

6 'Are you going to the beach tomorrow?' 'Yes, if the weather .... good.'

**A** is going to be    **B** will be    **C** is

7 'What time .... tomorrow?' 'How about 8.30?'

**A** do we meet    **B** are we meeting    **C** shall we meet

8 'When ..... ?' 'Tomorrow.'

**A** does the festival finish    **B** is the festival finished    **C** is the festival finishing

**12 Put the verb into the most suitable form. Sometimes there is more than one possibility.**

**1** A has decided to learn a language.

A: I've decided to try and learn a foreign language.

B: Have you? Which language (1) ..... *are you going to learn* ..... (you / learn)?

A: Spanish.

B: (2) ..... (you / do) a course?

A: Yes, (3) ..... (it / start) next week.

B: That's great. I'm sure (4) ..... (you / enjoy) it.

A: I hope so. But I think (5) ..... (it / be) difficult.

**2** A wants to know about B's holiday plans.

A: I hear (1) ..... (you / go) on holiday soon.

B: That's right. (2) ..... (we / go) to Finland.

A: I hope (3) ..... (you / have) a nice time.

B: Thanks. (4) ..... (I / get) in touch with you when

(5) ..... (I / get) back and maybe we can meet sometime.

**3** A invites B to a party.

A: (1) ..... (I / have) a party next Saturday. Can you come?

B: On Saturday? I'm not sure. Some friends of mine (2) ..... (come) to

stay with me next week, but I think (3) ..... (they / leave) by

Saturday. But if (4) ..... (they / be) still here,

(5) ..... (I / not / be) able to come to the party.

A: OK. Well, tell me as soon as (6) ..... (you / know).

B: Right. (7) ..... (I / call) you during the week.

**4** A and B are two secret agents arranging a meeting. They are talking on the phone.

A: Well, what time (1) .....

(we / meet)?

B: Come to the cafe by the station at 4 o'clock.

(2) ..... (I / wait) for you

when (3) ..... (you / arrive).

(4) ..... (I / sit) by the window

and (5) ..... (I / wear) a bright green sweater.

A: OK. (6) ..... (Agent 307 / come) too?

B: No, she can't be there.

A: Oh. (7) ..... (I / bring) the documents?

B: Yes. (8) ..... (I / explain) everything when

(9) ..... (I / see) you. And don't be late.

A: OK. (10) ..... (I / try) to be on time.



## Additional exercises

### 13 Put the verb into the correct form. Choose from the following:

present continuous (**I am doing**)

will ('ll) / **won't**

present simple (**I do**)

**will be doing**

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

**shall**

- 1 I feel a bit hungry. I think ..... (I / have) something to eat.
- 2 Why are you putting on your coat? ..... (you / go) somewhere?
- 3 What time ..... (I / phone) you tomorrow? About 10.30?
- 4 Look! That plane is flying towards the airport. ..... (it / land).
- 5 We must do something soon, before ..... (it / be) too late.
- 6 I'm sorry you've decided to leave the company. ..... (I / miss) you when ..... (you / go).
- 7 ..... (I / give) you my phone number? If ..... (I / give) you my number, ..... (you / call) me?
- 8 Are you still watching that programme? What time ..... (it / finish)?
- 9 ..... (I / go) to a wedding next weekend. My cousin ..... (get) married.
- 10 I'm not ready yet. ..... (I / tell) you when ..... (I / be) ready. I promise ..... (I / not / be) very long.
- 11 ..... (I / have) my hair cut tomorrow. I've just made an appointment.
- 12 She was very rude to me. I won't speak to her again until ..... (she / apologise).
- 13 I wonder where ..... (we / live) ten years from now.
- 14 What are you planning to do when ..... (you / finish) your course at college?

## Past, present and future

## Units 1–25

### 14 Use your own ideas to complete B's sentences.

- 1 A: How did the accident happen?  
B: I ..... **was going** ..... too fast and couldn't stop in time.
- 2 A: Is that a new coat?  
B: No, I ..... it a long time.
- 3 A: Is that a new phone?  
B: Yes, I ..... it a few weeks ago.
- 4 A: I can't talk to you right now. You can see I'm very busy.  
B: OK. I ..... back in about half an hour.
- 5 A: This is a nice restaurant. Do you come here often?  
B: No, it's the first time I ..... here.
- 6 A: Do you do any sport?  
B: No, I ..... football, but I gave it up.
- 7 A: I'm sorry I'm late.  
B: That's OK. I ..... long.
- 8 A: When you went to the US last year, was it your first visit?  
B: No, I ..... there twice before.
- 9 A: Do you have any plans for the weekend?  
B: Yes, I ..... to a party on Saturday night.
- 10 A: Do you know what Steve's doing these days?  
B: No, I ..... him for ages.
- 11 A: Will you still be here by the time I get back?  
B: No, I ..... by then.

- 15** Robert is travelling in North America. He sends an email to a friend in Winnipeg (Canada). Put the verb into the most suitable form.



SEARCH

HOME

GLOBE

BOOKMARK

REFRESH

BACK

FORWARD

CLOSE

Hi

(1) ... I've just arrived ... (I / just / arrive) in Minneapolis. (2) ..... (I / travel) for more than a month now, and (3) ..... (I / begin) to think about coming home. Everything (4) ..... (I / see) so far (5) ..... (be) really interesting, and (6) ..... (I / meet) some really kind people.

(7) ..... (I / leave) Kansas City a week ago. (8) ..... (I / stay) there with Emily, the aunt of a friend from college. She was really helpful and hospitable and although (9) ..... (I / plan) to stay only a couple of days, (10) ..... (I / end up) staying more than a week. (11) ..... (I / enjoy) the journey from Kansas City to here. (12) ..... (I / take) the Greyhound bus and (13) ..... (meet) some really interesting people – everybody was really friendly.

So now I'm here, and (14) ..... (I / stay) here for a few days before (15) ..... (I / continue) up to Canada. I'm not sure exactly when (16) ..... (I / get) to Winnipeg – it depends what happens while (17) ..... (I / be) here. But (18) ..... (I / let) you know as soon as (19) ..... (I / know) myself.

(20) ..... (I / stay) with a family here – they're friends of some people I know at home. Tomorrow (21) ..... (we / visit) some people they know who (22) ..... (build) a house by a lake. It isn't finished yet, but (23) ..... (it / be) interesting to see what it's like. Anyway, that's all for now. (24) ..... (I / be) in touch again soon.

Robert

### Modal verbs (*can/must/would* etc.)

### Units 26–36, Appendix 4

- 16** Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two of the alternatives are possible.

- 1 'What time will you be home tonight?' 'I'm not sure. I ... **A or B** ... late.'  
**A** may be    **B** might be    **C** can be (*both A and B are correct*)
- 2 I can't find the theatre tickets. They ..... out of my pocket.  
**A** must have fallen    **B** should have fallen    **C** had to fall
- 3 Somebody ran in front of the car as I was driving. Luckily, I ..... just in time.  
**A** could stop    **B** could have stopped    **C** managed to stop

## Additional exercises

- 4 We have plenty of time. We ..... yet.  
**A** mustn't go    **B** don't have to go    **C** don't need to go
- 5 I didn't go out yesterday. I ..... with my friends, but I didn't feel like it.  
**A** could go    **B** could have gone    **C** must have gone
- 6 I looked everywhere for Helen, but I ..... her.  
**A** couldn't find    **B** couldn't have found    **C** wasn't able to find
- 7 'What do you think of my theory?' 'You ..... right, but I'm not sure.'  
**A** could be    **B** must be    **C** might be
- 8 Our flight was delayed. We ..... for two hours.  
**A** must wait    **B** must have waited    **C** had to wait
- 9 I'm not sure whether I'll be free on Saturday. I .....  
**A** must have to work    **B** may have to work    **C** might have to work
- 10 At first they didn't believe me when I told them what had happened, but in the end I ..... them that I was telling the truth.  
**A** was able to convince    **B** managed to convince    **C** could convince
- 11 I promised I'd call Amy this evening. I .....  
**A** mustn't forget    **B** needn't forget    **C** don't have to forget
- 12 Why did you leave without me? You ..... for me.  
**A** must have waited    **B** had to wait    **C** should have waited
- 13 Lisa called me this morning. She suggested ..... lunch together.  
**A** we have    **B** we should have    **C** to have
- 14 That jacket looks good on you. ..... it more often.  
**A** You'd better wear    **B** You should wear    **C** You ought to wear
- 15 Do you think I should buy a car? What ..... in my position?  
**A** will you do    **B** would you do    **C** should you do

17

### Complete the sentences using the words in brackets.

- 1 Don't phone them now. (might / have)  
They ..... lunch.
- 2 I ate too much and now I feel sick. (shouldn't / eat)  
I ..... so much.
- 3 I wonder why Tom didn't call me. (must / forget)  
He .....
- 4 Why did you go home so early? (needn't / go)  
You ..... home so early.
- 5 You've signed the contract. (can't / change)  
It ..... now.
- 6 I'm not sure where the children are. (may / watch)  
They ..... TV.
- 7 I saw Laura standing outside the cinema. (must / wait)  
She ..... for somebody.
- 8 He was in prison at the time that the crime was committed. (couldn't / do)  
He ..... it.
- 9 Why are you so late? (should / be)  
You ..... here an hour ago.
- 10 Why didn't you contact me? (could / phone)  
You ..... me.
- 11 I'm surprised you weren't told that the road was dangerous. (should / warn)  
You ..... about it.
- 12 We had a great day at the beach yesterday. (ought / come)  
You ..... with us.

**18 Complete B's sentences using can/could/might/must/should/would + the verb in brackets.**

**In some sentences you need to use have: must have ... / should have ... etc. In some sentences you need the negative (can't/couldn't etc.).**

- 1 A: I'm hungry.  
B: But you've just had lunch. You ..... hungry already. (be)
- 2 A: I haven't seen our neighbours for ages.  
B: No. They ..... away. (go)
- 3 A: What's the weather like? Is it raining?  
B: Not at the moment, but it ..... later. (rain)
- 4 A: Where's Julia?  
B: I'm not sure. She ..... out. (go)
- 5 A: I didn't see you at Michael's party last week.  
B: No, I had to work that night, so I ..... (go)
- 6 A: I think I saw Ben in town this morning.  
B: No, you ..... him this morning. He's away on holiday. (see)
- 7 A: What time will we get to Sue's house?  
B: Well, it takes about one and a half hours, so if we leave at 3 o'clock, we ..... there by 4.30. (get)
- 8 A: When was the last time you saw Max?  
B: Years ago. I ..... him if I saw him now. (recognise)
- 9 A: Did you hear the explosion?  
B: What explosion?  
A: There was a loud explosion about an hour ago. You ..... it. (hear)
- 10 A: We weren't sure which way to go. In the end we turned right.  
B: You went the wrong way. You ..... left. (turn)

**if (conditional)****Units 25, 38–40****19 Put the verb into the correct form.**

- 1 If ..... a wallet in the street, what would you do with it? (you / find)
- 2 I'd better hurry. My friend will be annoyed if ..... on time. (I / not / be)
- 3 I didn't realise that Gary was in hospital. If ..... he was in hospital, I would have gone to visit him. (I / know)
- 4 If the doorbell ....., don't answer it. (ring)
- 5 I can't decide what to do. What would you do if ..... me? (you / be)
- 6 A: What shall we do tomorrow?  
B: Well, if ..... a nice day, we can go to the beach. (it / be)
- 7 A: Let's go to the beach.  
B: No, it's not warm enough. If ..... warmer, I'd go. (it / be)
- 8 A: Did you go to the beach yesterday?  
B: No, it was too cold. If ..... warmer, we might have gone. (it / be)
- 9 If ..... enough money to go anywhere in the world, where would you go? (you / have)
- 10 I didn't have my phone with me, so I couldn't call you. I would have called you if ..... my phone. (I / have)
- 11 The accident was your fault. If you'd been driving more carefully, ..... (it / not / happen).
- 12 A: Why do you watch the news every day?  
B: Well, if ..... it, I wouldn't know what was happening in the world. (I / not / watch)

## Additional exercises

### 20 Complete the sentences.

- 1 Lisa is tired all the time. She shouldn't go to bed so late.  
If Lisa ..... **didn't go** ..... to bed so late, she ..... **wouldn't be** ..... tired all the time.
- 2 It's getting late. I don't think Sarah will call me now.  
I'd be surprised if Sarah ..... now.
- 3 I'm sorry I disturbed you. I didn't know you were busy.  
If ..... **you were busy**, I ..... you.
- 4 There are a lot of accidents on this road. There is no speed limit.  
There ..... so many accidents if ..... a speed limit.
- 5 You didn't tell me about the problem, so I didn't try to help you.  
If ..... **the problem**, ..... you.
- 6 It started to rain, but fortunately I had an umbrella.  
I ..... very wet if ..... an umbrella.
- 7 Mark failed his driving test. He was very nervous and that's why he failed.  
If he ..... **so nervous**, he ..... the test.

### 21 Use your own ideas to complete the sentences.

- 1 I'd go out tonight if .....
- 2 I'd have gone out last night if .....
- 3 If you hadn't reminded me, .....
- 4 If I had more free time, .....
- 5 If you give me the camera, .....
- 6 Who would you phone if ..... ?
- 7 We wouldn't have been late if .....
- 8 If I'd been able to get a ticket, .....
- 9 If I'd done better at the interview, .....
- 10 You wouldn't be hungry now if .....
- 11 Cities would be nicer places if .....
- 12 If there was no internet, .....

## Passive

## Units 42–45

### 22 Put the verb into the most suitable passive form.

- 1 There's somebody behind us. I think ..... **we're being followed** ..... (we / follow).
- 2 A mystery is something that ..... **can't be explained** ..... (can't / explain).
- 3 We didn't play football yesterday. The game ..... (cancel).
- 4 The TV ..... (repair). It's working again now.
- 5 The village church ..... (restore) at the moment. The work is almost finished.
- 6 The tower is the oldest part of the church. ..... (it / believe) to be over 600 years old.
- 7 If I didn't do my job properly, ..... (I / would / fire).
- 8 A: I left a newspaper on the desk last night and it isn't there now.  
B: ..... (it / might / throw) away.
- 9 Joe learnt to swim when he was very young. ..... (he / teach) by his mother.
- 10 After ..... (arrest), I was taken to the police station.
- 11 ' ..... (you / ever / arrest)?' 'No, never.'
- 12 Two people ..... (report) to ..... (injure) in an accident at a factory in Birmingham early this morning.

**23 Put the verb into the correct form, active or passive.**

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

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

1

### Castle Fire

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

3

### Road Delays

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

2

### Shop Robbery

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

4

### Accident

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

## Reported speech

## Units 47–48, 50

## 25 Complete the sentences using reported speech.

1



Can I speak to Paul, please?

I'll try again later.



Paul has gone out. I don't know when he'll be back.

Do you want to leave a message?

YOU

A woman phoned at lunchtime yesterday and asked if she could speak to Paul. I told  
..... and .....  
..... I asked .....  
....., but she said ..... later.  
But she never did.

2

We have no record of a reservation in your name.

We're sorry, but the hotel is full.



Do you have any rooms free anyway?

I went to London recently, but my visit didn't begin well. I had reserved a hotel room, but when I got to the hotel they told ..... When I asked ..... they said ..... , but ..... There was nothing I could do. I just had to look for somewhere else to stay.

3

Why are you visiting the country?

How long do you intend to stay?

Where will you be staying during your visit?



We're on holiday.

After getting off the plane, we had to queue for an hour to get through immigration. Finally, it was our turn. The immigration officer asked us ..... , and we told ..... Then he wanted to know ..... and ..... He seemed satisfied with our answers, checked our passports and wished us a pleasant stay.

4

I'll phone you from the airport when I arrive.

SUE  
Don't come to the airport. I'll take the bus.

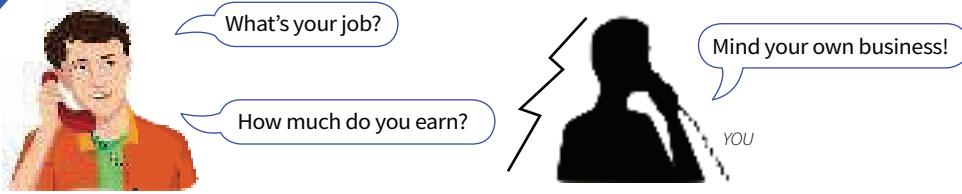
A: What time is Sue arriving this afternoon?

B: About three. She said .....

A: Aren't you going to meet her?

B: No, she said not ..... that ..... She said

5



A few days ago a man phoned from a marketing company and started asking me questions. He wanted to know ..... and asked .....  
..... I don't like people phoning and asking questions like that, so I told .....

6



Sarah and Louise are in a restaurant waiting for Paul.

SARAH: I wonder where Paul is. He said .....  
LOUISE: Maybe he got lost.  
SARAH: I don't think so. He said .....  
And I told .....

7



Five minutes later

JOE: Is there anything to eat?  
JANE: You just said .....  
JOE: Well, I am now. I'd love a banana.  
JANE: A banana? But you said .....  
You told .....

## -ing and to ...

## Units 53–66

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

- 1 How old were you when you learnt to drive ? (drive)
- 2 I don't mind walking home, but I'd rather get a taxi. (walk, get)
- 3 I can't make a decision. I keep ..... my mind. (change)
- 4 He had made his decision and refused ..... his mind. (change)
- 5 Why did you change your decision? What made you ..... your mind? (change)
- 6 It was a really good holiday. I really enjoyed ..... by the sea again. (be)

## Additional exercises

- 7 Did I really tell you I was unhappy? I don't remember ..... that. (say)
- 8 'Remember ..... Tom tomorrow.' 'OK. I won't forget.' (call)
- 9 The water here is not very good. I'd avoid ..... it if I were you. (drink)
- 10 I pretended ..... interested in the conversation, but really it was very boring. (be)
- 11 I got up and looked out of the window ..... what the weather was like. (see)
- 12 I don't have far to go. It's not worth ..... a taxi. (take)
- 13 I have a friend who claims ..... able to speak five languages. (be)
- 14 I like ..... carefully about things before ..... a decision. (think, make)
- 15 I had a flat in the centre of town but I didn't like ..... there, so I decided ..... (live, move)
- 16 Steve used ..... a footballer. He had to stop ..... because of an injury. (be, play)
- 17 After ..... by the police, the man admitted ..... the car but denied ..... at 100 miles an hour. (stop, steal, drive)
- 18 A: How do you make this machine ..... ? (work)  
B: I'm not sure. Try ..... that button and see what happens. (press)

### 27 Make sentences from the words in brackets.

- 1 I can't find the tickets. (I / seem / lose / them)  
*I seem to have lost them.*
- 2 I don't have far to go. (it / not / worth / take / a taxi)  
*It's not worth taking a taxi.*
- 3 I'm feeling a bit tired. (I / not / fancy / go / out)  
.....
- 4 James isn't very reliable. (he / tend / forget / things)  
.....
- 5 I've got a lot of luggage. (you / mind / help / me?)  
.....
- 6 There's nobody at home. (everybody / seem / go out)  
.....
- 7 We don't like our apartment. (we / think / move)  
.....
- 8 The vase was very valuable. (I / afraid / touch / it)  
.....
- 9 I wanted to get to the station in plenty of time. (I / afraid / miss / my train)  
.....
- 10 I don't recommend the movie. (it / not / worth / see)  
.....
- 11 I'm very tired after that long walk. (I / not / used / walk / so far)  
.....
- 12 Sue is on holiday. She called me yesterday and sounded happy. (she / seem / enjoy / herself)  
.....
- 13 Dan took lots of pictures while he was on holiday. (he / insist / show / them to me)  
.....
- 14 I don't want to do the shopping. (I'd rather / somebody else / do / it)  
.....

**28 Complete the second sentence so that the meaning is similar to the first.**

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

**a/an and the****Units 69–78****29 Put in a/an or the where necessary. Leave the space empty if the sentence is already complete.**

- 1 I don't usually like staying at ..... hotels, but last summer we spent two weeks at ..... a ..... very nice hotel by ..... the ..... sea.
- 2 If you go to live in ..... foreign country, you should try and learn ..... language.
- 3 Helen is ..... economist. She lives in ..... United States and works for ..... investment company.
- 4 I love ..... sport, especially ..... tennis. I play two or three times ..... week if I can, but I'm not ..... very good player.
- 5 I won't be home for ..... dinner this evening. I'm meeting some friends after ..... work and we're going to ..... cinema.
- 6 When ..... unemployment is high, it's difficult for ..... people to find ..... work. It's ..... big problem.
- 7 There was ..... accident as I was going ..... home last night. Two people were taken to ..... hospital. I think ..... most accidents are caused by ..... people driving too fast.
- 8 A: What's ..... name of ..... hotel where you're staying?  
B: ..... Ambassador. It's in ..... Queen Street in ..... city centre. It's near ..... station.
- 9 I have two brothers. ..... older one is training to be ..... pilot. ..... younger one is still at ..... school. When he leaves ..... school, he wants to go to ..... university to study ..... law.

## Pronouns and determiners

## Units 82–91

**30 Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two alternatives are possible.**

- 1 I don't remember ..... A about the accident. (A is correct)  
A anything B something C nothing
- 2 Chris and I have known ..... for quite a long time.  
A us B each other C ourselves
- 3 'How often do the buses run?' ' ..... twenty minutes.'  
A All B Each C Every
- 4 I shouted for help, but ..... came.  
A nobody B no-one C anybody
- 5 Last night we went out with some friends of .....  
A us B our C ours
- 6 It didn't take us a long time to get here. ..... traffic.  
A It wasn't much B There wasn't much C It wasn't a lot
- 7 Can I have ..... milk in my coffee, please?  
A a little B any C some
- 8 Sometimes I find it difficult to .....  
A concentrate B concentrate me C concentrate myself
- 9 There's ..... on at the cinema that I want to see, so there's no point in going.  
A something B anything C nothing
- 10 I drink ..... water every day.  
A much B a lot of C lots of
- 11 ..... in the city centre are open on Sunday.  
A Most of shops B Most of the shops C The most of the shops
- 12 There were about twenty people in the photo. I didn't recognise ..... of them.  
A any B none C either
- 13 I've been waiting ..... for Sarah to phone.  
A all morning B the whole morning C all the morning
- 14 I can't afford to buy anything in this shop. ..... so expensive.  
A All is B Everything is C All are

## Adjectives and adverbs

## Units 98–108

**31 There are mistakes in some of these sentences. Correct the sentences where necessary. Write 'OK' if the sentence is already correct.**

- 1 The building was total destroyed in the fire. *totally destroyed*.....
- 2 I didn't like the book. It was such a stupid story. *OK*.....
- 3 The city is very polluted. It's the more polluted place I've ever been to.
- 4 I was disappointing that I didn't get the job. I was well-qualified and the interview went well. *OK*.....
- 5 It's warm today, but there's quite a strong wind. *OK*.....
- 6 Joe works hardly, but he doesn't get paid very much. *OK*.....
- 7 The company's offices are in a modern large building. *OK*.....

- 8 Dan is a very fast runner. I wish I could run as fast as him. ....
- 9 I missed the three last days of the course because I was ill. ....
- 10 You don't look happy. What's the matter? ....
- 11 The weather has been unusual cold for the time of the year. ....
- 12 The water in the pool was too dirty to swim in it. ....
- 13 I got impatient because we had to wait so long time. ....
- 14 Is this box big enough or do you need a bigger one? ....
- 15 This morning I got up more early than usual. ....

**Conjunctions****Units 25, 38, 112–118****32 Which is correct?**

- 1 I'll try to be on time, but don't worry if / when I'm late. (if is correct)
- 2 Don't throw that bag away. If / When you don't want it, I'll have it.
- 3 Please report to reception if / when you arrive at the hotel.
- 4 We've arranged to go to the beach tomorrow, but we won't go if / when it's raining.
- 5 Tanya is in her final year at school. She still doesn't know what she's going to do if / when she leaves.
- 6 What would you do if / when you lost your keys?
- 7 I hope I'll be able to come to the party, but I'll let you know if / unless I can't.
- 8 I don't want to be disturbed, so don't phone me if / unless it's something important.
- 9 Please sign the contract if / unless you're happy with the conditions.
- 10 I like travelling by ship as long as / unless the sea is not rough.
- 11 You might not remember the name of the hotel, so write it down if / in case you forget it.
- 12 It's not cold now, but take your coat with you if / in case it gets cold later.
- 13 Take your coat with you and then you can put it on if / in case it gets cold later.
- 14 They always have the TV on, even if / if nobody is watching it.
- 15 Even / Although I left home early, I got to work late.
- 16 Despite / Although we've known each other a long time, we're not particularly close friends.
- 17 'When did you leave school?' 'As / When I was 17.'
- 18 I think Amy will be very pleased as / when she hears the news.

**Prepositions (time)****Units 12, 119–122****33 Put in one of the following: at on in during for since by until**

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

**Prepositions (position and other uses)****Units 123–128****34 Put in the missing preposition.**

- 1 I'd love to be able to visit every country ..... the world.
- 2 Jessica White is my favourite author. Have you read anything ..... her?
- 3 There's a small shop ..... the end of this road.
- 4 Tom is away at the moment. He's ..... holiday.
- 5 We live ..... the country, a long way from the nearest town.
- 6 I've got a stain ..... my jacket. I'll have to have it cleaned.
- 7 We went ..... a party ..... Lisa's house on Saturday.
- 8 Boston is ..... the east coast of the United States.
- 9 Look at the leaves ..... that tree. They're a beautiful colour.
- 10 I've never been ..... Japan, but I'd like to go very much.
- 11 Mozart died ..... Vienna in 1791 ..... the age of 35.
- 12 'Are you ..... this photo?' 'Yes, that's me, ..... the left.'
- 13 We went ..... the theatre last night. We had seats ..... the front row.
- 14 If you want to turn the light on, the switch is ..... the wall ..... the door.
- 15 It was late when we arrived ..... the hotel.
- 16 I couldn't decide what to eat. There was nothing ..... the menu that I liked.
- 17 We live ..... a tower block. Our apartment is ..... the fifteenth floor.
- 18 Some parts of the film were a bit stupid, but ..... the whole I enjoyed it.
- 19 'When you paid the restaurant bill, did you pay cash?' 'No, I paid ..... credit card.'
- 20 'How did you get here? Did you come ..... the bus?' 'No, ..... car.'
- 21 I watched a really interesting programme ..... TV last night.
- 22 Helen works for a large company. She works ..... the customer services department.
- 23 Anna spent two years working ..... London before returning ..... Italy.
- 24 How was your trip ..... the beach? Did you have a good day?
- 25 On our first day in Paris, we went ..... a trip round the city.

**Noun/adjective + preposition****Units 129–131****35 Put in the missing preposition.**

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

## Verb + preposition

## Units 132–136

**36** Complete each sentence with a preposition where necessary. If no preposition is necessary, leave the space empty.

- 1 She works quite hard. You can't accuse her ..... being lazy.
- 2 Who's going to look ..... your children while you're at work?
- 3 The problem is becoming serious. We have to discuss ..... it.
- 4 The problem is becoming serious. We have to do something ..... it.
- 5 I prefer this chair ..... the other one. It's more comfortable.
- 6 I need to call ..... the office to tell them I won't be at work today.
- 7 The river divides the city ..... two parts.
- 8 'What do you think ..... your new boss?' 'She's all right, I suppose.'
- 9 Can somebody please explain ..... me what I have to do?
- 10 I said hello to her, but she didn't answer ..... me.
- 11 'Do you like staying at hotels?' 'It depends ..... the hotel.'
- 12 'Have you ever been to Borla?' 'No, I've never heard ..... it. Where is it?'
- 13 You remind me ..... somebody I knew a long time ago. You look just like her.
- 14 This is wonderful news! I can't believe ..... it.
- 15 George is not an idealist – he believes ..... being practical.
- 16 What's funny? What are you laughing ..... ?
- 17 What did you do with all the money you had? What did you spend it ..... ?
- 18 If Alex asks ..... you ..... money, don't give him any.
- 19 I apologised ..... Sarah ..... keeping her waiting so long.
- 20 Lisa was very helpful. I thanked ..... her ..... everything she'd done.

## Phrasal verbs

## Units 137–145

**37** A says something and B replies. Which goes with which?

**A**

- 1 I've made a mistake on this form.
- 2 I'm too warm with my coat on.
- 3 This jacket looks nice.
- 4 Your reference number is 318044BK.
- 5 This room is in a mess.
- 6 What's 45 euros in dollars?
- 7 How was the mistake discovered?
- 8 I'm not sure whether to accept their offer or not.
- 9 I need a place to stay when I'm in London.
- 10 It's a subject he doesn't like to talk about.
- 11 I don't know what this word means.

**B**

- a Don't worry. I'll clear it up.
- b That won't be a problem. I can fix it up.
- c Kate pointed it out.
- d That's OK. Cross it out and correct it.
- e Yes, why don't you try it on?
- f OK, I won't bring it up.
- g Just a minute. I'll write it down.
- h Why don't you take it off then?
- i You can look it up.
- j I think you should turn it down.
- k Give me a moment. I'll work it out.

- 1 ..... d
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....
- 11 .....

## Additional exercises

### 38 Only one alternative is correct. Which is it?

- 1 Nobody believed Paul at first but he ..... **B** to be right. (**B** is correct)  
**A** came out    **B** turned out    **C** worked out    **D** carried out
- 2 Here's some good news. It will .....  
**A** turn you up    **B** put you up    **C** blow you up    **D** cheer you up
- 3 The children were behaving badly, so I .....  
**A** told them up    **B** told them off    **C** told them out    **D** told them over
- 4 The club committee is ..... of the president, the secretary and seven other members.  
**A** set up    **B** made up    **C** set out    **D** made out
- 5 Why did you decide not to apply for the job? What .....?  
**A** put you off    **B** put you out    **C** turned you off    **D** turned you away
- 6 I had no idea that he was lying to me. I was completely .....  
**A** taken in    **B** taken down    **C** taken off    **D** taken over
- 7 Helen started a course at college, but she ..... after six months.  
**A** went out    **B** fell out    **C** turned out    **D** dropped out
- 8 You can't predict everything. Often things don't ..... as you expect.  
**A** make out    **B** break out    **C** turn out    **D** get out
- 9 What's all this noise? What's .....?  
**A** going off    **B** getting off    **C** going on    **D** getting on
- 10 It's a very busy airport. There are planes ..... or landing every few minutes.  
**A** going up    **B** taking off    **C** getting up    **D** driving off
- 11 The road was blocked by a bus that had .....  
**A** broken down    **B** dropped out    **C** driven off    **D** held up
- 12 How are you ..... in your new job? Are you enjoying it?  
**A** keeping on    **B** going on    **C** carrying on    **D** getting on

### 39 Complete the sentences. Use two words each time.

- 1 Keep ..... **away from** the edge of the pool. You might fall in.
- 2 I didn't notice that the two pictures were different until Amy pointed it ..... me.
- 3 I asked Max if he had any suggestions about what we should do, but he didn't come ..... anything.
- 4 I'm glad Sarah is coming to the party. I'm really looking ..... seeing her again.
- 5 Things are changing all the time. It's difficult to keep ..... all these changes.
- 6 I don't want to run ..... food for the party. Are you sure we have enough?
- 7 We had a short break and then carried ..... our work.
- 8 I've had enough of being treated like this. I'm not going to put ..... it any more.
- 9 I didn't enjoy the trip very much at the time, but when I look ..... it now, I realise it was a good experience and I'm glad I went on it.
- 10 The wedding was supposed to be a secret, so how did you find ..... it?  
Who told you?
- 11 There is a very nice atmosphere in the office where I work. Everybody gets ..... everybody else.

**40** Complete each sentence using a phrasal verb that has a similar meaning to the words in brackets.

- 1 The concert in the park had to be ..... **called off** ..... because of the weather. (cancelled)
- 2 The story Kate told wasn't true. She ..... **made it up** ..... (invented it)
- 3 Paul finally ..... an hour late. (arrived)
- 4 Here's an application form. Can you ..... and sign it, please? (complete it)
- 5 Some houses will have to be ..... to make way for the new road. (demolished)
- 6 Be positive! You must never ..... ! (stop trying)
- 7 I was very tired and ..... in front of the TV. (fell asleep)
- 8 After eight years together, they've decided to ..... . (separate)
- 9 The noise is terrible. I can't ..... any longer. (tolerate it)
- 10 We don't have a lot of money, but we have enough to ..... . (manage)
- 11 I'm sorry I'm late. The meeting ..... longer than I expected. (continued)
- 12 We need to make a decision today at the latest. We can't ..... any longer. (delay it)

**41** Complete the sentences. Use one word each time.

- 1 You're driving too fast. Please ..... **slow** ..... down.
- 2 It was only a small fire and I managed to ..... it out with a bucket of water.
- 3 The house is empty right now, but I think the new tenants are ..... in next week.
- 4 I've ..... on weight. My clothes don't fit any more.
- 5 Their house is really nice now. They've ..... it up really well.
- 6 I was talking to the woman next to me on the plane, and it ..... out that she works for the same company as my brother.
- 7 I don't know what happened yet, but I'm going to ..... out.
- 8 There's no need to get angry. ..... down!
- 9 If you're going on a long walk, plan your route carefully before you ..... off.
- 10 Sarah has just phoned to say that she'll be late. She's been ..... up.
- 11 You've written my name wrong. It's Martin, not Marin – you ..... out the T.
- 12 Three days at £45 a day – that ..... out at £135.
- 13 We had a really interesting discussion, but Jane didn't ..... in. She just listened.
- 14 Jonathan is pretty fit. He ..... out in the gym every day.
- 15 Come and see us more often. You can ..... in any time you like.
- 16 We are still discussing the contract. There are still a couple of things to ..... out.
- 17 My alarm clock ..... off in the middle of the night and ..... me up.

# Study guide

This guide is to help you decide which units you need to study. The sentences in the guide are grouped together (*Present and past, Articles and nouns etc.*) in the same way as the units in the *Contents* (pages iii–vi).

Each sentence can be completed using one or more of the alternatives (A, B, C etc.). There are between two and five alternatives each time. IN SOME SENTENCES MORE THAN ONE ALTERNATIVE IS POSSIBLE.

If you don't know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) in the list on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is a key to this study guide on page 372.

IF YOU ARE NOT SURE WHICH IS RIGHT	STUDY UNIT
<b>Present and past</b>	
1.1 At first I didn't like my job, but ..... to enjoy it now. A I'm starting    B I start	1, 3
1.2 I don't understand this sentence. What ..... ? A does mean this word    B does this word mean    C means this word	2, 49
1.3 Robert ..... away two or three times a year. A is going usually    B is usually going    C usually goes    D goes usually	2, 3, 110
1.4 How ..... now? Better than before? A you are feeling    B do you feel    C are you feeling	4
1.5 It was a boring weekend. ..... anything. A I didn't    B I don't do    C I didn't do	5
1.6 Matt ..... while we were having dinner. A phoned    B was phoning    C has phoned	6, 14
<b>Present perfect and past</b>	
2.1 James is on holiday. He ..... to Italy. A is gone    B has gone    C has been	7
2.2 Everything is going well. There ..... any problems so far. A weren't    B have been    C haven't been	8
2.3 Sarah has lost her passport again. This is the second time this ..... . A has happened    B happens    C happened    D is happening	8
2.4 Why are you out of breath? ..... ? A Are you running    B Have you run    C Have you been running	9
2.5 Where's the book I gave you? What ..... with it? A have you done    B have you been doing    C are you doing	10
2.6 'How long ..... Jane?' 'A long time. Since we were at school.' A do you know    B have you known    C have you been knowing	11, 10
2.7 Sally has been working here ..... . A for six months    B since six months    C six months ago    D six months	12

IF YOU ARE NOT SURE WHICH IS RIGHT				STUDY UNIT
2.8	It's two years ..... Joe.	A that I don't see    B that I haven't seen    C since I didn't see D since I last saw		12
2.9	It ..... raining for a while, but now it's raining again.	A stopped    B has stopped    C was stopped		13
2.10	My mother ..... in Italy.	A grew up    B has grown up    C had grown up		13
2.11	..... a lot of sweets when you were a child?	A Have you eaten    B Had you eaten    C Did you eat		14
2.12	Jack ..... in New York for ten years. Now he lives in Los Angeles.	A lived    B has lived    C has been living		14, 11
2.13	The people sitting next to me on the plane were nervous. ..... before.	A They haven't flown    B They didn't fly    C They hadn't flown D They'd never flown    E They weren't flying		15
2.14	Katherine was lying on the sofa. She was tired because ..... very hard.	A she was working    B she's been working    C she'd been working		16
2.15	..... a car when you were living in Paris?	A Had you    B Were you having    C Have you had    D Did you have		17, 14
2.16	I ..... tennis a lot, but I don't play very much now.	A was playing    B was used to play    C used to play		18
<b>Future</b>				
3.1	I'm tired. ..... to bed now. Goodnight.	A I go    B I'm going		19
3.2	..... tomorrow, so we can go out somewhere.	A I'm not working    B I don't work    C I won't work		19, 21
3.3	That bag looks heavy. ..... you with it.	A I'm helping    B I help    C I'll help		21
3.4	I think the weather ..... nice later.	A will be    B is    C is going to be    D shall be		23, 22
3.5	'Anna is in hospital.' 'Yes, I know. ..... her this evening.'	A I visit    B I'm going to visit    C I'll visit		23, 20
3.6	We're late. The film ..... by the time we get to the cinema.	A will already start    B will be already started    C will already have started		24
3.7	Don't worry ..... late tonight.	A if I'm    B when I'm    C when I'll be    D if I'll be		25

IF YOU ARE NOT SURE WHICH IS RIGHT			STUDY UNIT
<b>Modals</b>			
4.1	The fire spread quickly, but everybody ..... from the building. <b>A</b> was able to escape <b>B</b> managed to escape <b>C</b> could escape		<b>26</b>
4.2	I'm so tired I ..... for a week. <b>A</b> can sleep <b>B</b> could sleep <b>C</b> could have slept		<b>27</b>
4.3	The story ..... be true, but I don't think it is. <b>A</b> might <b>B</b> can <b>C</b> could <b>D</b> may		<b>27, 29</b>
4.4	Why did you stay at a hotel? You ..... with me. <b>A</b> can stay <b>B</b> could stay <b>C</b> could have stayed		<b>27</b>
4.5	I lost one of my gloves. I ..... it somewhere. <b>A</b> must drop <b>B</b> must have dropped <b>C</b> must be dropping <b>D</b> must have been dropping		<b>28</b>
4.6	'Why wasn't Amy at the meeting yesterday?' 'She ..... about it.' <b>A</b> might not know <b>B</b> may not know <b>C</b> might not have known <b>D</b> may not have known		<b>29</b>
4.7	What ..... to get a new driving licence? <b>A</b> have I to do <b>B</b> do I have to do <b>C</b> I must do <b>D</b> I have to		<b>31</b>
4.8	We have plenty of time. We ..... hurry. <b>A</b> don't need to <b>B</b> mustn't <b>C</b> needn't		<b>32</b>
4.9	You missed a great party last night. You ..... Why didn't you? <b>A</b> must have come <b>B</b> should have come <b>C</b> ought to have come <b>D</b> had to come		<b>33</b>
4.10	Jane won the lottery. I suggested ..... a car with the money she won. <b>A</b> that she buy <b>B</b> that she should buy <b>C</b> her to buy <b>D</b> that she bought		<b>34</b>
4.11	You're always at home. You ..... out more often. <b>A</b> should go <b>B</b> had better go <b>C</b> had better to go		<b>35</b>
4.12	It's late. It's time ..... home. <b>A</b> we go <b>B</b> we must go <b>C</b> we should go <b>D</b> we went <b>E</b> to go		<b>35</b>
4.13	..... a little longer, but I really have to go now. <b>A</b> I'd stay <b>B</b> I'll stay <b>C</b> I can stay <b>D</b> I'd have stayed		<b>36</b>
<b>if and wish</b>			
5.1	I'm not tired enough to go to bed. If I ..... to bed now, I wouldn't sleep. <b>A</b> go <b>B</b> went <b>C</b> had gone <b>D</b> would go		<b>38, 39</b>
5.2	If I were rich, ..... a lot. <b>A</b> I'll travel <b>B</b> I can travel <b>C</b> I would travel <b>D</b> I travelled		<b>39</b>
5.3	I wish I ..... have to work tomorrow, but unfortunately I do. <b>A</b> don't <b>B</b> didn't <b>C</b> wouldn't <b>D</b> won't		<b>39, 41</b>

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
5.4	The view was wonderful. I would have taken some pictures if ..... a camera with me. <b>A</b> I had <b>B</b> I would have <b>C</b> I would have had <b>D</b> I'd had	40
5.5	The weather is horrible. I wish it ..... raining. <b>A</b> would stop <b>B</b> stopped <b>C</b> stops <b>D</b> will stop	41
<b>Passive</b>		
6.1	We ..... by a loud noise during the night. <b>A</b> woke up <b>B</b> are woken up <b>C</b> were woken up <b>D</b> were waking up	42
6.2	A new supermarket is going to ..... next year. <b>A</b> build <b>B</b> be built <b>C</b> be building <b>D</b> building	43
6.3	There's somebody walking behind us. I think ..... <b>A</b> we are following <b>B</b> we are being following <b>C</b> we are followed <b>D</b> we are being followed	43
6.4	'Where .....?' 'In Chicago.' <b>A</b> were you born <b>B</b> are you born <b>C</b> have you been born <b>D</b> did you born	44
6.5	There was a fight, but nobody ..... <b>A</b> was hurt <b>B</b> got hurt <b>C</b> hurt	44
6.6	Jane ..... to phone me last night, but she didn't. <b>A</b> supposed <b>B</b> is supposed <b>C</b> was supposed	45
6.7	Where .....? Which hairdresser did you go to? <b>A</b> did you cut your hair <b>B</b> have you cut your hair <b>C</b> did you have cut your hair <b>D</b> did you have your hair cut	46
<b>Reported speech</b>		
7.1	Paul left the room suddenly. He said he ..... to go. <b>A</b> had <b>B</b> has <b>C</b> have	48, 47
7.2	(You meet Joe in the street.) Joe, this is a surprise. Rachel said you ..... in hospital. <b>A</b> are <b>B</b> were <b>C</b> was	48, 47
7.3	Anna ..... and left. <b>A</b> said goodbye to me <b>B</b> said me goodbye <b>C</b> told me goodbye	48
<b>Questions and auxiliary verbs</b>		
8.1	'What time ..... ?' 'At 8.30.' <b>A</b> starts the film <b>B</b> does start the film <b>C</b> does the film start	49
8.2	'Do you know where ..... ?' 'No, he didn't say.' <b>A</b> Tom has gone <b>B</b> has Tom gone <b>C</b> has gone Tom	50
8.3	The police officer stopped us and asked us where ..... <b>A</b> were we going <b>B</b> are we going <b>C</b> we are going <b>D</b> we were going	50

## Study guide

IF YOU ARE NOT SURE WHICH IS RIGHT				STUDY UNIT
8.4	'Do you think it will rain?' '.....'	A I hope not    B I don't hope    C I don't hope so		51
8.5	'You don't know where Karen is, .....?' 'Sorry, I have no idea.'	A don't you    B do you    C is she    D are you		52
<b>-ing and to ...</b>				
9.1	You can't stop people ..... what they want.	A doing    B do    C to do    D from doing		53, 62
9.2	I'd better go now. I promised ..... late.	A not being    B not to be    C to not be    D I wouldn't be		54, 36
9.3	Do you want ..... with you or do you want to go alone?	A me coming    B me to come    C that I come    D that I will come		55
9.4	I know I locked the door. I clearly remember ..... it.	A locking    B to lock    C to have locked		56
9.5	She tried to be serious, but she couldn't help .....	A laughing    B to laugh    C that she laughed    D laugh		57
9.6	Paul lives in Berlin now. He likes ..... there.	A living    B to live		58
9.7	It's not my favourite job, but I like ..... the kitchen as often as possible.	A cleaning    B clean    C to clean    D that I clean		58
9.8	I'm tired. I'd rather ..... out this evening, if you don't mind.	A not going    B not to go    C don't go    D not go		59
9.9	I'd rather ..... anyone what I said.	A you don't tell    B not you tell    C you didn't tell    D you wouldn't tell		59
9.10	Are you looking forward ..... on holiday?	A going    B to go    C to going    D that you go		60, 62
9.11	When Lisa first came to Britain, she wasn't used ..... on the left.	A driving    B to driving    C to drive    D drive		61
9.12	I'm thinking ..... a house. Do you think that's a good idea?	A to buy    B of to buy    C of buying    D about buying		62, 66
9.13	I had no trouble ..... a place to stay. In fact it was surprisingly easy.	A find    B found    C to find    D finding		63
9.14	I called the restaurant ..... a table.	A for reserve    B to reserve    C for reserving    D for to reserve		64
9.15	James doesn't speak clearly. ....	A It is hard to understand him    B He is hard to understand C He is hard to understand him		65

<b>IF YOU ARE NOT SURE WHICH IS RIGHT</b>		<b>STUDY UNIT</b>
9.16	The path was icy, so we walked very carefully. We were afraid ..... . <b>A</b> of falling <b>B</b> from falling <b>C</b> to fall <b>D</b> to falling	<b>66</b>
9.17	I didn't hear you ..... in. You must have been very quiet. <b>A</b> come <b>B</b> to come <b>C</b> came	<b>67</b>
9.18	..... a hotel, we looked for somewhere to eat. <b>A</b> Finding <b>B</b> After finding <b>C</b> Having found <b>D</b> We found	<b>68</b>
<b>Articles and nouns</b>		
10.1	It wasn't your fault. It was ..... . <b>A</b> accident <b>B</b> an accident <b>C</b> some accident	<b>69</b>
10.2	Where are you going to put all your ..... ? <b>A</b> furniture <b>B</b> furnitures	<b>70</b>
10.3	'Where are you going?' 'I'm going to buy ..... .' <b>A</b> a bread <b>B</b> some bread <b>C</b> a loaf of bread	<b>70</b>
10.4	Sandra is ..... . She works at a large hospital. <b>A</b> nurse <b>B</b> a nurse <b>C</b> the nurse	<b>71, 72</b>
10.5	Helen works six days ..... week. <b>A</b> in <b>B</b> for <b>C</b> a <b>D</b> the	<b>72</b>
10.6	There are millions of stars in ..... . <b>A</b> space <b>B</b> a space <b>C</b> the space	<b>73</b>
10.7	Every day ..... starts at 9 and finishes at 3. <b>A</b> school <b>B</b> a school <b>C</b> the school	<b>74</b>
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