



Finding out  
about  
Grammar

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### 9.1 What Is a Modal Auxiliary Verb?

**Modal Auxiliaries** generally express a speaker's attitude or mood. For example, modals can express that a speaker feels something is necessary, advisable, possible or probable.

The Modal Auxiliaries in English are: can, could, may, might, ought to, shall, should, will and would. **Modals** do not take a final -s, even when the subject is he, she or it.

**Examples:**

**Incorrect:** *He cans do it.*

**Correct:** *He can do it.*

**Incorrect:** *Mary musts do homework.*

**Correct:** *Mary must do homework.*

**Modals** are followed immediately by the Simple Form of the Verb and never followed by the preposition **to**.

**Examples:**

**Incorrect:** *He can does it.*

**Correct:** *He can do it.*

**Incorrect:** *I shall to do my homework.*

**Correct:** *I shall do my homework.*

The only exceptions are **ought** and **have**, which are followed by an infinitive (to + the simple form of a verb); **ought to**, **have to**.

**Examples:**

**Incorrect:** *He ought behave better.*

**Correct:** *He ought to behave better.*

**Incorrect:** *Mary has do homework.*

**Correct:** *Mary has to do homework.*

There are some similar expressions to these Modal Auxiliaries, and must be preceded by an infinitive (to + the simple form of a verb) that is used in these similar expression.

**Examples:**

*Be able to = can*

*Be going to = will*

**Other expressions:**

*Have to do = must*

*Used to do = could*

### 9.1.1 May – Might

You can use this modal to express:

**Polite request:**

*May I borrow your pen?*

**Formal permission:**

*You may leave the room.*

**Possibility:**

*Where is John?*

*He may be at the library*

**Less than 50% certain:**

*He might be at the library.*

**Past:**

*He might have been at the library.*

### 9.1.2 Shall

You can use this modal to express:

**Polite question to make a suggestion:**

*Shall I open the window?*

**Future with “I,we” as subject:**

*I shall arrive at nine.*

*(Will is more commonly used).*

### 9.1.3 Should

You can use this modal to express:

**Advisability:**

*I should study tonight.*

**Past:**

*I should have studied last night.*

**90% certain:**

*She should do well on the test. (Future only, not present)*

**Past:**

*She should have done well on the test.*

## 9.1.4 Must

You can use this modal to express:

### **Strong necessity:**

*I must go to class today.*

*I had to go to class yesterday.*

### **Prohibition (negative):**

*You must not open that door.*

### **Past:**

*You must not have opened that door.*

### **95% certain:**

*Mary isn't in class. She must be sick.*

### **Past:**

*Mary must have been sick yesterday.*

## 9.1.5 "Can"

You can use this modal to express:

### **Ability:**

*I can run fast.*

### **Past:**

*I could run fast when I was a child, but now I can not.*

### **Informal Permission:**

*You can use my car tomorrow.*

### **Informal Polite Request:**

*Can I borrow your pen?*

### **Impossibility (Negative only):**

*That can not be true!*

### **Past:**

*That could not have been true!*

### 9.1.6 Could

You can use this modal to express:

**Past Ability:**

*I could run fast when I was a child, but now I can not.*

**Suggestion:**

*You could use my car tomorrow to take her home.*

**Past:**

*You could have used my car to take her home.*

**Polite Request:**

*Could I borrow your pen?*

*Could you help me?*

**Impossibility:**

*That could not be true!*

**Past:**

*That could not have been true!*

**Less than 50% certain:**

*Where is John?*

*He could be at home.*

**Past:**

*He could have been at home.*

### 9.1.7 "Will"

You can use this modal to express:

**100% certain:**

*He will be here at six o'clock. (Future only)*

**Willingness:**

*The phone is ringing. I will get it.*

**Polite Request:**

*Will you please pass the salt?*

## 9.1.8 Would

You can use this modal to express:

### **Polite Request:**

*Would you please pass the salt?*

*Would you mind if I leave early?*

### **Preference:**

*I would rather go to the park than stay at home.*

### **Past:**

*I would rather have gone to the park than stayed with you.*

### **Repeated action in the past:**

*When I was a child, I would visit my grandparents every weekend.*

## 9.1.9 Ought To

You can use this modal to express:

### **Advisability:**

*I ought to study tonight.*

### **Past:**

*I ought to have studied last night.*

### **90% certain:**

*She ought to do well on the test. (Future only, not present)*

### **Past:**

*She ought to have done well on the test.*

## 9.1.10 Have to

You can use this modal to express:

### **Necessity:**

*I have to go to class today.*

### **Past:**

*I had to go to class.*

### **Lack of Necessity (negative):**

*I don't have to go to class today.*

**Past:**

*I didn't have to go to class yesterday.*

**Obligation:**

*She has to hand in the report today, or she will be fired.*

**9.1.11 Going to**

You can use this modal to express:

**100% certain:**

*He is going to be here at six o'clock. (Future only)*

**Definite Plan:**

*I am going to paint my bedroom.*

**Past:**

*I was going to paint my room but didn't have time.*

**9.1.12 Used to**

You can use this modal to express:

**Repeated action in the past:**

*I used to visit my grandparents every weekend.*

**Exercise 1**

Use either **should** or **could** to complete the sentences.

1. Children \_\_\_\_\_ not play with matches.
2. Matches \_\_\_\_\_ cause a fire.
3. \_\_\_\_\_ I ask a question?
4. Where is Frank? He \_\_\_\_\_ be at home or at the library.
5. Where is Frank? He \_\_\_\_\_ be at the library told him to go there.
6. I \_\_\_\_\_ leave now. I have to be home at 8:00 o'clock and it is already 7:30.
7. You \_\_\_\_\_ call home your parents are worried.
8. I think she \_\_\_\_\_ do well on the test. She studied all night last night.
9. I am sorry but I \_\_\_\_\_ not go to the party last Saturday was sick.
10. Mary \_\_\_\_\_ stay home. She has a headache.
11. I \_\_\_\_\_ not drive a car when I was 5 years old.



## Exercise 2

Use either **would** or **may** to complete the sentences.

1. \_\_\_\_\_ you mind if I opened the door?
2. Children, you \_\_\_\_\_ go out until 5:00.
3. \_\_\_\_\_ I ask a question?
4. It \_\_\_\_\_ rain tonight. It looks cloudy.
5. \_\_\_\_\_ you rather go to the park or to the soccer match?
6. \_\_\_\_\_ we go home please?
7. \_\_\_\_\_ you like to go out with me?
8. Mary \_\_\_\_\_ like to go to the park.
9. I \_\_\_\_\_ buy a new house next year.
10. I \_\_\_\_\_ buy a new car, but I can't because I don't have money!

## Exercise 3

Use **can**, **can't**, **could** or **couldn't** to complete the sentences.

1. I never learned how to skate, so I \_\_\_\_\_ skate.
2. I \_\_\_\_\_ speak Chinese, but maybe I will learn someday.
3. A cat \_\_\_\_\_ climb trees.
4. Pigs \_\_\_\_\_ climb trees.
5. When I was a child I \_\_\_\_\_ not go out until late.
6. When I was a baby I \_\_\_\_\_ sleep all day if I wanted.
7. She \_\_\_\_\_ buy that diamond ring and necklace because she just won the lottery.
8. They \_\_\_\_\_ go in my car if they want.

## Exercise 4

Use either **may be** or **maybe** to complete the sentences.

1. \_\_\_\_\_ the game I ordered arrived here already. Let's go see!
2. Jack \_\_\_\_\_ a fireman but I am not sure.
3. Wait, maybe Pablo is a fireman.
4. The TV said that \_\_\_\_\_ it will snow.
5. Mary \_\_\_\_\_ at the store right now.
6. I \_\_\_\_\_ at school tomorrow.
7. \_\_\_\_\_ they have seen that movie.
8. Tomorrow I \_\_\_\_\_ late.
9. \_\_\_\_\_ my boss will get angry.

\*Extra Activity 8

## 10.1 Adjectives Followed by Infinitives

Certain adjectives can be immediately followed by infinitives. In general, these adjectives describe a person or people, not a thing. Many of these adjectives describe a person's feelings or attitudes.

Glad to	Happy to	Pleased to	Delighted to	Content to
Relieved to	Fortunate to	Sorry to	Sad to	Upset to
Disappointed to	Proud to	Ashamed to	Ready to	Prepared to
Anxious to	Eager to	Willing to	Motivated to	Careful to
Hesitant to	Reluctant to	Afraid to	Determined to	Lucky to
Surprised to	Amazed to	Astonished to	Shocked to	Stunned to

**Example:**

*I am **happy to** see you in class.*

*I am **willing to** learn English.*

*She is **glad to** discover new things in science.*

*He is **eager to** find out about this new schedule.*

*They are **surprised to** hear the bad news.*

**Exercise 1**

Complete the sentences with **Infinitive Verbs** that make sense with the sentence.

**Examples:**

*I was glad to get a letter from you.*

*I was relieved to find out that I had passed the exam.*

- Sue is lucky \_\_\_\_\_ alive after the accident.
- The soldiers were prepared \_\_\_\_\_
- The children are anxious \_\_\_\_\_ to the circus.
- Dick didn't feel like going anywhere. He was content \_\_\_\_\_ at home and read a book.
- The teacher is always willing \_\_\_\_\_ us.
- The students are motivated \_\_\_\_\_ English.
- Be careful not \_\_\_\_\_ on the icy sidewalks.
- Tom was hesitant \_\_\_\_\_ home alone in the dark street.
- Sally is afraid \_\_\_\_\_ home alone.
- Ann is proud \_\_\_\_\_ the top student in her class.
- I was surprised \_\_\_\_\_ Mr. Yamamoto at the meeting.
- We were sorry \_\_\_\_\_ the bad news.

## 10.2 Comparatives and Superlatives

Case	Positive	Comparative	Superlative
With adjectives of one or two syllables, add <b>er</b> to the adjective followed by <b>than</b>	old fast clever	Older than Faster than Cleverer than	The oldest The fastest The cleverest
With one syllable adjective ending in a vowel followed by a consonant, double the consonant and add <b>er</b> (comparative) or <b>est</b> (superlative)	thin big hot	Thinner than Bigger than Hotter than	The thinnest The biggest The hottest
With two syllable adjectives that end in <b>y</b> , change the <b>y</b> to <b>i</b> and add <b>er</b> (Comparative) and <b>est</b> (Superlative)	easy funny tasty	Easier than Funnier than Tastier than	The easiest The funniest The tastiest
With adjectives of two or more syllables, add <b>more</b> (Comparative) and <b>most</b> (Superlative)	famous childish serious	More famous than More childish than More serious than	The most famous The most childish The most serious

### Exercise 2

Fill in the blanks using the correct form of the adjective (Comparative or Superlative). You can use your lists of adjectives as reference.

- Mary has three children John is \_\_\_\_\_ than Mike and Karen is the \_\_\_\_\_
- Shakira is a \_\_\_\_\_ singer but Madonna is \_\_\_\_\_
- That dress \_\_\_\_\_ than the blue one, but the green one is \_\_\_\_\_.
- You are \_\_\_\_\_ but He is \_\_\_\_\_.
- This book is \_\_\_\_\_ than the other one.
- She is a \_\_\_\_\_ girl but he is \_\_\_\_\_ than her.
- The detective is \_\_\_\_\_ but the thief is \_\_\_\_\_.
- The cake tastes good but the pie tastes \_\_\_\_\_ John likes the cheese rolls \_\_\_\_\_
- Your grandfather is \_\_\_\_\_ but that old man is \_\_\_\_\_.
- I will be \_\_\_\_\_ this week but next week I'll be \_\_\_\_\_.
- My job is \_\_\_\_\_ than the movie but my family is the \_\_\_\_\_ thing in the world for me.

12. "Be \_\_\_\_\_ when you use fire but be \_\_\_\_\_ around children.
13. The \_\_\_\_\_ of all my students is Paul.
14. The \_\_\_\_\_ member in my family is 95 years old.
15. The most \_\_\_\_\_ jewelry in that store costs \$ 25. 000 dollars.
16. Mr. Todd is very \_\_\_\_\_ but his mother is \_\_\_\_\_.
17. My mother is the \_\_\_\_\_ person that I have ever seen.
18. Your brother is very \_\_\_\_\_ but your sister is the \_\_\_\_\_ person I know.
19. The most \_\_\_\_\_ movie I have ever been to is...
20. The most \_\_\_\_\_ book I have read is "Dracula"
21. I don't, like spicy food. Korean food is \_\_\_\_\_ but Hindu food is \_\_\_\_\_.
22. Batman is \_\_\_\_\_ but superman is the \_\_\_\_\_ of all action heroes.
23. Paul is a \_\_\_\_\_ man but Tony is the \_\_\_\_\_ man I have met.
24. The tree is very high but the ladder is \_\_\_\_\_.
25. Sarah is \_\_\_\_\_ but Tom is \_\_\_\_\_ than her.
26. Out of all of the Vegetables on earth I like broccoli the \_\_\_\_\_.
27. This ice cream is \_\_\_\_\_ than yours.
28. Some Oranges are \_\_\_\_\_ but lemons are \_\_\_\_\_.
29. Mrs. Sharkey is a \_\_\_\_\_ person but her sister is \_\_\_\_\_ than her.

### 10.2.1 Irregular Comparatives and Superlatives

An **Irregular Comparative** and **Superlative** does not need **er** or **more** for the comparative form or **est** or **the most** for the superlative form. As the name indicates these are irregular and change completely.

Positive	Comparative	Superlative
Good	Better than	The best
Bad	Worse than	The worst
Little	Less than	The least
Far (distance)	Farther than	The farthest
Far (distance/additional)	Further than	The furthest

Both **farther** and **further** are used to compare physical distances; I walked **farther** / **further** than my friend did.

**Further** (but not **farther**) can also mean "additional"; I need further information.

## Exercise 3

Use the words from your chart to complete the sentences.

1. I think that Arnold Swartznegger is a \_\_\_\_\_ actor \_\_\_\_\_ John Claude Van Damme.
2. You are putting too much baking powder in that cake recipe. Use \_\_\_\_\_ than that.
3. My house is \_\_\_\_\_ than your house but Mario's house is the \_\_\_\_\_ of all three.
4. The doctor said that the \_\_\_\_\_ case would be a very bad infection if we didn't treat the wound well.
5. My \_\_\_\_\_ friend is Cary. She is always there when I need her!

### 10.2.2 Comparative Degree of Equality

To compare two things equally, use the adverb "as" before and after the adjective.

**Example:**

*The blue dress is as attractive as the brown one.*

## Exercise 4

Use the adjectives in the box to compare equally in positive and negative form.

**Nice - big - straight - high - good looking - difficult - interesting - comfortable**

1. My hair is \_\_\_\_\_ yours.
2. My hair isn't \_\_\_\_\_ yours. Mine is a little wavy.
3. Sarah's husband isn't \_\_\_\_\_ mine. My husband is taller and more handsome.
4. Hey, Patty! My husband \_\_\_\_\_ yours!  
Of course silly! They are identical twins!
5. The building across the street \_\_\_\_\_ my apartment building.  
They both have 12 floors.
6. Thank God that the building that they are building across the street  
\_\_\_\_\_ my apartment building because otherwise it would cover  
all of the sunlight.
7. Our neighbors from the left side \_\_\_\_\_ the ones from the right  
side. They are always complaining about something!
8. Our next door neighbors are \_\_\_\_\_ we are. We get along very  
well.
9. This Final exam \_\_\_\_\_ last semester's final. It is easier.
10. This final exam \_\_\_\_\_ last semester's final. I hope I get a good

11. My baby \_\_\_\_\_ yours and mine is younger!
12. My baby \_\_\_\_\_ yours because he is younger.
13. This book \_\_\_\_\_ the one I read last Month! I love it!
14. This book \_\_\_\_\_ the one I read last month, the other one was better.
15. My new shoes \_\_\_\_\_ my old shoes...I prefer the old ones!
16. It is a good thing that I could find shoes that \_\_\_\_\_ my old shoes!

### 10.2.3 Comparative Degree of Inferiority

With adjectives of three or more syllables, use **less** and **than** to show a comparative degree of inferiority.

#### Example:

*Money is less important than good health.  
Canada is less populated than China.*

#### Exercise 5

Rephrase the following sentences. Give two options.

#### Example:

1. Her mother is less dedicated than yours. Means: Your mother is more dedicated than hers. Could mean: Her mother isn't as dedicated as yours. Or: Your mother isn't as distracted as hers.

2. This pediatrician is less careful than the one I had before.

\_\_\_\_\_.

3. My kid is less independent than most kids his age.

\_\_\_\_\_.

4. The silver ring is less beautiful than the gold ring.

\_\_\_\_\_.

5. Personally I think that your idea of going camping is less appealing than going to the hotel to spend the holidays.

\_\_\_\_\_.

### 10.3 Adjective Clauses

First we are going to identify some specific terms we need to understand:

**Clause:** A clause is a group of words that contains a subject and a verb.

**Independent Clause:** An independent clause is a complete sentence that contains the main subject and verb. The independent clause is also called **the main clause**.

**Dependent Clause:** A Dependent Clause is an incomplete sentence that must be connected to an independent clause.

**Adjective Clause:** An Adjective Clause is a dependent clause that modifies a noun. It describes, identifies or gives further information about a noun. This clause is also called a **Relative Clause**.

We will use the terms **Independent Clause** and **Adjective Clause**. When we have an adjective clause, we have two clauses joined by a pronoun as an object or subject. Let's find out!

### 10.3.1 Using Subject Pronouns (who, which and that)

These are the connectors that you can use in this case.

**who:** Used for people.

**which:** Used for things.

**that:** Used for both people and things.

You will understand with these examples.

We want to join these two sentences. These are both independent clauses because they are complete sentences that stand alone.

**Example:**

*I thanked the woman.*

*She helped me.*

**She** is not used when connecting. The connector takes its place.

#### 1st option

*I thanked the woman* **who** *helped me.*

*Independent Clause*

↓  
*Connector*

↓  
*Adjective Clause*

Now that we have joined them the first sentence is the **Independent Clause** and the second sentence becomes the **Adjective Clause** because **who helped me** is not a complete sentence.

We used **who** as the connector because we are talking about a **woman**. Which woman?

The woman who helped me. The **who helped me** adjective clause is referring to the woman, the subject of the sentence. Notice that the subject of the second sentence has been replaced by **who**.

### 2nd option

*I thanked the woman **that** helped me.*  
 Independent Clause      ↓      ↓  
                                  Connector      Adjective Clause

This is the same explanation. The only thing that has changed is the connector **that**.

I thanked the woman (independent clause), who (that) helped me (adjective clause). The adjective clause modifies the noun woman.

This is another way to join.

### Example:

*The book is mine.* (Independent)

*It is on the table.* (Independent)

It is not used when connecting. The connector takes its place.

*The book **which** is on the table, is mine.*  
                          Connector      ↓  
                                  Adjective clause

The adjective clause "**which is on the table**" refers to the subject **the book**. You can also use **that** instead of which to join these two clauses.

### Exercise 6

Now it is your turn. Combine the two sentences. Use the second sentence as an adjective clause.

1. The girl is happy. She won the race.

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2. The student is from China. He sits next to me.

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3. The students are from Norway. They sit in the front row.

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4. We are studying sentences. They are about structures.

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5. The taxi driver was friendly. He took me to the airport.

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### 10.3.2 Using Object Pronouns (Who(m), Which and That)

When we saw point 10.3.1, we were replacing the subject of the sentences, in this case we will be replacing the object. These are the connectors that you can use in this case.

**Who:** Used for people

**Whom:** Used for people (means the same as who only that it is more formal.)

**Which:** Used for things

**That:** Used for both people and things

**Omit:** In any situation when replacing the object you can omit the connector.

**Example:**

*The man was Mr. Jones.*

*I saw him.*

*I* is not used when connecting. The connector takes its place.

**Who:** *The man who I saw, was Mr. Jones.*  
*Adjective Clause*

**Whom:** *The man whom I saw, was Mr. Jones.*  
*Adjective Clause*

**That:** *The man that I saw, was Mr. Jones.*  
*Adjective Clause*

**Omit:** *The man I saw, was Mr. Jones.*  
*Adjective Clause*

**Who** is usually used instead of **whom**, especially in speaking **who** is generally used only in formal English. An **Object Pronoun** is omitted from and **Adjective Clause**. (In this case a subject pronoun may not be omitted).

#### Exercise 7

Check for yourself. Combine the sentences using the second sentence as an **Adjective Clause**. Give all the possible patterns.

1. The book was good. I read it.

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2. I like the woman. I met her at the party last night.

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3. I really enjoyed the composition. You wrote it.

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4. The people were very nice. We visited them yesterday.

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### 10.3.3 Pronouns Used as the Object of Prepositions

In formal English, the prepositions are at the beginning of the adjective clause. However, usually, in everyday usage, the prepositions are after the subject and verb of the adjective clause.

If the prepositions are at the beginning of the adjective clause, only **whom** or **which** may be used. A preposition is never immediately followed by **that** or **who**. These are the connectors that you can use in this case.

<b>Whom + Preposition:</b>	Used for people
<b>Preposition + whom:</b>	Used for people
<b>Which + Preposition:</b>	Used for things
<b>Preposition + which:</b>	Used for things
<b>Who + Preposition:</b>	Used for people
<b>That + Preposition:</b>	Used for both people and things
<b>Omit + Preposition:</b>	In any situation when replacing the object you can omit the connector but not the preposition.

#### Example:

*She is the woman.*

*I told you about her.*

**Whom + Preposition:** *She is the woman whom I told you about.*  
Adjective Clause

**Preposition + whom:** *She is the woman **about** whom I told you.*  
Adjective Clause

**Which + Preposition:** not in this case.

**Preposition + which:** not in this case.

**Who + Preposition:** *She is the woman who I told you **about**.*  
Adjective Clause

**That + Preposition:** *She is the woman that I told you **about**.*  
Adjective Clause

**Omit + Preposition:** *She is the woman I told you **about**.*  
Adjective Clause

## Exercise 8

Combine the sentences using the second sentence as an **Adjective Clause**. Give all the possible patterns.

1. The meeting was interesting. I went to it.

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2. The man was very kind. I talked to him yesterday.

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3. I must thank the people. I got a present from them.

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4. The picture was beautiful. She was looking at it.

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5. The man is standing over there. I was telling you about him.

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## 10.3.4 Using "where"

**Where** is used in an adjective clause to modify a place (city, country, room, house, etc.). If **where** is used, a preposition is not included in the adjective clause. If **where** is not used, a preposition must be included. These are the connectors that you can use in this case.

**Where:**

**Which + Preposition**

**Preposition + which**

**That + Preposition**

**Omit + Preposition**

**Example:**

*The building is very old. He lives there (in that building).*

**Where:** *The building where he lives is very old.*

*Adjective Clause*

**Which + Preposition:** *The building, which he lives in, is very old.*

*Adjective Clause*

**Preposition + which:** *The building in which he lives, is very old.*

*Adjective clause*

**That + Preposition:** *The building that he lives in, is very old.*

*Adjective Clause*

**Omit + Preposition:** *The building he lives in, is very old.*

*Adjective Clause*

## Exercise 9

Combine the sentences using the second sentence as an adjective clause.

1. The city was beautiful. We spent our vacation there (in that city).

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2. That is the restaurant. We will meet you there (at the restaurant).

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3. The town is small. I grew up there (in that town).

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4. That is the drawer. I keep my jewelry there (in that drawer).

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### 10.3.5 Using "when"

**When** is used in an adjective clause to modify a noun of time (year, day, month, time, century, etc.). The use of a preposition in an **Adjective Clause** that modifies a noun of time is somewhat different from that in other **Adjective Clauses**. A preposition is used preceding **which**. Otherwise, the preposition is omitted (not used). These are the connectors that you can use:

**When:**

Preposition + **which**  
**That**  
**Omit**

**Examples:**

*I'll never forget the day.*

*I met you then. (on that day)*

**When:** *I'll never forget the day **when** I met you.*

In everyday English this combination is the most commonly used.

**Preposition + which:** *I'll never forget the day **on which** I met you.*

**That:** *I'll never forget the day **that** I met you.*

**Omit:** *I'll never forget the day I met you.*

## Exercise 10

Combine the sentences using the second sentence as an adjective clause. Write all the possible patterns.

1. Monday is the day. We will come then (on that day).

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2. 7:05 is the time. My plane arrives then (at that time).

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3. 1960 is the year. The revolution took place then (in that year).

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4. July is the month. The weather is the hottest then (in that month).

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## Exercise 11

Underline the adjective clauses in the following sentences.

### Example:

**Patty:** *Timmy who is John's tallest brother will work until late tonight because his boss who is a very strict person wants him to finish the quarterly report for the month of May. If he doesn't stay, His boss might fire him.*

1. **Lindsey:** Do you talk to the girl who is wearing the red skirt? I personally think that she is a nice person but she should be more sociable.

**Danny:** I only see her talk to the tall boy who likes to wear the black leather jacket to school on Fridays.

2. **Tommy:** Why does your sister, who should arrive early, arrives after 12:00 on weekdays when the next morning is a school day?

**Tim:** Your mother who is always complaining about her should do something about this situation.

3. **Paul:** The tall lady that has three children and is standing next to the door, can give you the hairdresser's phone number and address.

4. **Mary:** Our big family will have a serious meeting where Tina's brother will explain about yesterday's incident with the neighbors who complained about the party.

5. **George:** The boy who is drinking orange juice in front of the lady that has long hair comes to this restaurant every Saturday to eat a donut and drink orange juice while he reads the book that his mother chooses for him.

6. **Tim:** The old man that lives next door says that we should hire a night watch man because he hears the neighbor's dog bark every night.

7. **Sarah:** John's parents, who will travel this weekend will be back in a week, so Timmy, who is John's cousin, says that we should plan a big party to celebrate Ann's arrival.

8. **Timmy:** I ate the hamburger which my mother bought for my brother, because I was hungry and I didn't know that it was his so later when my brother arrived and asked about his dinner I told him that Sarah, who is my oldest cousin, ate it.

9. **Raul:** My Grandmother's house, where we spend Saturday afternoons, is haunted. I saw something strange going out of the main closet, which is made of very old wood, last time we went there.
10. **George:** Sundays are the days, when I prefer to rest quietly in my house, because every one goes out and leaves me by myself.
11. **Tony:** The 4th of July is the day when the declaration of independence was written.
12. **Tina:** That is the house where we grew up and we have many nice memories of our childhood, which was fun because we were a very united family.
13. **Harry:** That is the hotel where we spent our honey moon in last year when we got married.

**\*Extra Activity 9**



### 11.1 Paired Conjunctions

The **Paired Conjunctions** are the following:

**Both... and**

**Neither... nor**

**Either... or**

**Not only... but also**

When two subjects are connected with **both... and**, always use a plural verb.

**Example:**

***Both** my mother **and** sister are at the store.*

When two subjects are connected by **not only... but also**, **either... or**, or **neither... nor**. If there is a plural noun in any part of the sentence use a plural verb, otherwise use a singular verb.

**Examples:**

***Not only** my mother **but also** my sister is here.* (There isn't a plural noun.)

***Neither** my mother **nor** my sister is here.* (There isn't a plural noun.)

*Somebody is in the house. **Either** my mother **or** my sister is here.* (There isn't a plural noun.)

***Not only** my parents **but also** my sister are here.* (There is a plural noun at the beginning.)

***Neither** my parents **nor** my sister are here.* (There is a plural noun at the beginning.)

*Somebody is in the house. **Either** my parents **or** my sister are here.* (There is a plural noun.)

***Not only** my sister **but also** my parents are here.* (There is a plural noun at the end.)

***Neither** my sister **nor** my parents are here.* (There is a plural noun at the end.)

*Somebody is in the house. **Either** my sister **or** my parents are here.* (There is a plural noun at the end.)

Notice the parallel structure in the examples. The same grammatical form should follow each word of the pair.

**Example:**

**Both + noun + and + noun**

*The research project will take **both time and money**.*

### Not only + verb + but also + verb

*Yesterday it not only rained but also snowed.*

### Either + noun + or + noun

*I will take either Chemistry or Physics this quarter.*

### Neither + Adjective + nor + Adjective

*That book is neither interesting nor accurate.*

#### Exercise 1

Supply the correct **Present Tense** form of the verb in parenthesis.

1. (Agree) Neither the student nor the teacher \_\_\_\_\_ in their opinions.
2. (Hear) Either the students or the teacher \_\_\_\_\_ the answer.
3. (Play) Not only the girls but also the boy \_\_\_\_\_ tennis.
4. (Watch) Both the carpenter and the man \_\_\_\_\_ the game.
5. (Want) Neither Carol nor Alan \_\_\_\_\_ to go skiing this weekend.
6. (Like) Both John and Ted \_\_\_\_\_ to go skiing.
7. (Have) Either Jack or Alice \_\_\_\_\_ the information you need.
8. (Agree) Neither my parents nor my brother \_\_\_\_\_ with my decision.
9. (Be) Both intelligence and skill \_\_\_\_\_ essential to teach well.
10. (Think) Not only Tony's wife but also his children \_\_\_\_\_ they should all travel to Hawaii for next vacation.

#### Exercise 2

Complete the sentences

1. Both Maria \_\_\_\_\_.
2. Not only do we like to go \_\_\_\_\_.
3. Either Jack \_\_\_\_\_.
4. That movie was neither \_\_\_\_\_.
5. Students who do well not only study hard \_\_\_\_\_.
6. You have to choose either \_\_\_\_\_.
7. Sometimes life is not only \_\_\_\_\_.
8. I want to buy both \_\_\_\_\_.

The verb tenses that we are going to see here are:

**Present Perfect**  
**Past Perfect**  
**Future Perfect**  
**Present Perfect Progressive**  
**Past Perfect Progressive**  
**Future Perfect Progressive**

### 12.1 Perfect Tenses

The **Perfect Tenses** all give the idea that one thing happens before another time or event.

#### **Present Perfect Tense**

Subject + Have + Past Participle + Complement

The **Present Perfect Tense** expresses the idea that something happened (or never happened) before now, at an unspecified time in the past. The exact time it happened is not important.

#### **Example:**

*I **have eaten**.*

***Have you visited** Mexico?*

*I **have seen** snow.*

At some point in the past it happened.

The **Present Perfect** Tense also expresses the repetition of an activity before now. The exact time of each repetition is not important.

#### **Example:**

*We **have had** four tests so far this semester.*

*I **have written** my wife a letter every other day for the past last two weeks.*

*I **have met** many people since I came here in June.*

*I **have flown** on an airplane many times.*

### Exercise 1

Complete the sentences using the correct structure and the verb in Past Participle.

1. She \_\_\_\_\_ (travel) to Paris many times.
2. We \_\_\_\_\_ (eat) German food. Have you?
3. You \_\_\_\_\_ (ask) me that question already.

4. The boys \_\_\_\_\_ (go) to that school for 10 years.

5. He \_\_\_\_\_ (work) for many months.

The **Present Perfect Tense** is used with **for** and **since**, to express a situation that began in the past and continues in the present.

**Since** = a particular time.

**For** = a duration of time.

**Example:**

*I **have been** here since seven o'clock.*

*We **have been** here for two weeks.*

*I **have had** the same pair of shoes for three years.*

*I **have liked** cowboy movies ever since I was a child.*

*I **have known** him for many years.*

**Exercise 2**

Complete the sentences using **since** or **for**. Then write the equivalent using the other word.

**Examples:**

*I haven't seen your mother **for** eleven years.*

***Equivalent:** I haven't seen your mother **since** 1998.*

1. She has worked there..... May

*Since:* \_\_\_\_\_

*For:* \_\_\_\_\_

2. He has driven to Canada ... several years

*Since:* \_\_\_\_\_

*For:* \_\_\_\_\_

3. I haven't seen your dad... I was 10 years old.

*Since:* \_\_\_\_\_

*For:* \_\_\_\_\_

4. It's been a long time... I've had such a good time at a party.

*Since:* \_\_\_\_\_

*For:* \_\_\_\_\_

5. They've known about the incident ..... a long time

*Since:* \_\_\_\_\_

*For:* \_\_\_\_\_

6. She hasn't seen her..... many years

Since: \_\_\_\_\_

For: \_\_\_\_\_

7. He hasn't been so happy..... he was at school.

Since: \_\_\_\_\_

For: \_\_\_\_\_

8. He hasn't been stable ..... his divorce.

Since: \_\_\_\_\_

For: \_\_\_\_\_

9. They have been the owners of that hotel..... 2006

Since: \_\_\_\_\_

For: \_\_\_\_\_

### Past Perfect Tense:

Subject + had + Past Participle + Complement

The **Past Perfect Tense** expresses an activity that was completed before another activity or time in the past.

### Example:

*I had already eaten when they arrived.*

*My parents had called five times by the time I got home.*

*Until yesterday, I had not heard about it.*

### Exercise 3

Fill in the blanks using the correct structure and verb in **Past Participle**.

1. I wasn't thirsty. I \_\_\_\_\_ just \_\_\_\_\_ (drink) a glass of cold lemonade.

2. They were thirsty. They \_\_\_\_\_ not \_\_\_\_\_ (drink) anything in three days.

3. I knew who stole the book. I \_\_\_\_\_ never \_\_\_\_\_ (see) him taking it.

4. The doctor wasn't in his office when I arrived. He \_\_\_\_\_ (go) out to lunch.

If either before or after is used in the sentence, the Past Perfect Tense is often not necessary because the time relationships have cleared.

### Example:

*I ate before they arrived. = I **had eaten** when they arrived. (The same idea)*

*After they ate, I got home. = I got home when they **had eaten**. (The same idea)*

**Exercise 4**

Change the following sentences using **Past Perfect Tenses**.

1. We played soccer before they called.  
\_\_\_\_\_
2. The baby ate before his nanny bathed him.  
\_\_\_\_\_
3. We arrived to the party before he got drunk.  
\_\_\_\_\_
4. He finished before they went to have lunch.  
\_\_\_\_\_

**Future Perfect Tense:**

Subject + will + Have + Past Participle + Complement.

The **Future Perfect Tense** expresses a future finished action and another time in the future.

**Example:**

*I will have finished baking the cake when they arrive.*

I will start to bake the cake tomorrow at 10:00; the total preparation time for the cake is 1 hour (until 11:00), they will arrive at 12:30, when they arrive I will have finished baking the cake.

**Exercise 5**

Fill in the blanks using **Future Perfect Tense**.

1. He \_\_\_\_\_ (write) his autobiography by the time he is 90 years old.
2. The students \_\_\_\_\_ (learn) English by September.
3. My grandmother will have cooked (cook) when we arrive for dinner.
4. The teachers \_\_\_\_\_ (prepare) their lesson plans by next month.
5. The dog \_\_\_\_\_ (be) with us for 10 years in two days.

**12.2 Perfect Progressive Tenses**

The **Perfect Progressive Tense** gives the idea that one event is in progress immediately before, up to, until another time or event. The tenses are used to express the duration of the first event.

**Present Perfect Progressive Tense:**

Subject + Have + Been + (verb + ing) + Compliment.

The event is in progress (studying). When? Before now, for two hours.

The **Perfect Progressive Tense** gives the idea that one event is in progress immediately before, up to, until another time or event. The tenses are used to express the duration of the first event.

**Example:**

*I have been studying for two hours.*

I started to study in the past, I am still studying now, I will keep on studying more.

**Exercise 6**

Fill in the blanks using **Present Perfect Progressive Tense**.

1. I \_\_\_\_\_ (study) for 2 hours.
2. We \_\_\_\_\_ (play) poker since 9 o'clock. How long.
3. How long \_\_\_\_\_ you \_\_\_\_\_ (learn) English?
4. I have been smoking (smoke). I am not lying mother!
5. It \_\_\_\_\_ (rain) a lot this week.
6. \_\_\_\_\_ your parents \_\_\_\_\_ (get along) good?
7. Mary \_\_\_\_\_ travel) to many places lately.
8. She is sick because she \_\_\_\_\_ (take) her medicine.
9. My in laws \_\_\_\_\_ (live) in Colombia since June.
10. The kids \_\_\_\_\_ (yell) all day.

**Past Perfect Progressive Tense:**

Subject + had + been + (verb + ing) + Complement

The event was in progress (studying). When? Before another event in the present, for two hours.

**Example:**

*I had been studying for two hours. (I finished studying).*

Difference in **Past Perfect Progressive** and **Present Perfect Progressive**.

For example, imagine that you meet Tomas at 11 am. Tomas says to you:

*"I am angry. I have been waiting for two hours."*

Later, you tell your friends:

*"Tomas was angry when I arrived. He had been waiting for two hours."*

**Exercise 7**

1. John was very tired. He \_\_\_\_\_ (dance) all night long.

2. I could smell perfume. Somebody \_\_\_\_\_ (use) my perfumes.
3. She \_\_\_\_\_ (feel) bad lately that was a sign of infection.
4. \_\_\_\_\_ the driver \_\_\_\_\_ (drink) before the crash?
5. Our soccer match was interrupted. We \_\_\_\_\_ (play) for about twenty minutes when it started to snow.
6. The detective \_\_\_\_\_ (look) for the suspect for three years.
7. He \_\_\_\_\_ (try) to get into that school for 2 years and finally he got in.
8. The old lady \_\_\_\_\_ (try) to cross the street since 2:00 but nobody would stop to help her.
9. The children \_\_\_\_\_ (wait) for Santa Claus since July.
10. My boss \_\_\_\_\_ (study) all morning until his wife called.

**Future Perfect Progressive Tense:**

Subject + will + have + been + (verb + ing) + Complement.

The event will be in progress (studying). When? Before another event in the future.

**Example:**

*I will have been studying when they arrive.*

**Exercise 8**

Fill in the following sentences using **Future Perfect Progressive Tense**.

1. She came to Bogotá in November, in March next year she \_\_\_\_\_ (live) here 4 months.
2. The boy \_\_\_\_\_ (wait) for his girlfriend for 2 hours in two minutes.
3. I \_\_\_\_\_ (work) for ten years in the same company by September.
4. The neighbors \_\_\_\_\_ (live) in this condo for 25 years next year.
5. My grandparents \_\_\_\_\_ (live) together for 50 years next months my family will organize a big party for them.
6. My cousin \_\_\_\_\_ (study) English 8 months by the time she graduates.
7. It \_\_\_\_\_ (rain) 10 days if it is still raining tomorrow.

**Exercise 9**

Practice all verb tenses. Identify each sentence.

1. She has been studying for 50 minutes. \_\_\_\_\_.
2. We have been playing golf all afternoon. \_\_\_\_\_.
3. They had been hiding all the time until we found them. \_\_\_\_\_.
4. You have been writing that book for over an hour. \_\_\_\_\_.
5. I will have been working when you call from 10 to 12. \_\_\_\_\_.
6. She had been studying yesterday. \_\_\_\_\_.



7. I have eaten three apples \_\_\_\_\_.
8. They had not heard about it until you bought it. \_\_\_\_\_.
9. They have showed us their house. \_\_\_\_\_.
10. I have gone Christmas shopping with my mother since I was 5 \_\_\_\_\_.
11. The girls will have read that book when we call. \_\_\_\_\_.
12. I will have eaten when they come home. \_\_\_\_\_.
13. They had already eaten when you arrived. \_\_\_\_\_.
14. She will have been buying that book when you get. \_\_\_\_\_ home.
15. Sarah will have raced her child alone by the time he cares. \_\_\_\_\_.
16. They have been going to that club every night. \_\_\_\_\_.
17. He has been talking about that all day long. \_\_\_\_\_.
18. We had been looking at those ducks for two hours last . \_\_\_\_\_ Friday.
19. Sarah will have finished at 5:00. \_\_\_\_\_.
20. You have written a letter. \_\_\_\_\_.
21. You will have flown to New York by the time I go \_\_\_\_\_ visit you
22. I will have been studying when you call. \_\_\_\_\_.
23. They will have forgotten before tomorrow. \_\_\_\_\_.
24. She had never eaten Chinese food before, today. \_\_\_\_\_.
25. We had not worked until now. \_\_\_\_\_.
26. We have worked all day. \_\_\_\_\_.

### Exercise 10

Use the simple **Past**, **Present Perfect** and **Past Perfect**.

1. When John \_\_\_\_\_ (arrive) home last night. He found (find) out that his children \_\_\_\_\_ (prepare) a great cake to celebrate Father's Day.
2. When your sister \_\_\_\_\_ (enter) the room I \_\_\_\_\_ (recognize) her .It is incredible, 2 years \_\_\_\_\_ (pass) and she \_\_\_\_\_ (change-not) a bit.
3. By the time she \_\_\_\_\_ (arrive) to the Party, it \_\_\_\_\_ (begin)
4. Last week I \_\_\_\_\_ (meet) a very handsome man.
5. Yesterday I \_\_\_\_\_ (go) to see the movie that you recommended, It \_\_\_\_\_ (be) a fantastic film .I \_\_\_\_\_ (see) anything like that until yesterday.

### Exercise 11

Fill in the blanks using the correct tense.

Mary \_\_\_\_\_ (be) babysitter of the kids in my family for over 20 years. My grandparents \_\_\_\_\_ (know) her many years. When I \_\_\_\_\_ (be) little, she \_\_\_\_\_ (take) care of me. And now, she \_\_\_\_\_ (take) care of my children. It (be) \_\_\_\_\_ great to have somebody you trust taking care of your children.

**Exercise 12**

Use the **Simple Past Tense** or the **Present Perfect Tense** to fill in the blanks. Either the **Simple Past Tense** or the **Present Perfect Tense** can be used in some sentences.

1. I (go, not) \_\_\_\_\_ to any parties since I came here.
2. Albert (go) \_\_\_\_\_ to a party at Sally's apartment last Sunday night.
3. Bill (arrive) \_\_\_\_\_ here three days ago.
4. Bill (be) \_\_\_\_\_ here since May 22nd.
5. Try not to be absent from class again for the rest of the term. You \_\_\_\_\_ already \_\_\_\_\_ (miss) too many classes. You (miss) \_\_\_\_\_ two classes just last week.

**Exercise 13**

Use the **Present Perfect Progressive** in the following sentences.

1. The boys \_\_\_\_\_ soccer right now. They (play) \_\_\_\_\_ for almost 2 hours.
2. Alex is talking on the phone. He (talk) \_\_\_\_\_ on the phone for over half an hour. He should hang up soon. Long distance is expensive.
3. I'm trying to study. I (try) \_\_\_\_\_ to study for the last hour, but something always seems to interrupt me.

**Exercise 14**

Use the **Present Perfect** or **Simple Past** in the following sentences.

1. He (be) \_\_\_\_\_ a newspaper reporter before he (become) \_\_\_\_\_ a businessman.
2. I (feel) \_\_\_\_\_ a little better after I (take) \_\_\_\_\_ the medicine.
3. I was late. The teacher \_\_\_\_\_ (give) given a quiz when I (get) \_\_\_\_\_ to class.
4. The anthropologist (leave) \_\_\_\_\_ the village when she (collect) \_\_\_\_\_ enough data.
5. It was raining hard, but by the time the class (be) \_\_\_\_\_ over, the rain \_\_\_\_\_ (stop).

**12.3 Other Uses for Verb Tenses (Will Vs. Going to)**

Some of the verb tenses have other uses that express different intentions or meanings.

**To Express a Prediction:**

To express a prediction/statement about something that someone thinks will be true or will occur in the future (guess or a prophecy) use either **will** or **going to**.

**Examples:**

*According to the weather report, it will be cloudy tomorrow.*

*According to the weather report, it is going to be cloudy tomorrow.*

*Be careful! You will hurt yourself.*

*Watch out! You're going to hurt yourself*

**To Express a Prior Plan:**

To express a prior/something the speaker intends (wants) to do in the Future because he/she made a plan/ decision in the past to do it, use only **going to**.

**Examples:**

*Q= Are you busy this evening?*

*A= Yes, I am going to meet Jack at the library at seven o'clock. We are going to study together.*

*Q= Are you busy tonight?*

*A= Well, I really haven't made any plans. I am going to eat dinner, and probably I'm going to watch TV.*

*Q= Why did you buy this paint?*

*A= I am going to paint my bedroom tomorrow.*

*Robert is tired of taking the bus to work. He is going to buy a car.*

**To Express Willingness:**

To express willingness/intention (Volunteering to do something) use only **Will**.

**Examples:**

*The telephone is ringing, I will answer it.*

*I do not understand this problem. Ask your teacher about it. She will help you with it.*

**Exercise 15**

Fill in the blank with **Will** or **Going to** to express predictions.

1. Sue \_\_\_\_\_ to Graduate) in June. After that she \_\_\_\_\_ (begin) work at an electronics firm.
2. Fred (be) \_\_\_\_\_ at the meeting tomorrow. I think Jane (come) \_\_\_\_\_ too.
3. The damage we do to our environment (affect) \_\_\_\_\_ the quality of life of future generations.

## 13.1 What Is Passive Voice?

The structure that you must use when using the **Passive Voice** is:

**Structure Be + Past Participle**

In the **Passive Form**, the **Object** of an **Active Verb** becomes the **Subject** of the **Passive Verb**.

**Example:**

**Active Form:** Mary helped the boy.

↓       ↓       ↓  
Subj   Act. Verb   Obj

**Passive Form:** The boy was helped by Mary.

↓       ↓       ↓       ↓  
Subj   To be   Pas. Verb   Obj

The boy (object) in the **Active Form** becomes the **Subject** of the **Passive Form** as shown in the second sentence.

Only **Transitive Verbs** (Verbs that are followed by an object) are used in the Passive Form. **Intransitive Verbs** don't have an **object**.

**Examples:**

**Transitive:**

*We must **leave** **this parachute** on in case of emergency.*

In this example, the verb "*leave*" takes a direct object "*parachute*".

**Intransitive:**

*We would like to stay, but we have **to leave**.*

In this example, the verb "*leave*" does not take a direct object.

**Transitive:**

*Peter **danced** **to salsa** all night.*

In this example, the verb "*danced*" takes a direct object "*salsa*".

**Intransitive**

*Peter **danced** all night.*

In this example, the verb "*danced*" does not take a direct object.

It is not possible to use verbs as **happen**, **asleep**, **come**, and **seem** (Intransitive Verbs) and other verbs in the **Passive Form**.

**Examples:**

**Active Form:** *An accident happened.*

**Passive Form:** NOT POSSIBLE.

**Active Form:** *The baby fell asleep.*

**Passive Form:** NOT POSSIBLE.

**Active Form:** *Sorry, couldn't come.*

**Passive Form:** NOT POSSIBLE.

### 13.1.1 Using Passive Voice in Different Tenses

We must be aware of the changes that may occur when using the passive voice in different tenses. Look at these examples to understand.

**Examples:**

**Simple Present:**

**Active:** *Mary helps John.*

**Passive:** *John is helped by Mary.*

**Present Progressive:**

**Active:** *Mary is helping John.*

**Passive:** *John is being helped by Mary.*

**Present Perfect:**

**Active:** *Mary has helped John.*

**Passive:** *John has been helped by Mary.*

**Simple Past:**

**Active:** *Mary helped John.*

**Passive:** *John was helped by Mary.*

**Past Progressive:**

**Active:** *Mary was helping John.*

**Passive:** *John was being helped by Mary.*

**Past Perfect:**

**Active:** *Mary had helped John.*

**Passive:** *John had been helped by Mary.*

**Simple Future:**

**Active:** *Mary will help John.*

**Passive:** *John will be helped by Mary.*

**Going to:**

**Active:** *Mary is going to help John.*

**Passive:** *John is going to be helped by Mary.*

**Future Perfect:**

**Active:** *Mary will have helped John when you arrive.*

**Passive:** *John will have been helped by Mary.*

The Progressive forms of the Present Perfect, Past Perfect, Future Tense and Future Perfect are not commonly used in the Passive Form.

**Exercise 1**

Now, it's your turn! Change these sentences from the Active Form to the Passive Form by supplying the correct form of **To Be**.

**Example:**

*Tom **opens** the door.*

*The door **is** opened by Tom.*

1. Tom is opening the door.

2. Tom has opened the door.

3. Tom opened the door.

4. Tom was opening the door.

5. Tom had opened the door.

6. Tom will open the door.

7. Tom is going to open the door.

8. Tom will have opened the door.

**Exercise 2:**

Change from the **Active Form** to the **Passive Form**.

**Example:**

*Shakespeare **wrote** that play.*

*The play **was written** by Shakespeare.*

1. Bill will invite Ann to the party.  
\_\_\_\_\_
2. Alex is preparing that report.  
\_\_\_\_\_
3. Waitresses and waiters serve costumers.  
\_\_\_\_\_
4. The teachers are going to explain the lesson.  
\_\_\_\_\_
5. Shirley had suggested a new idea.  
\_\_\_\_\_
6. The horses were pulling the farmer's wagon.  
\_\_\_\_\_
7. Kathy had returned the book to the library.  
\_\_\_\_\_
8. His tricks won't fool me.  
\_\_\_\_\_

**Exercise 3**

Change from the Active Form to the Passive Form, if possible. Some are Intransitive Verbs (happen, sleep, come and seem) and can not be changed.

**Examples:**

**Active:** *A strange thing happened yesterday.*

**Passive:** (It does not change).

**Active:** *Jackie scored the winning goal.*

**Passive:** *The winning goal was scored by Jackie.*

1. My cat died.  
\_\_\_\_\_
2. I agree with Dr, Freud's theory.  
\_\_\_\_\_
3. Dr. Freud developed that theory.  
\_\_\_\_\_
4. Timmy dropped the flour.  
\_\_\_\_\_
5. The cup fell to the floor.  
\_\_\_\_\_
6. The assistant manager interviewed me.  
\_\_\_\_\_

7. It rained hard yesterday.

8. A hurricane destroyed the small fishing village.

9. Dinosaurs existed millions of years ago.

### 13.2 Using the Passive Voice

The **Passive Form** is frequently used when it is not known or not important to know exactly who performs the action.

**Example:**

*Rice **is grown** in India.*

*Our house **was built** in 1890.*

*The olive oil **was imported** from Spain.*

In these sentences, who exactly performs the action is not known or is not important.

**Example:**

*Rice **is grown** in India by people (by farmers, by someone).*

*Our house **was built** by people who built houses in 1890.*

*Olive oil **was imported** by other people in general.*

If it is important to know who performs the action, *by* is included in the sentence.

**Example:**

*"Life on the Mississippi" **was written** by Mark Twain.*

The **Active Form** is used when the speaker or writer knows who performs the action.

**Example:**

*My aunt **made** this rug.*

The Passive Form may be used with *by* instead of the Active Form when the speaker or writer wants to focus attention on the subject of the sentence.

**Example:**

*This rug **was made** by my aunt, but that rug was made by my mother.*

In these sentences, the focus or attention is on "two rugs."



**Exercise 4**

What would be the Active equivalents of the Passive sentences?

1. The Washington Monument is visited by hundreds of people every day.  
\_\_\_\_\_
2. Paper, the main writing material today, was invented by the Chinese.  
\_\_\_\_\_
3. The World Cup soccer games are being televised all over the world.  
\_\_\_\_\_
4. Beethoven's Seventh Symphony was performed at the concert last night.  
\_\_\_\_\_

**13.3 The Passive Voice of Modals and Different Expressions**

When we use the modals for a passive form, the generic structure is:

**Structure Modal + be + past participle****Example:**

Tom **will be** invited to the picnic.

The window **can't be** opened.

Children **should be** taught respect elders.

**May I be** excused from class?

This letter **ought to be** sent by June

Mary **has to be told** about the new plans.

These modals in past:

**Passive Form:****Modal + have been + past participle****Example:**

This letter **should have been sent** last week.

That house **must have been built** over 200 years ago.

John **ought to have been invited** to the party.

**Exercise 5**

Complete the sentences with the given words, active or passive.

**Example:**

James **should be told** the news as soon as possible. (Should + tell)

1. Someone \_\_\_\_\_ James the news immediately. (Should + tell)

2. James \_\_\_\_\_ the news long time ago. (Should + tell)
3. Meat \_\_\_\_\_ in a refrigerator or it will be spoiled. (Must + keep)
4. You \_\_\_\_\_ meat in a refrigerator or it will be spoiled. (Must + keep)
5. We tried, but the window \_\_\_\_\_. It was painted shut. (Could + open)
6. I tried, but I could not open the window. (Could + open)
7. Good news! I \_\_\_\_\_ a job soon. I had an interview yesterday. (May + offer)
8. Chris has good news. The engineering firm where she had an interview yesterday \_\_\_\_\_ her job soon. (May + offer)

**Exercise 6**

Use the verb in parenthesis with any appropriate modal or similar expression. All of the sentences are passive. Use the modal that sounds best to you.

1. The entire valley (see) \_\_\_\_\_ from their mountain home.
2. He is wearing a gold band on his fourth finger. He (marry) \_\_\_\_\_ married.
3. According to our teacher, all of our compositions (write) \_\_\_\_\_ by tomorrow.
4. I found this book on my desk when I came to class. It \_\_\_\_\_ (leave. )
5. Five committee members (be) \_\_\_\_\_ unable to attend the next meeting. In my opinion, the meeting (postpone) \_\_\_\_\_.
6. Your daughter has a good voice. Her interest in singing (encourage) \_\_\_\_\_.
7. A child (give, not) \_\_\_\_\_ everything he or she wants.
8. Try to speak slowly when you give your speech. If you don't, some of your words (misunderstand) \_\_\_\_\_.
9. Some UFO sightings (explain, not) \_\_\_\_\_ easily.
10. She is very lazy. If you want her to do anything, she (push) \_\_\_\_\_.

### 14.1 What Is a Conditional?

Conditionals are used mainly to express a condition or decision taken over a certain situation. Here we will explain each conditional.

#### 14.1.1 "If" Clauses

If clauses present possible conditions. The main clause expresses the result of that condition. Like this:

**Example:**

*If it rains, the streets get wet.*

**Possible condition:** *It rains.*

**Result:** *The streets get wet.*

A present tense, not a future tense, is used in an **if clause**, even though the verb in the **if clause** may refer to a future event or situation, as in:

**Example:**

*If it rains tomorrow, I will take my umbrella.*

The words that introduce clauses of condition; "If clauses" are the following:

If  
In case (that)  
Only if  
Whether or not  
In the event (that)  
Providing (that)  
Provided (that)  
Even if  
Unless

#### Exercise 1

From the given possibilities you should make two sentences using if. (answers will vary)

**Example:**

*It may be cold tomorrow.*

*If it's cold tomorrow, I'm going to stay home.*

*If it's cold tomorrow, let's go skating.*

1. Maybe it will be hot tomorrow.

---

2. Robert will probably study for the test.

---

3. The teacher may be absent tomorrow.

---

#### 14.1.2 Whether or Not

**Whether or not** expresses the idea that neither this condition nor that condition matters; the result will be the same.

**Example:**

*I'm going to go swimming tomorrow **whether or not** is cold. (Or whether is cold or not)*

In this sentence, it is clear the condition that it doesn't matter if it is cold or not, I am going swimming anyway.

#### 14.1.3 Even If

Sentences with **even if**, are close in meaning to those with whether or not. **Even if** gives the idea that a particular condition does not matter. The result will not change.

**Example:**

***Even if** the weather is cold, I'm going swimming tomorrow.*

#### 14.1.4 Compare

**If** clauses are followed by an expected result.

**Example:**

***If** Ann studies hard, she **will pass** the exam.*

**Condition:** *Ann Studies.*

**Expected result:** *She passes the exam.*

**Even if** clauses are followed by unexpected results.

**Example:**

*Even if Mary studies hard, she won't pass the exam.*

**Condition:** *Mary studies.*

**Unexpected result:** *She does not pass the exam.*

**Exercise 2**

Use the given information to complete the sentences.

- Sam's uncle tells a lot of jokes. Sometimes they are funny, and sometimes they are not. It doesn't matter.  
Sam laughs at the jokes whether \_\_\_\_\_ or not.  
Sam laughs at the jokes even if the \_\_\_\_\_.
- Maybe you are finished with the exam, and maybe not. It doesn't matter. The time is up.  
You have to hand in your test whether \_\_\_\_\_ or not.  
You have to hand in your test even if \_\_\_\_\_.
- It might snow or it might not. We don't want to go camping in the snow, but it does not matter.  
We're going camping in the mountains whether or not \_\_\_\_\_.  
We're going camping in the mountains even \_\_\_\_\_.

**14.1.5 In Case That – In the Event That**

"In the case that" and "in the event that" express the idea that something probably won't happen, but it might.

In case/ in the event that = if by chance this should happen.

Notes: In the event that is more formal than in case. The use of should in the clause emphasizes the speaker's uncertainty that something will happen.

**Example:**

*I'll be at my house in case you (should) need to reach me.*

*In the event that you (should) need to reach me, I'll be at my house.*

**Exercise 3**

Use In case/in the event (that) in these sentences.

**Example:**

*You probably won't need to get in touch with me, but maybe you will. If so, I'll give you my phone number.*

I'll give you my phone number in case/in the event that you (should) need to get in touch with me.

1. Probably you won't need to see me, but maybe you will. If so, I'll be in my office tomorrow morning around ten.

---

2. I don't think you need more information, but maybe you do. If so, ask Dr. Smith.

---

3. Jack probably will not call, but maybe he will. If so, please tell him that I'm at the library.

---

#### 14.1.6 Unless

This conditional has the same meaning that implies "If not".

**Example:**

*I will go to the zoo **if** it isn't cold.*

*I will go to the zoo **unless** it is cold.*

These two clauses have the same meaning.

#### Exercise 4

Use **unless** in these sentences.

1. You can't travel abroad if you don't have a passport.

---

2. You can't get a driver's license if you are not at least 16.

---

3. If you don't get some film, I won't be able to take pictures when Ann and Rob get here.

---

4. You'll get hungry during class if you don't eat breakfast.

---

#### 14.1.7 Only if / Providing/Provided that

**Only if** expresses the idea that there is only one condition that will cause a particular result.

**Example:**

*The picnic will be canceled **only if** it rains.*

***If** it is windy, we'll have the picnic.*

***If** it is cold, we'll have the picnic.*

***If** it is damp and foggy, we'll have the picnic.*

***If** it is hot, we'll have the picnic.*

When **only if** begins a sentence, the subject and verb of the main clause are inverted.

**Example:**

***Only if** it rains will the picnic be canceled.*

**Providing / provided that** are equal to **if** or **only if**.

**Example:**

***Providing / provided (that)** no one has any further questions, the meeting will be adjourned.*

**Exercise 5**

Use the given information to complete these sentences.

1. Jimmy's mother does not want him to chew gum, but sometimes he chews it anyway. Jimmy chews gum **only if** he is sure his mother won't find out.
2. If you want to go to the movies, we'll go. If you don't want to go, we won't go.  
We \_\_\_\_\_ **only if** you want to go.
3. You have to have a ticket, and then you can get into the soccer stadium.  
**Only if** you have a ticket \_\_\_\_\_
4. My parents make me finish my homework before I can watch TV in the evening.  
**Only if** my homework is finished \_\_\_\_\_

**14.2 Real Conditional Vs. Unreal Conditional**

Present Real Conditional	Present Unreal Conditional
<i>If I have time, I visit my friends. (Sometimes I have time.)</i>	<i>If I had time, I would visit my friends. (I don't have time.)</i>
Past Real Conditional	Past Unreal Conditional
<i>If I had time, I visited my friends. (Sometimes I had time.)</i>	<i>If I had had time, I would have visited my friends. (I didn't have time.)</i>

Future Real Conditional	Future Unreal Conditional
<p><i>If I have time, I visit my friends.</i>  <i>If I have time, I am going to visit my friends.</i>            (I don't know if I will have time or not.)</p>	<p><i>If I had time, I would visit my friends.</i>            (I won't have time.)</p>

## Exercise 6

Apply the rules. Use the **Present Unreal Conditional**.

Did you hear about the woman that lost her puppy last month? If I \_\_\_\_\_ (lose) my puppy, I \_\_\_\_\_ (ask) all of my friends to help me look for it. I \_\_\_\_\_ (make) posters with its picture and I \_\_\_\_\_ (stop) until I \_\_\_\_\_ (find) it. \_\_\_\_\_ you \_\_\_\_\_ (help) me if that \_\_\_\_\_ (happen) to me?

Sure, I \_\_\_\_\_ (be) there for you! In \_\_\_\_\_ even \_\_\_\_\_ (call) my uncle who is a reporter in channel 11, and \_\_\_\_\_ (tell) him to make a space for lost pets.

Oh...You are such a wonderful friend! Thanks!

## Exercise 7

Use either **Present Real** or **Present Unreal Conditional** to complete the following story.

**Sarah:** Gina, I have a problem. Can you advise me on something?

**Gina:** Yes. What's up?

**Sarah:** Well, you \_\_\_\_\_ (know). Patrick my boyfriend, he \_\_\_\_\_ (want) me to \_\_\_\_\_ (live) with him. Yesterday, he (ask) \_\_\_\_\_ me if I loved him. And, of course that I told him that I \_\_\_\_\_ (do) because I \_\_\_\_\_ (do). He \_\_\_\_\_ (want) me to move in with him. He \_\_\_\_\_ (be) a great person and every time I \_\_\_\_\_ (have) a problem, he \_\_\_\_\_ (help) me out. If I \_\_\_\_\_ (have) homework from the university, he \_\_\_\_\_ (do) whatever he can to help me. When I \_\_\_\_\_ (need) money, if he \_\_\_\_\_ (have), he \_\_\_\_\_ (lend) me what he can. He \_\_\_\_\_ (be) honest, nice, a gentleman everything a woman \_\_\_\_\_ (want). The problem is that my parents \_\_\_\_\_ never \_\_\_\_\_ (let) me live with somebody if I \_\_\_\_\_ (be, not) married.



**Gina:** If I \_\_\_\_\_ (be) you, First, I \_\_\_\_\_ (analyze) what I really \_\_\_\_\_ (want). Then, I \_\_\_\_\_ (ask) for my parents opinion.

You have to \_\_\_\_\_ (see) what is of your convenience now. If I \_\_\_\_\_ (tell) you now to move in with him. It \_\_\_\_\_ (be) too soon in my opinion because I really don't \_\_\_\_\_ (know) what you want. But as I tell you, I \_\_\_\_\_ (think) things with a cold head before making a decision, I \_\_\_\_\_ (ask) my mother for her opinion, and I \_\_\_\_\_ (make) it clear that I \_\_\_\_\_ (be) old enough to make my own decisions.

**Sarah:** Another problem is that I always \_\_\_\_\_ (tell) my mother about my problems and she is always against me. If I (tell) \_\_\_\_\_ her something she \_\_\_\_\_ (react) opposite to my point of view. So that is why I \_\_\_\_\_ (be) scared. I \_\_\_\_\_ (want) to live with him but I don't want to have problems with my parents! If I didn't have to depend upon them, I \_\_\_\_\_ (say) yes to Patrick.

**Gina:** Well my decision \_\_\_\_\_ (not, depend) on others even if they \_\_\_\_\_ (be) my family because at the end it is my life not theirs. What \_\_\_\_\_ Patrick \_\_\_\_\_ (do) If you say no?

**Sarah:** If I \_\_\_\_\_ (say) no he \_\_\_\_\_ (feel) very bad, But I \_\_\_\_\_ (explain) the situation and he \_\_\_\_\_ (understand). Well, Thanks I have to go, Talk to you later!

**Gina:** No problem bye! Good luck.

### Exercise 8

Use either **Past Real** or **Past Unreal Conditional** to complete the following story.

**Mary:** Hello, it has been so long since, we see each other, tell me, what have you been up to?

**Pam:** Well, a lot really, I \_\_\_\_\_ (have) three kids!

**Mary:** Wow, three!

**Pam:** Yes, and you?

**Mary:** I didn't have three but I \_\_\_\_\_ (have) one.

**Pam:** Great, and did he behave when growing up?

**Mary:** Oh yes, he \_\_\_\_\_ (behave) very well.

**Pam:** Good for you, mine didn't behave much until five years ago when they were 5 and we got into a program where we got help from professionals!

**Mary:** That bad?

**Pam:** Oh yeah, for example, If my children \_\_\_\_\_ (throw) fits, I \_\_\_\_\_ (not punish) them ,they \_\_\_\_\_ (dominate) me in the past.

**Mary:** Very bad. If Raulito \_\_\_\_\_ (throw) a fit when he was 5, I \_\_\_\_\_ totally \_\_\_\_\_ (punish) him, thank God he never did!

# Unit 14

## Getting Across Conditionals

**Pam:** Well, mine \_\_\_\_\_ (do) whatever they \_\_\_\_\_ (want) before. If we \_\_\_\_\_ (go) to the supermarket and they \_\_\_\_\_ (ask) for something I \_\_\_\_\_ (buy) it for them. That is why most of the time I \_\_\_\_\_ (not have) money. I \_\_\_\_\_ (spoil) them too much.

**Mary:** If I \_\_\_\_\_ (be) there I \_\_\_\_\_ (give) you advice. I \_\_\_\_\_ (teach) you some things that I \_\_\_\_\_ (learn) from my mother! When I was younger, If I \_\_\_\_\_ (not obey) my parents they \_\_\_\_\_ (ground) me for weeks! I remember that I \_\_\_\_\_ (cry) so much those days!

**Pam:** I \_\_\_\_\_ (let) everything pass, my children \_\_\_\_\_ (own) me, not now, but before.

**Mary:** I \_\_\_\_\_ (not be) like that if I \_\_\_\_\_ (be) in your shoes. I \_\_\_\_\_ (be) more strict like I \_\_\_\_\_ (be) with Raulito when he was younger. If he \_\_\_\_\_ (try) to dominate me then, I \_\_\_\_\_ (not gain) the control over him that I have now.

**Pam:** Yes, congratulations looks like you are a great mother.

**Mary:** Thank you, but you \_\_\_\_\_ (have) more experience in different situations than I have!

**Pam:** That is true. Now, I can say that I \_\_\_\_\_ (learn) how to be with my children. If I \_\_\_\_\_ (not go) to that psychologist for families I \_\_\_\_\_ (never forgive) myself for being such a bad, easygoing mother and my children \_\_\_\_\_ (grow) up to be very bad people!

### Exercise 9

Use either **Present Real** or **Past Unreal Conditional** to complete the following sentences.

1. Why do you ask me? If he \_\_\_\_\_ (tell) me something, I \_\_\_\_\_ (tell) you a long time ago.
2. If I \_\_\_\_\_ (know) that she didn't want to go, I \_\_\_\_\_ (not invite) her to my house last week.
3. This morning, I didn't hear the doorbell when you came. I \_\_\_\_\_ (open) the door if I \_\_\_\_\_ (hear) it. Please, don't think that I did it on purpose!
4. If I \_\_\_\_\_ (know) that you were in town last week, I \_\_\_\_\_ (visit) you!
5. She was very angry. If you \_\_\_\_\_ (call) her to apologize, she \_\_\_\_\_ (forgive). Now it is too late!
6. When I was in the university, if \_\_\_\_\_ (have) time to party, I \_\_\_\_\_ (do) it, but If I didn't I wouldn't.
7. If Margaret \_\_\_\_\_ (study) more, she \_\_\_\_\_ (be) the best student in the class.
8. If Margaret \_\_\_\_\_ (study) last semester, she \_\_\_\_\_ (be) the best student but since she didn't, she got 2nd place.

## Exercise 10

Use **Future Real Conditional** to complete the following story.

Next year, if my father sells the house, we \_\_\_\_\_ (travel) to Paris and try to start a new life there. If I \_\_\_\_\_ (decide) to study there, he said that it is ok as long as I am not far from home.

I will \_\_\_\_\_ (get) a job and If I \_\_\_\_\_ (earn) enough money, I \_\_\_\_\_ (live) alone in my apartment. Of course if the conditions \_\_\_\_\_ (allow) it.

He says that he \_\_\_\_\_ (put) a restaurant of typical Colombian food.

If his friend, Anthony, helps (help) him by renting him a place in his shopping center, he \_\_\_\_\_ (ask) Anthony to be his business partner.

I \_\_\_\_\_ (work) there part time and have another job. If this \_\_\_\_\_ (happen), I \_\_\_\_\_ (have) enough money not only to pay for my apartment but also to take trips to come back and visit my friends!

## Exercise 11

Write a sentence using the correct structures. Use reference chart for help.

1. Present Real Conditional: \_\_\_\_\_.
2. Present Unreal Conditional: \_\_\_\_\_.
3. Past Real Conditional: \_\_\_\_\_.
4. Past Unreal Conditional: \_\_\_\_\_.
5. Future Real Conditional: \_\_\_\_\_.
6. Future Unreal Conditional: \_\_\_\_\_.

**\*Extra Activity 10**

# Unit 15

## Bumping into Quoted and Reported Speech

### 15.1 What Is Quoted Speech?

**Quoted Speech** refers to reproducing words exactly as they were originally spoken. This is also called direct speech.

#### 15.1.1 Quoting a Sentence

These are the rules that you must follow for quoting one sentence.

***She said, "My brother is a student."***

In this sentence, use a comma after –she said–. Capitalize the first word of the quoted sentence. Put the final quotation marks outside the period at the end of the sentence.

***"My brother is a student," she said.***

In this sentence, use a comma, not a period, at the end of the quoted sentence when it proceeds –she said–.

***"My brother," she said, "is a student."***

If the quoted sentence is divided by –she said–, use a comma after the first part of the quote. Do not capitalize the first word of the second half of the quoted sentence.

***"My brother is a student. He is attending the University," she said.***

Quoting marks are placed at the beginning and at the end of a complete quote. Notice that there are no quotation marks after student.

#### 15.1.2 Quoting a Question or an Exclamation

These are the rules that you must follow when quoting an exclamation or question.

***She asked, "When will you be there?"***

The question mark is placed inside the quotation marks.

***"When will you be there?" she asked.***

If a question mark is used, no comma is used before she asked.

***She said, "Watch out!"***

The exclamation point is inside the quotation marks.

#### Exercise 1

Let's see if you got it! Add the necessary punctuation and capitalization to the following sentences.

- 1. Henry said there is a phone call for you.  
\_\_\_\_\_.
- 2. There is a phone call for you he said.  
\_\_\_\_\_.
- 3. There is a phone call it's for you sister said Henry.  
\_\_\_\_\_.
- 4. I asked him where is the phone.  
\_\_\_\_\_.
- 5. Where is the phone she asked.  
\_\_\_\_\_.

15.2 What Is Reported Speech

**Reported Speech** refers to repeating what someone has said. No quotation marks are used. Notice the changes in the verb forms from quoted speech to reported speech in the following examples.

Examples:

**Quoted Speech**

She said, "I watch TV every day."  
She said, "I am watching TV."  
She said, "I have watched TV."  
She said, "I watched TV."  
She said, "I will watch TV."  
She said, "I am going to watch TV."  
She said, "I can watch TV."  
She said, "I may watch TV."  
She said "I might watch TV."  
She said, "I must watch TV."  
She said, "I have to watch TV."  
She said, "I should watch TV."

**Reported Speech**

She said (that) she watched TV every day.  
She said she was watching TV.  
She said she had watched TV  
She said she had watched TV  
She said she would watch TV.  
She said she was going to watch TV.  
She said she could watch TV.  
She said she might watch TV.  
She said she might watch TV.  
She said she must watch TV.  
She said she had to watch TV.  
She said she should watch TV.

# Unit 15

## Bumping into Quoted and Reported Speech

She said, "I ought to watch TV."

She said she ought to watch TV.

She said, "Watch TV!"

She told me to watch TV.

She asked, "Do you watch TV?"

She asked (me) if I watched TV.

### 15.2.1 General Guidelines of Tense Usage

If the reporting verb (the main verb of the sentence) is in past, the verb in the reporting will usually also be in a past form.

This formal sequence of tenses in reporting is used in both speaking and writing.

However, sometimes in spoken English, no change is made in the verb, especially if the speaker is reporting something immediately of very soon after it was said.

#### Immediate Reporting:

**Teacher:** *I want you to read Chapter six.*

**A:** *What did the teacher just say?*

**B:** *He said he wants us to read Chapter six.*

#### Later Reporting:

**A:** *I didn't go to class yesterday. Did Mr. Jones make any assignments?*

**B:** *Yes, he said he wanted us to read Chapter six.*

Also, sometimes the present tense is retained even in formal English when the reported sentences deal with a general truth.

#### Example:

**A:** *The world is round.*

**B:** *She said that the world is round.*

This because the world was round, is round and always will be round.

### Exercise 2

Complete the sentences by reporting the speaker's words. Use formal sequence of tenses where appropriate.

1. Bob said, "I will help you."

\_\_\_\_\_.

2. "Do you need a pen?" Annie asked.

3. Jennifer asked "What do you want?"

4. Sid asked, "Are you hungry?"

5. "I want a sandwich," Jenny said.

### 15.2.2 Reporting "Wh" Questions

When you want to report some question that starts with **Wh**, you must invert the subject and the auxiliary verb and use the chart of tenses above as well as in this example

**Example:**

**Wh + Aux + Subj. +Verb+ Comp.**

*Where is she staying tonight?*

**Reported:** *He asked me **where she was staying tonight.***

In this sentence, we have inverted the subject and auxiliary verb, and changed the auxiliary verb **is** to **was**.

**Wh + Aux + Subj .+Verb + Comp.**

*When do they sleep?*

**Reported:** *He asked me **when they slept.***

In this sentence, we have inverted the subject and put the verb in past directly.

When the question has the auxiliaries **do**, **does** or **did**, you must put the verb directly in the tense that corresponds to change when reporting

**Wh + Aux + Subj + Verb + Comp.**

*Why does he sleep?*

**Reported:** *He asked me **why he slept.***

In this sentence, we have inverted the subject and put the verb in past directly.

**Wh + Aux + Subj +Verb+ Comp.**

*When will we arrive?*

**Reported:** *He asked me **when we would arrive.***

In this sentence, we have inverted the subject and auxiliary verb, changing **will** to **would** as corresponds.

# Unit 15

## Bumping into Quoted and Reported Speech

### Exercise 3

Report the following **Wh** questions. You can use "he asked me..." or "he wanted to know..."

1. Why do you work?

\_\_\_\_\_.

2. When does he work?

\_\_\_\_\_.

3. Where did they go?

\_\_\_\_\_.

4. Why have you done that?

\_\_\_\_\_.

5. Where can she put her things?

\_\_\_\_\_.

6. When will you learn to behave?

\_\_\_\_\_.

### Exercise 4

Report the following conversation.

**Teacher:** Good morning George. How are you?

**George:** Not so well, I have been having trouble with these exercises. Can you help me?

**Teacher:** What are they about?

**George:** They are about reporting sentences.

**Teacher:** You have to follow the rules to get them right.

**George:** I know but It is difficult for me. Last night I spent three hours trying to figure them out!

**Teacher:** Ok. Show me an example.

**George:** What do you do?

**Teacher:** The answer to that is teach!

**George:** Oh you are so funny!

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Extra Activity 11



### 16.1 How to Write a Letter?

There are two types of letters you can write: a friendly letter is informal and is written to someone you know for example, your friends or family, or a business letter which is formal and is written to a company or a person you do not have a personal friendship with.

#### 16.1.1 Friendly and Personal Letters

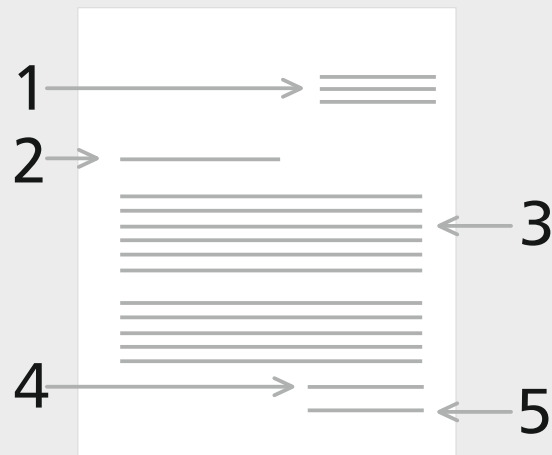
Personal letters or friendly letters, have mainly five parts.

1. **The Heading:** This includes the address, line by line, with the last line being the date. If you use pre-addressed stationery, just add the date.
2. **The Greeting:** The greeting always ends with a comma. The greeting may be formal, or informal.  
*Formal:* Dear Aunt Anne, Dear Mr. Ramirez  
*Informal:* Hi Erick, Greetings,
3. **The body:** It is also called the main text. This includes what you want to write. The purpose of your letter.
4. **The closing:** The closing is an expression. It is a few words on a single line. It ends in a comma.
5. **The signature line:** The signature line is where you write your name. The signature goes above your name and under the closing. The signature should be written in blue or black ink. If the letter is very informal you can just sign without writing your name.
6. **Postscript:** If your letter contains a postscript, you write P.S. and at the end of this message end it with your initials. Skip one line after the signature line to begin the postscript.

#### Format for a friendly or personal letter

The following picture shows what a one-page friendly or personal letter should look like.

This example doesn't have a postscript.



### Exercise 1

Your turn! Write the name of the parts of the letter depending on the description. Use these words: **Greeting, Closing, Signature, Body, Heading.**

1. This part of a personal letter is the main text. Here you put your ideas and what your purpose is. \_\_\_\_\_.
2. This part is where you write name of the person who you are writing the letter for. \_\_\_\_\_.
3. This is your name written in ink that comes directly after the closing and before your typed name. \_\_\_\_\_.
4. This is a short phrase that goes at the end of the letter, after the body.
5. This is where you greet your letter receiver. \_\_\_\_\_.

### 16.1.2 Business Letters

A business letter is a formal letter that you write to a company or someone that you don't have a personal relationship with. It should have a margin of at least one-inch on all four edges. It is always written on 8½"x11" unlined stationery. This type of letter has six parts.

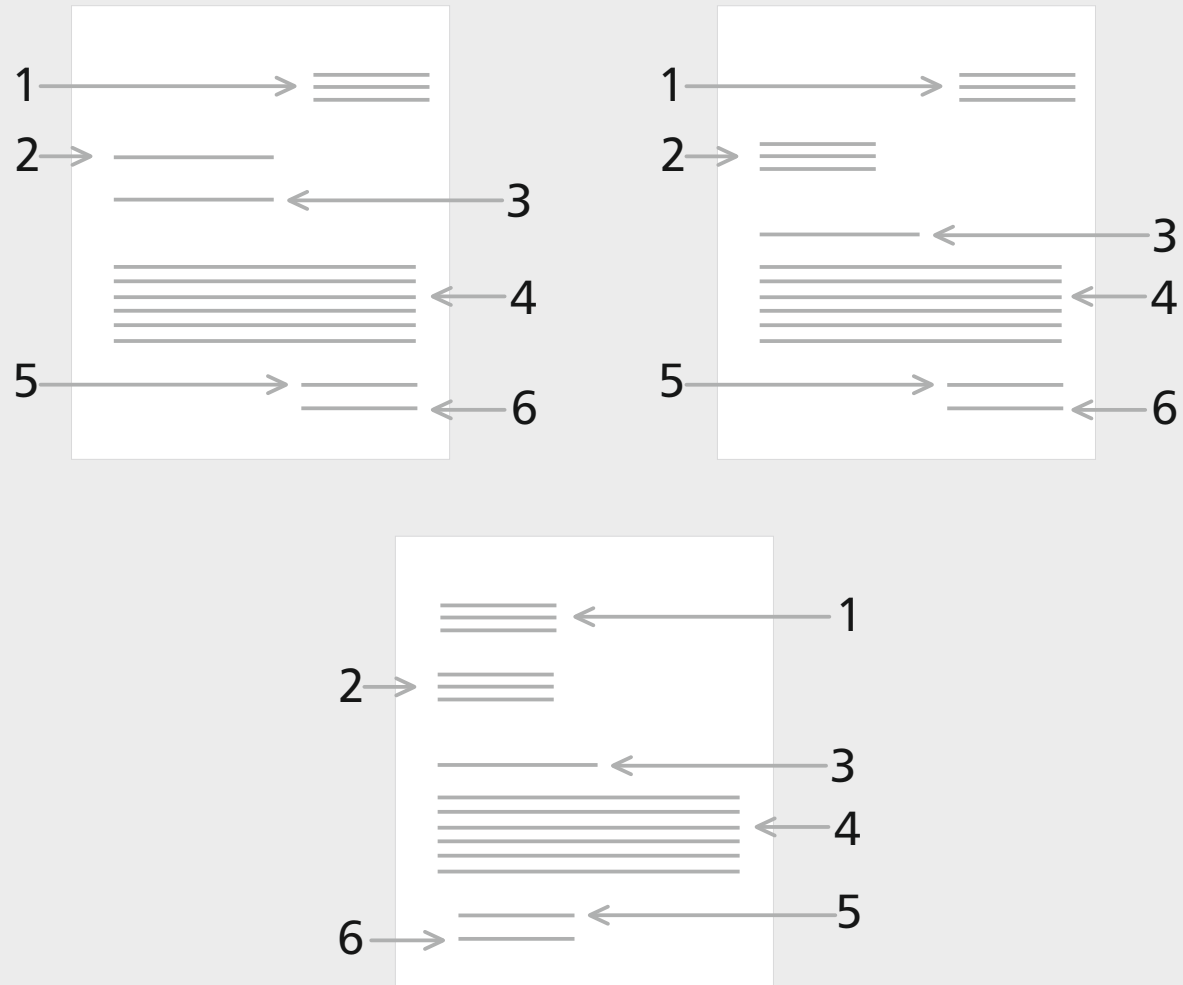
1. **The Heading:** This contains the return address (your address) with the date on the last line.  
It is not necessary to type the return address if you are using stationery with the return address already imprinted. Always include the date.
2. **The Inside Address:** This is the address of the company you are sending your letter to.
3. **The Greeting:** The greeting in a business letter is formal. It begins with the word "Dear" and includes the person's last name.  
The greeting in a business letter always ends in a colon.
4. **The Body:** The body is written as text. A business letter is never hand written. You must skip a line between paragraphs.
5. **The Closing:** The closing ends with a comma. It begins at the same column the heading does.
6. **The Signature Line:** Skip two lines and type your name to be signed. The signature line may include a second line for a title, if appropriate. If you are not signing the letter and you want to authorize someone, the term "By direction" in the second line means that a superior is authorizing the signer.

Use blue or black ink.

Business letters should not contain postscripts.

### Business Letter Styles

The following pictures show what a one-page business letter should look like.



### 16.1.3 Abbreviations

The following abbreviations are used in letters:

- ASAP:** as soon as possible
- CC:** carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)
- ENC:** enclosure (when you include other papers with your letter)
- PP:** per procurationem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc) (By direction)
- PS:** postscript (when you want to add something after you've finished and signed it)
- PTO:** (informal) please turn over (to make sure that the other person knows the letter continues on the other side of the page)
- RSVP:** please reply

### 16.1.4 Sample of a Letter

#### Exercise 2

Read the letter. Write the correct part of the letter in the blank spaces.

789 Saint Peter Street Apt.56  
Arlington, Virginia 22110 \_\_\_\_\_.  
January 15.2007

Mr. John Hill  
Staff Manager  
Marilyn's Cakes and Pies. \_\_\_\_\_.  
1650 Park Avenue  
Fairfax, Virginia 22111

Dear Mr. John: \_\_\_\_\_.

You will probably remember me from the incident last Thursday, February 12, I got upset with one of your waiters because he had not given me the correct change. I have been going to your elegant pastry shop for over a year now and that had never happened to me. I was surprised by the reaction of your staff to handle this situation and felt very pleased after they apologized and gave me back the money plus a very delicious apple pie to make up for it.

First I want to congratulate you for the well trained staff that provides a fantastic service and second I want to apologize for the way I reacted because not only did I react in a very rude way but when, I arrived home I realized that the waiter had given us the correct change. I counted the money in my wallet and I had more than what I should.

I would also like to mention that the waiter was doing a splendid job considering the "Rush Hour" of the Pastry Shop. I enclose the money and a tip for the waiter.

I look forward to visiting you soon.

Sincerely, \_\_\_\_\_.

Frank Lane. \_\_\_\_\_.

#### Exercise 3

Answer the following questions.

1. In, which letter style, was this letter written? \_\_\_\_\_.

2. What was the purpose of this letter? \_\_\_\_\_.

3. What does the writer enclose? \_\_\_\_\_.

### 16.1.5 Phrases to Start a Friendly Letter

Thank you for...	Gracias por...
Many thanks for...	Muchísimas gracias por...
I must thank you for...	Debo agradecerle por...
I am sorry to have to say that...	Siento tener que decirle que...
I am just writing to say...	Te estoy escribiendo para decirte...
It was very good of you to...	Fue muy amable de tu parte...
It has been so long since I last wrote...	Ha pasado tanto tiempo desde que te escribí...
It is so long since I heard from you...	Cuanto tiempo ha pasado desde que se de ti...
How have you been...	Cómo has estado?
It has been a while since...	Ha pasado tanto tiempo desde que...
How is your family...	Cómo está la familia?
I have been very busy lately but...	He estado muy ocupado últimamente pero...
I can't tell you how happy I feel to...	No puedo expresarte lo feliz que estoy de...
What's up my friend...	Que hay de nuevo amigo...?
I wonder if you could...	Me pregunto si pudieras...
I am sure you will be sorry to hear that...	Seguro que sentirás mucho saber que...
I have just heard the wonderful / sad news from _____ about...	Acabo de escuchar la maravillosa / triste noticia de _____ acerca de...
I have noticed lately that...	Últimamente he observado que...
I was about to write to you when your letter arrived...	Estaba apunto de escribirte cuando llegó tu carta...

### 16.1.6 Phrases to Start a Business Letter

I am writing to enquire about...	Por la presente quisiera saber...
In reply to your letter of...	En respuesta a su carta de...
In accordance/compliance with your request...	Conforme a su petición...
I regret to inform you that...	Lamento comunicarle...
We are pleased to announce...	Nos complace anunciarle(s)...
We are pleased to inform you...	Nos es grato comunicarle(s)...
We acknowledge receipt of your letter of...	Acusamos recibo de su carta de...
We refer to your... (Letter/circular/ newsletter/order/statement) of...	Referente a su... (carta / circular / circular / pedido / cuenta) de...
We should like to remind you that...	Le recordamos que...

# Unit 16

## Showing of How to Write an Opinion Letter

We have carefully considered your...	Con sumo cuidado hemos considerado su...
I enclose our order for...	Adjunto nuestro pedido de...
We have pleasure in acknowledging the receipt of your check...	Nos complace confirmarle que hemos recibido su talón...
We thank you for your order for...	Agradecemos su pedido de...
I am very much obliged to you for...	Le quedo muy agradecido por...
Would you please quote for...	Ruego nos comuniquen precios de...
We have received your letter...	Recibimos su carta...
I must protest most emphatically about...	Quisiera protestar rotundamente acerca de...
We have today dispatched to you...	Hoy le hemos remitido...
We should like to call your attention to...	Tenemos él deber de comunicarle...
In accordance with our agreement...	Según lo convenido/acordado...
Contrary to our agreement...	Contrariamente a lo convenido/acordado...
We are pleased to confirm...	Nos es grato confirmar...
It is with considerable pleasure/It is with considerable regret that...	Con sumo gusto... / Lamentamos...
With reference to your letter of...	Referente a su escrito...
We find it necessary to inform you...	Nos es necesario informarle(s)
We greatly appreciate...	Quisiera agradecerle(s)...
Please accept our thanks for...	Ruego acepte nuestro agradecimiento...
I reply to your advertisement for...	Contesto su anuncio acerca de...
I should like to apply for the job of...	Quisiera solicitar el puesto de...
I saw your advertisement in today's Times and...	Hoy he visto su anuncio en el Times y...
Will you please note that...	Ruego tome nota que...

### Some helpful phrases when writing an opinion letter.

To whom it may concern...	A quien el corresponda...
The natural method used by NLC...	Le metodología natural usada or NLC...
Musictherapy has helped me in...	La musicoterapia me ha ayudado en...
I feel that the natural method compared to the traditional method is...	Siento que el metodo natural comparado con el tradicional es...
This program has helped me in...	Este programa me ha ayudado en...
It is very important to follow...	Es muy importante seguir...
When I arrived to NLC...	Cuando llegué a NLC...
I decided to study English because...	Decidí estudiar NLC porque...
When doing this program it is very important to...	Para hacer este programa es muy importante...
Thank you for...	Gracias por...



**Fantastic! Now that you have completed "FINDING OUT ABOUT GRAMMAR STEP BY STEP 2" and presented unit 28, you must present an interview with the coordinator! And show off your abilities!**

**Congratulations once again!**

Here are some answers for some questions that you might have about your final interview.

**What is the final interview?**

The final interview is an interview where you will be evaluated for your ability to communicate in English.

**When is the final interview?**

At the end of your grammar course your monitor will program an interview on the last day of the grammar course.

**Where is the interview?**

The interview takes place in NLC.

**What do I have to take to the interview?**

You must bring your opinion letter in stationary paper if you have access to it, and yourself!

**What will they ask me in the interview?**

Since it is an interview to see how your skills are, it will be about everyday topics. They will ask you about your experience in NLC, before you came to NLC, the importance of English, the reason why you decided to take the course, your personal life and many other things.

**What is the purpose of the interview?**

As mentioned before, the interview is to see if you have the level to get your final certificate. There you will get tips to improve any skills that need to be improved in your speaking. You will use these tips during your last 4 units to improve your fluency, structures or pronunciation.

**Get ready to Speak Up!**

Date of interview \_\_\_\_\_

Time \_\_\_\_\_

Skills that I must improve in order to finish the course satisfactorily:

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## 9. Coming Across Modal Auxiliary Verbs

### Exercise 1

1. should 2. could 3. Could 4. could 5. should 6. should 7. should 8. should  
9. could 10. should 11. could

### Exercise 2

1. Would 2. may 3. May 4. may 5. Would 6. May 7. Would 8. would 9. may 10. I  
would

### Exercise 3

1. can't. 2. can't 3. can 4. can't 5. could 6. could 7. can 8. could

### Exercise 4

1. Maybe 2. may be 3. maybe 4. maybe 5. may be 6. may be 7. Maybe. 8. may be.  
9. Maybe my boss will get angry.

## 10. Back to Checking Out Adjectives

### Exercise 1

(answers may vary)

1. to be 2. to fight 3. to go 4. to stay 5. to help. 6. to learn 7. to slip. 8. to walk  
9. to be 10. to be 11. to see 12. to hear

### Exercise 2

(answers may vary)

1. younger – youngest 2. famous – more famous 3. is prettier – the prettiest  
4. nice – nicer 5. more interesting 6. smart – smarter 7. fast – faster 8. better – the  
best 9. wise – wiser 10. busy – busier 11. more important – most important 12.  
careful – more careful 13. smartest 14. oldest 15. expensive 16. patient – more  
patient 17. nicest 18. tall – tallest 19. boring 20. interesting 21. spicy – spicier  
22. **strong** – strongest 23. kind – kindest 24. higher 25. polite – more polite 26.  
best 27. creamier 28. sour – more sour 29. great – greater

### Exercise 3

(answers may vary)

1. better actor than 2. less than 3. farther than - furthest. 4. worst 5. best

**Exercise 4**

1. is as straight as 2. isn't as straight as yours. 3. as good looking as 4. is as good looking as 5. is as high as 6. isn't as high as 7. aren't as nice as 8. as nice as 9. wasn't as difficult as 10. was as difficult as 11. is as big as 12. isn't as big as 13. is as interesting as 14. isn't as interesting as 15. aren't as comfortable as 16. are as comfortable as

**Exercise 5**

(answers will vary)

**Exercise 6**

1. The girl who won the race, is happy. / The girl that won the race, is happy.
2. The student who sits next to me, is happy. / The student that sits next to me, is happy.
3. The students who sit in the front row, are from Norway. / The students that sit in the front row, are from Norway.
4. We are studying sentences which are about structures. / We are studying sentences that are about structures.
5. The taxi driver who took me to the airport, was friendly. / The taxi driver that took me to the airport, was friendly.

**Exercise 7**

1. The book which I read, was good. / The book that I read, was good. / The book I read, was good.
2. I like the woman who I met at the party last night. / I like the woman whom I met at the party last night. / I like the woman that I met at the party last night. / I like the woman I met at the party last night.
3. I really enjoyed the composition which you wrote. / I really enjoyed the composition that you wrote. / I really enjoyed the composition you wrote.
4. The people who we visited yesterday, were very nice. / The people whom we visited yesterday, were very nice. / The people that we visited yesterday, were very nice. / The people we visited yesterday, were very nice.

**Exercise 8**

1. The meeting which I went to, was very interesting. / The meeting that I went to, was very interesting. / The meeting to which I went, was very interesting. / The meeting I went to, was very interesting.
2. The man whom I talked to yesterday, was very kind. / The man who I talked to yesterday, was very kind. / The man that I talked to yesterday, was very kind. / The man to whom I talked yesterday, was very kind. / The man I talked to

yesterday, was very kind.

3. I must thank the people whom I got a present from yesterday. / I must thank the people who I got a present from yesterday. / I must thank the people that I got a present from yesterday. / I must thank the people from whom I got a present yesterday / I must thank the people I got a present from yesterday.

4. The picture, which she was looking at, was beautiful. / The picture that she was looking at, was beautiful / The picture at which she was looking, was beautiful. / The picture she was looking at, was beautiful.

5. The man whom I was telling you about, is standing over there. / The man who I was telling you about, is standing over there. / The man that I was telling you about, is standing over there. / The man about whom I was telling you, is standing over there. / The man I was telling you about, is standing over there.

#### Exercise 9

1. The city where we spent our vacations, was beautiful. / The city in which we spent our vacations, was beautiful. – The city, which we spent our vacations in, was beautiful. / The city that we spent our vacations in, was beautiful. The city we spent our vacations in, was beautiful.

2. That is the restaurant where we will meet you. / That is the restaurant at which we will meet you. / That is the restaurant which we will meet you at. / That is the restaurant that we will meet you at. / That is the restaurant we will meet you at.

3. The town where I grew up, is small. / The town in which I grew up, is small. / The town which I grew up in, is small. / The town that I grew up in, is small. / The town I grew up in is small.

4. That is the drawer where I keep my jewelry. / That is the drawer which I keep my jewelry in. / That is the drawer in which I keep my jewelry. / That is the drawer that I keep my jewelry in. / That is the drawer I keep my jewelry in.

#### Exercise 10

1. Monday is the day when we will come. / Monday is the day in which we will come. / Monday is the day that we will come. / Monday is the day we will come.

2. 7:05 is the time when my plane arrives. / 7:05 is the time in which my plane arrives. / 7:05 is the time that my plane arrives. / 7:05 is the time my plane arrives.

3. 1960 is the year when the revolution took place. / 1960 is the year in which the revolution took place. / 1960 is the year that the revolution took place.

1960 is the year the revolution took place.

4. July is the month when the weather is the hottest. / July is the month in which the weather is the hottest. / July is the month that the weather is the hottest. / July is the month the weather is the hottest.

### Exercise 11

1. who is John's tallest brother – who is a very strict person?
2. who is wearing the red skirt – Who likes to wear the black leather jacket to school on Fridays.
3. who should arrive early – who is always complaining about her
4. that has three children
5. where Tina's brother will explain about yesterday's incident with the neighbors who complained about the party
6. who is drinking orange juice – that has long hair
7. that lives next door
8. who will travel this weekend – who is John's cousin,
9. which my mother bought for my brother – who is my oldest cousin
10. where we spend Saturday afternoons – which is made of very old wood
11. when I prefer to rest quietly in my house
12. when the declaration of independence was written
13. where we grew up – which was fun
14. where we spent our honey moon in

### 11. Reviewing Conjunctions... This Time Paired

#### Exercise 1

1. agrees 2. know 3. plays 4. watch 5. wants 6. like 7. has 8. agree. 9. are 10. think

#### Exercise 2

(answers will vary)

1. Both Maria \_\_\_\_\_.
2. Not only do we like to go \_\_\_\_\_.
3. Either Jack \_\_\_\_\_.
4. That movie was neither \_\_\_\_\_.
5. Students who do well not only study hard \_\_\_\_\_.
6. You have to choose either \_\_\_\_\_.
7. Sometimes life is not only \_\_\_\_\_.
8. I want to buy both \_\_\_\_\_.

### 12. Looking into Verbs and Verb Tenses 2

## Exercise 1

1. has traveled 2. have eaten 3. have asked 4. have gone 5. has worked

## Exercise 2

1. For 2. Since 3. For 4. Since 5. Since 6. For 7. Since 8. Since 9. Since 10. Since

## Exercise 3

1. have just drunk 2. have not drunk 3. have never seen 4. has gone

## Exercise 4

1. We had played soccer when they called. 2. The baby had eaten when his nanny bathed him. 3. We had arrived to the party when he got drunk. 4. He had finished when they went to have lunch.

## Exercise 5

1. will have written 2. will have learned 3. will have cooked 4. will have prepared 5. will have been

## Exercise 6

1. have been studying 2. have been playing 3. have you been learning 4. have been smoking 5. has been raining 6. Have your parents been getting 7. has been traveling 8. has been taking 9. have been living 10. have been yelling

## Exercise 7

1. had been dancing 2. had been using 3. had been feeling 4. Had the driver been drinking 5. had been playing 6. had been looking 7. had been trying 8. had been trying 9. had been waiting 10. had been studying

## Exercise 8

1. will have been living 2. will have been waiting 3. will have been working 4. will have been living 5. will have been living 6. will have been studying 7. will have been raining

## Exercise 9

1. Present perfect progressive. 2. Present Perfect Progressive. 3. Past perfect progressive. 4. Present Perfect Progressive. 5. Future Perfect Progressive. 6. Past

Perfect Progressive 7. Present Perfect 8. Past Perfect Progressive 9. Present Perfect progressive 10. Present Perfect 11. Future Perfect 12. Future Perfect 13. Past Perfect 14. Future perfect progressive 15. Future Perfect 16. Present Perfect Progressive 17. Present Perfect Progressive 18. Past Perfect Progressive 19. Future Perfect 20. Present Perfect 21. Future Perfect 22. Future Perfect Progressive 23. Future Perfect 24. Past Perfect 25. Past Perfect 26. Present Perfect

#### Exercise 10

1. arrived – had prepared 2. entered – recognized – have passed – has not changed 3. arrived – had begun 4. met 5. went – was – hadn't seen

#### Exercise 11

has been – have known – was – took – takes – is

#### Exercise 12

1. have not gone 2. went 3. arrived 4. has been 5. have already missed – missed

#### Exercise 13

1. are playing – have been playing 2. has been talking 3. have been trying

#### Exercise 14

1. was – became 2. felt – took 3. had already – got 4. left – had collected 5. was – had stopped

#### Exercise 15

1. is going – will 2. will be – will come 3. will affect

### 13. Figuring out Passive Voice

#### Exercise 1

1. The door is being opened by Tom. 2. The door has been opened by Tom. 3. The door was opened by Tom. 4. The door was being opened by Tom. 5. The door had been opened by Tom. 6. The door will be opened by Tom. 7. The door is going to be opened by Tom. 8. The door will have been opened by Tom.

#### Exercise 2

1. Ann will be invited to the party by Bill. 2. That report is being prepared by Alex.

3. Costumers are served by waitresses and waiters. 4. The lesson is going to be explained by the teachers. 5. A new idea had been suggested by Shirley. 6. The farmer's wagon was being pulled by the horses. 7. The book had been returned to the library by Kathy. 8. I won't be fooled by his tricks.

**Exercise 3**

1. No change 2. No change 3. That theory was developed by Dr. Freud 4. The flour was dropped by Timmy. 5. No change 6. I was interviewed by the assistant manager 7. No change 8. The small fishing village was destroyed by the hurricane 9. No change

**Exercise 4**

1. Hundreds of people visit the Washington Monument every day. 2. Chinese invented paper, the main writing material today. 3. no 4. no

**Exercise 5**

1. should tell 2. should have been told 3. must be kept 4. must keep 5. could not be opened 6. could not open 7. may be offered 8. may offer

**Exercise 6**

1. could be seen 2. might be. 3. must be written 4. must have been left 5. will be – should be postponed. 6. should be encouraged. 7. should not be given 8. might be misunderstood. 9. can not be explained. 10. must be pushed.

**14. Getting Across Conditionals****Exercise 1**

1. If it is hot tomorrow, I will go to the beach. / If it is hot tomorrow, I will not go out all day.
2. If he studies for his test, he will pass the exam. / If he studies for his test he will do better than last time.
3. If the teacher is absent tomorrow there will be no class. / If the teacher is absent tomorrow, I will to go to the library.

**Exercise 2**

1. the jokes are funny – jokes are not funny
2. you are finished –you are not finished
3. it is cold. – if it is cold.

**Exercise 3**

1. I will be in my office in case that you (should) need to see me. / I will be in my office in case you need to see me.
2. In case that you (should) need more information ask Dr. Smith. / In case you need more information ask Dr. Smith.
3. In case that Jack (should) call, please tell him that I am at the library. / In case Jack calls, please tell him that I am at the library

**Exercise 4**

1. Unless you have a passport, you can't travel abroad.
2. Unless you are at least 16, you can't get a driver's license.
3. I won't be able to take some pictures when Ann and Bob get here unless you get some film.
4. Unless you eat breakfast you will get hungry during class.

**Exercise 5**

1. chews gum
2. will go to the movies
3. you can get into the soccer stadium.
4. my parents let me watch TV.

**Exercise 6**

lost – would ask – would make – I wouldn't stop – found – would you help – happened – would – would even call – tell

**Exercise 7**

know – wants – live – asked – did – do – wants – is – have – helps – have – does – need – has – lends – is – wants – would never let – am – were – would analyze – want – would ask – see – tell – is – know – would think – would ask – would make – am – tell – tell – reacts – am – want – would say – does not – are – would Patrick do – said – would feel – I would explain – would understand

**Exercise 8**

had – had – behaved – threw – would not punish – dominated – had thrown – would have totally punished – did – wanted – went – asked – didn't have – spoiled – I had been – would have given – would have taught – learnt – did not obey – would ground – cried – let – owned – would not have been – I had been – would have been – was – had tried – would have not gained – have had – have learnt – had not gone – would have never forgiven – would have grown



## Exercise 9

1. had told – would have told 2. had known – I would have not invited 3. would have opened – had heard 4. had known – would have visited 5. had called – would have forgiven (forgive). Now, it is too late!. 6. **had** – would do 7. studied – would be 8. had studied – would have been

## Exercise 10

will travel – decide – get – earn – will live – allow –will put – will ask – will work – happens – will have

## Exercise 11

(answers will vary)

1. Present Real Conditional: \_\_\_\_\_.
2. Present Unreal Conditional: \_\_\_\_\_.
3. Past Real Conditional: \_\_\_\_\_.
4. Past Unreal Conditional: \_\_\_\_\_.
5. Future Real Conditional: \_\_\_\_\_.
6. Future Unreal Conditional: \_\_\_\_\_.

## 15. Bumping into Quoted and Reported Speech

### Exercise 1

1. Henry said, "There is a phone call for you." 2. "There is a phone call for you," he said. 3. "There is a phone call. It's for you sister," said Henry. 4. I asked him, "Where is the phone?" 5. "Where is the phone?" she asked.

### Exercise 2

1. Bob said that he would help me. 2. Annie asked me if I had a pen. 3. Jennifer asked me what I wanted. 4. Sid wanted to know if I was hungry. 5. Jenny said that she wanted a sandwich.

### Exercise 3

1. He asked me why I worked. 2. He asked me when he worked. 3. He asked me where they went. 4. He asked me why I had done that. 5. He asked me where she could put her things. 6. He asked me when I would learn to behave.

**Exercise 4**

(Answers may vary)

The teacher said good morning to George, She asked him how he was. George answered that not so well, he told the teacher that he had been having trouble with those exercises and asked her if she could help him.

The teacher asked him what the exercises were about. And, he answered that they were about reporting sentences. Then she told him that he had to follow the rules to get them right. George said that he knew but that it was difficult for him. He also told her that he had spent three hours last night trying to figure them out.

The teacher then asked him to give her an example and he asked what she did and so she answered that she taught. George told her that she was funny because the question was only an example not a direct question!

**16. Showing off How to Write a Letter****Exercise 1**

1. Heading 2. Inside address 3. Greeting 4. Body 5. Closing

**Exercise 2**

1. Style block style 2. Apologize 3. Money

**17. Speak Up**

Interview