

Can, could and (be) able to

A

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

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

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

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

B

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

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

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

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

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

C

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

see hear smell taste feel remember understand

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

We also use **could** to say that somebody had the general ability or permission to do something:

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

D

Could and was able to

We use **could** for *general* ability. But if you want to say that somebody did something in a specific situation, use **was/were able to** or **managed to** (*not could*):

- The fire spread through the building very quickly, but fortunately everybody **was able to escape / managed to escape**. (*not could escape*)
- We didn't know where David was, but we **managed to find / were able to find** him in the end. (*not could find*)

Compare:

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

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

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

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

Exercises

26.1 Complete the sentences using **can** or **(be) able to**. Use **can** if possible; otherwise use **(be) able to**.

- 1 Gary has travelled a lot. He **can** speak five languages.
- 2 I haven't been able to sleep very well recently.
- 3 Nicole **drive**, but she doesn't have a car.
- 4 I used to **stand** on my head, but I can't do it any more.
- 5 I can't understand Mark. I've never **understand** him.
- 6 I can't see you on Friday, but I **meet** you on Saturday morning.
- 7 Ask Katherine about your problem. She might **help** you.

26.2 Write sentences about yourself using the ideas in brackets.

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

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

~~come~~ eat hear run sleep wait

- 1 I'm afraid I **can't come** to your party next week.
- 2 When Dan was 16, he **ran** 100 metres in 11 seconds.
- 3 'Are you in a hurry?' 'No, I've got plenty of time. I **can**'t be late.'
- 4 I was feeling sick yesterday. I **couldn't eat** anything.
- 5 Can you speak a little louder? I **can't hear** you very well.
- 6 'You look tired.' 'Yes, I **haven't slept** last night.'

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

- 1 A: Did everybody escape from the fire?
B: Yes, although the fire spread quickly, everybody **was able to escape**.
- 2 A: Did you finish your work this afternoon?
B: Yes, there was nobody to disturb me, so I **were able to**.
- 3 A: Did you have problems finding our house?
B: Not really. Your directions were good and we **were able to**.
- 4 A: Did the thief get away?
B: Yes. No-one realised what was happening and the thief **wasn't able to**.

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

- 1 My grandfather travelled a lot. He **could** speak five languages.
- 2 I looked everywhere for the book, but I **couldn't** find it.
- 3 They didn't want to come with us at first, but we **managed to** persuade them.
- 4 Laura had hurt her leg and **couldn't walk** very well.
- 5 I ran my first marathon recently. It was very hard, but I **managed to** finish.
- 6 I looked very carefully and I **managed to** see somebody in the distance.
- 7 I wanted to buy some tomatoes. The first shop I went to didn't have any, but I **managed to** get some in the next shop.
- 8 My grandmother loved music. She **played** the piano very well.
- 9 A girl fell into the river, but fortunately we **managed to** pull her out.
- 10 I had forgotten to bring my camera, so I **didn't manage to** take any pictures.

Could (do) and could have (done)

A

We use **could** in a number of ways. Sometimes **could** is the past of **can** (see Unit 26):

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

But **could** is not only used in this way. We also use **could** to talk about possible actions now or in the future (especially to make suggestions). For example:

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



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

B

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

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

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

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

C

We also use **could** (*not can*) to say that something (a situation or a happening) is possible now or in the future. The meaning is similar to **might** or **may** (see Unit 29):

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

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

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

D

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

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

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

- Why did you stay at a hotel when you were in Paris? You **could have stayed** with Sarah. (*you didn't stay with her*)
- David was lucky. He **could have hurt** himself when he fell, but he's OK.

E

We use **couldn't** to say that something would not be possible:

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

For the past we use **couldn't have** (*done*):

- We had a really good holiday. It **couldn't have been** better.
- The trip was cancelled last week. Paul **couldn't have gone** anyway because he was ill. (= it would not have been possible for him to go)

Exercises

27.1 Answer the questions with a suggestion. Use **could**.

- 1 Where shall we go for our holidays?
- 2 What shall we have for dinner tonight?
- 3 When shall I phone Vicky?
- 4 What shall I give Ann for her birthday?
- 5 Where shall we hang this picture?

(to Scotland) We could go to Scotland.
 (fish) We
 (now) You
 (a book)
 (in the kitchen)

27.2 In some of these sentences, you need **could** (not **can**). Change the sentences where necessary.

- 1 The story can be true, but I don't think it is. could be true
- 2 It's a nice day. We can go for a walk. OK. (could go is also possible)
- 3 I'm so angry with him. I can kill him!
- 4 If you're hungry, we can have dinner now.
- 5 It's so nice here. I can stay here all day, but unfortunately I have to go.
- 6 A: Where's my bag. Have you seen it?
 B: No, but it can be in the car.
- 7 Peter is a keen musician. He plays the flute and he can also play the piano.
- 8 A: I need to borrow a camera.
 B: You can borrow mine.
- 9 Be careful climbing that tree. You can fall.

27.3 Complete the sentences. Use **could** or **could have** + a suitable verb.

- 1 A: What shall we do this evening?
 B: I don't mind. We could go to the cinema.
- 2 A: I spent a very boring evening at home yesterday.
 B: Why did you stay at home? You out with us.
- 3 A: Have you seen this job advertised in the paper? You for it.
 B: What sort of job? Show me the advertisement.
- 4 A: How was your exam? Was it difficult?
 B: It wasn't so bad. It worse.
- 5 A: I got very wet walking home in the rain last night.
 B: Why did you walk? You a taxi.
- 6 A: Where shall we meet tomorrow?
 B: Well, I to your house if you like.

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

-be- be come find get -live- wear

- 1 I couldn't live in a big city. I'd hate it.
- 2 We had a really good holiday. It couldn't have been better.
- 3 I that hat. I'd look silly and people would laugh at me.
- 4 We managed to find the restaurant you recommended, but we without the map that you drew for us. it
- 5 Paul has to get up at 4 o'clock every morning. I don't know how he does it. I up at that time every day.
- 6 The staff at the hotel were really nice when we stayed there last summer. They more helpful.
- 7 A: I tried to phone you last week. We had a party and I wanted to invite you.
 B: That was nice of you, but I anyway. I was away all last week.

Must and can't

A

Study this example:

My house is very near the motorway.
It must be very noisy.

You can use **must** to say that you believe something is certain:

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

You can use **can't** to say that you believe something is not possible:

- You've just had lunch. You **can't be** hungry already. (People are not normally hungry just after eating a meal. You've just eaten, so you **can't** be hungry.)
- They haven't lived here for very long. They **can't know** many people.

Study the structure:

I/you/he (etc.)	must	be (tired / hungry / at work etc.)
	can't	be (doing / going / joking etc.)
		do / get / know / have etc.

B

For the past we use **must have (done)** and **can't have (done)**.

Study this example:

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



Martin and Lucy are standing at the door of their friends' house. They have rung the doorbell twice, but nobody has answered. Lucy says:
They must have gone out.

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

Study the structure:

I/you/he (etc.)	must	been (asleep / at work etc.)
	can't	been (doing / looking etc.)
	have	gone / got / known etc.

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

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

Exercises

28.1 Put in must or can't.

- 1 You've been travelling all day. You **must** be tired.
- 2 That restaurant **be** very good. It's always full of people.
- 3 That restaurant **be** very good. It's always empty.
- 4 I'm sure I gave you the key. You **have** it. Have you looked in your bag?
- 5 I often see that woman walking along this street. She **live** near here.
- 6 It rained every day during their holiday, so they **have had** a very nice time.
- 7 Congratulations on passing your exam. You **be** very pleased.
- 8 You got here very quickly. You **have walked** very fast.
- 9 Bill and Sue always stay at luxury hotels, so they **be** short of money.

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

- 1 I've lost one of my gloves. I must **have dropped** it somewhere.
- 2 Their house is very near the motorway. It must **be** very noisy.
- 3 Sarah knows a lot about films. She must **go** to the cinema a lot.
- 4 I left my bike outside the house last night and now it's gone. Somebody must **steal** it.
- 5 'How old is Ted?' 'He's older than me. He must **be** at least 40.'
- 6 I didn't hear the phone ring. I must **fall** asleep.
- 7 A: You're going on holiday soon. You must **look** forward to it.
B: Yes, it will be really good to get away.
- 8 The police have closed the road, so we have to go a different way. There must **be** an accident.
- 9 I'm sure you know this song. You must **have heard** it before.
- 10 There is a man walking behind us. He has been walking behind us for the last 20 minutes. He must **follow** us.

28.3 Read the situations and use the words in brackets to write sentences with **must have** and **can't have**.

- 1 We went to their house and rang the doorbell, but nobody answered. (they / go out)
They must have gone out.
- 2 Sarah hasn't contacted me. (she / get / my message)
She can't have got my message.
- 3 The jacket you bought is very good quality. (it / very expensive)
It must be very expensive.
- 4 I haven't seen our neighbours for ages. (they / go away)
They can't have gone away.
- 5 I can't find my umbrella. (I / leave / it in the restaurant last night)
I must have left it in the restaurant last night.
- 6 Amy was in a very difficult situation when she lost her job. (it / easy for her)
It can't have been easy for her.
- 7 There was a man standing outside the cafe. (he / wait / for somebody)
He must have been waiting for somebody.
- 8 Rachel did the opposite of what I asked her to do. (she / understand / what I said)
She can't have understood what I said.
- 9 When I got back to my car, the door was unlocked. (I / forget / to lock it)
I must have forgotten to lock it.
- 10 I was woken up in the night by the noise next door. (my neighbours / have / a party)
My neighbours must have been having a party.
- 11 The light was red, but the car didn't stop. (the driver / see / the red light)
The driver must not have seen the red light.

May and might 1

A

Study this example situation:

You are looking for Ben. Nobody is sure where he is, but you get some suggestions.

Where's Ben?



He may be in his office.

(= perhaps he is in his office)

He might be having lunch.

(= perhaps he is having lunch)

Ask Ann. She might know.

(= perhaps she knows)

We use **may** or **might** to say that something is possible. Usually you can use **may** or **might**, so you can say:

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

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

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

Study the structure:

I/you/he (etc.)	may might	(not)	be (true / in his office etc.) be (doing / working / having etc.) know / work / want etc.
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B

For the past we use **may have (done)** or **might have (done)**:

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

Study the structure:

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

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

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

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

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

Exercises

29.1 Write these sentences in a different way using **might**.

- 1 Perhaps Helen is in her office. She might be in her office.
- 2 Perhaps Helen is busy.
- 3 Perhaps she is working.
- 4 Perhaps she wants to be alone.
- 5 Perhaps she was ill yesterday.
- 6 Perhaps she went home early.
- 7 Perhaps she had to go home early.
- 8 Perhaps she was working yesterday.

In sentences 9–11 use **might not**.

- 9 Perhaps she doesn't want to see me.
- 10 Perhaps she isn't working today.
- 11 Perhaps she wasn't feeling well yesterday.

29.2 Complete each sentence with a verb in the correct form.

- 1 'Where's Ben?' 'I'm not sure. He might be having lunch.'
- 2 'Who is that man with Anna?' 'I'm not sure. It might be her brother.'
- 3 A: Who was the man we saw with Anna yesterday?
B: I'm not sure. It may have been her brother.
- 4 A: What are those people doing by the side of the road?
B: I don't know. I suppose they might be waiting for a bus.
- 5 'Is Sarah here?' 'I can't see her. She may not be here yet.'

29.3 Read the situation and make sentences from the words in brackets. Use **might**.

- 1 I can't find Jeff anywhere. I wonder where he is.
a (he / go / shopping) He might have gone shopping.
b (he / play / tennis) He might be playing tennis.
- 2 I'm looking for Sophie. Do you know where she is?
a (she / watch / TV)
b (she / go / out)
- 3 I can't find my umbrella. Have you seen it?
a (it / be / in the car)
b (you / leave / in the restaurant)
- 4 Why didn't Dan answer the doorbell? I'm sure he was at home at the time.
a (he / go / to bed early)
b (he / not / hear / the doorbell)
c (he / be / in the shower)

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

- 1 A: Do you think Sarah got the message I sent her?
B: No, she would have replied. She couldn't have got it.
- 2 A: I was surprised Amy wasn't at the meeting. Perhaps she didn't know about it.
B: That's possible. She might not have known about it.
- 3 A: I wonder why they haven't replied to the email I sent. Do you think they received it?
B: Maybe not. They might not have opened it.
- 4 A: I wonder how the fire started. Was it an accident?
B: No, the police say it couldn't have been an accident.
- 5 A: Mike says he needs to see you. He tried to find you yesterday.
B: Well, he might not have tried very hard. I was in my office all day.
- 6 A: The man you spoke to – are you sure he was American?
B: No, I'm not sure. He might be Canadian.

May and might 2

A

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

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

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

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

Compare **will** and **may/might**:

- I'll **be** late this evening. (for sure)
- I **may/might** be late this evening. (possible)

B

Usually you can use **may** or **might**. So you can say:

- I **may go** to Ireland. or I **might go** to Ireland.
- Jane **might be** able to help you. or Jane **may be** able to help you.

But we use only **might** (**not may**) when the situation is *not real*:

- If they paid me better, I **might work** harder. (*not I may work*)

The situation here is not real because they do *not pay* me well, so I'm not going to work harder.

C

There is a continuous form: **may/might be -ing**. Compare this with **will be -ing**:

- Don't phone at 8.30. I'll **be watching** the football on television.
- Don't phone at 8.30. I **might be watching** (or I **may be watching**) the football on TV. (= perhaps I'll be watching it)

We also use **may/might be -ing** for possible plans. Compare:

- I'm **going** to Ireland in July. (for sure)
- I **might be going** (or I **may be going**) to Ireland soon. (possible)

But you can also say 'I **might go** / I **may go** ...' with little difference in meaning.

D

Might as well

Helen and Clare have just missed the bus. The buses run every hour.



We **might as well** do something = We should do it because there is no better alternative. There is no reason not to do it.

May as well is also possible.

- A: What time are you going out?
B: Well, I'm ready, so I **might as well go** now.
- Buses are so expensive these days, you **might as well get** a taxi. (= taxis are as good, no more expensive)

Exercises

30.1 Write sentences with **might**.

- 1 Where are you going for your holidays? (to Ireland???)
I haven't decided yet. I **might** go to Ireland.
- 2 What sort of car are you going to buy? (a Honda???)
I'm not sure yet. I
- 3 When is Tom coming to see us? (on Saturday???)
He hasn't said yet.
- 4 Where are you going to hang that picture? (in the dining room???)
I haven't made up my mind yet.
- 5 What is Tanya going to do when she leaves school? (go to university???)
She's still thinking about it.

30.2 Complete the sentences using **might** + the following:

bite break need rain slip wake

- 1 Take an umbrella with you when you go out. It **might** **rain** later.
- 2 Don't make too much noise. You **might** **wake** the baby.
- 3 Be careful of that dog. It **might** **bite** you.
- 4 Don't throw that letter away. We **might** **need** it later.
- 5 Be careful. The footpath is very icy. You **might** **slip**.
- 6 Don't let the children play in this room. They **might** **break** something.

30.3 Complete the sentences. Use **might be able to** or **might have to** + one of the following:

fix help leave meet sell work

- 1 Tell me about your problem. I **might** **be able to help** you.
- 2 I'm not free this evening, but I **might** **work** **tomorrow**.
- 3 I don't know if I'll be free on Sunday. I **might** **leave**.
- 4 I can come to the meeting, but I **might** **meet** you **before the end**.
- 5 I'm short of money. I want to keep my car, but I **might** **sell** it.
- 6 A: There's something wrong with my bike.
B: Let me have a look. I **might** **fix** it.

30.4 Write sentences with **might not**.

- 1 I'm not sure that Liz will come to the party.
Liz **might not** come to the party.
- 2 I'm not sure that I'll go out this evening.
I
- 3 I'm not sure that we'll be able to get tickets for the game.
We
- 4 I'm not sure that Sam will be able to go out with us tonight.

30.5 Read the situations and make sentences with **might as well**.

- 1 You and a friend have just missed the bus. The buses run every hour.
You say: We'll have to wait an hour for the next bus. We **might as well** walk.
- 2 You've been invited to a party. You're not very excited about it, but you decide to go.
You say: I'm not doing anything else, so I **might as well** go to the party.
- 3 You've just painted your kitchen. You still have a lot of paint, so why not paint the bathroom too?
You say: We **might as well**. There's plenty of paint left.
- 4 You and a friend are at home. You're bored. There's a film on TV starting in a few minutes.
You say: **We might as well**. There's nothing else to do.

Have to and must

A

I **have to** do something = it is necessary to do it, I am obliged to do it:

- You can't turn right here. You **have to turn left**.
- I **have to wear** glasses for reading.
- Robert can't come out with us this evening.
He **has to work** late.
- Last week Tina broke her arm and **had to go** to hospital.
- I haven't **had to go** to the doctor for ages.

You **have to** turn left here.



We use **do/does/did** in questions and negative sentences (for the present and past simple):

- What **do I have to do** to get a new driving licence? (*not* What have I to do?)
- Karen **doesn't have to work** Saturdays. (*not* Karen hasn't to)
- Why **did you have to leave** early?

You can say **I'll have to ...**, **I'm going to have to ...** and **I might / I may have to ...**:

- They can't fix my computer, so **I'll have to buy** a new one. *or*
I'm going to have to buy a new one.
- Tom **might have to work** late tomorrow. *or* Tom **may have to work** ...
(= it's possible that he will have to)

B

Must is similar to **have to**:

- It's later than I thought. I **must go**. *or* I **have to go**.

You can use **must** or **have to** to give your own opinion (for example, to say what *you* think is necessary, or to recommend someone to do something):

- I haven't spoken to Sue for ages. I **must phone** her. / I **have to phone** her.
(= I say this is necessary)
- Mark is a really nice person. You **must meet** him. / You **have to meet** him.
(I recommend this)

We use **have to** (*not usually must*) to say what someone is *obliged* to do. The speaker is not giving his/her own opinion:

- I **have to work** from 8.30 to 5.30 every day. (a fact, not an opinion)
- Jane **has to travel** a lot for her work.

But **must** is used in written rules and instructions:

- Applications for the job **must be received** by 18 May.
- (*exam instruction*) Answer all the questions. You **must write** your answers in ink.

You cannot use **must** to talk about the past:

- We didn't have much time. We **had to** hurry. (*not* we **must** hurry)

C

Mustn't and **don't have to** are completely different:

You **mustn't** do something = it is necessary that you do *not* do it (so don't do it):

- You **must keep** this a secret. You **mustn't tell** anyone. (= don't tell anyone)
- I promised I would be on time. I **mustn't be** late. (= I must be on time)

You **don't have to** do something = you don't need to do it (but you can if you want):

- You **don't have to tell** Tom what happened. I can tell him myself.
- I **don't have to be** at the meeting, but I think I'll go anyway.

D

You can use **have got to** instead of **have to**. So you can say:

- I've **got to** work tomorrow. *or* I **have to** work tomorrow.
- When **has** Helen **got to go**? *or* When **does** Helen **have to go**?

Exercises

31.1 Complete the sentences using **have to / has to / had to**.

- 1 Bill starts work at 5 a.m. He **has to get up** at four. (he / get up)
- 2 'I broke my arm last week.' 'Did you **have to go** to hospital?' (you / go)
- 3 There was a lot of noise from the street. **close** the window. (we / close)
- 4 Karen can't stay for the whole meeting. **leave** early. (she / leave)
- 5 How old **are** you? **be** to drive in your country? (you / be)
- 6 I don't have much time. **go** soon. (I / go)
- 7 How is Paul enjoying his new job? **travel** a lot? (he / travel)
- 8 'I'm afraid I can't stay long.' 'What time **will** you **go**?' (you / go)
- 9 'The bus was late again.' 'How long **will** you **wait**?' (you / wait)
- 10 There was nobody to help me. **do** everything by myself. (I / do)

31.2 Complete the sentences using **have to + the verbs** in the list. Some sentences are positive (**I have to ... etc.**) and some are negative (**I don't have to ... etc.**):

ask do drive get up go make make pay show

- 1 I'm not working tomorrow, so I **don't have to get up** early.
- 2 Steve didn't know how to turn off the computer, so I **had to show** him.
- 3 Excuse me a moment – I **have to make** a phone call. I won't be long.
- 4 I'm not too busy. I have a few things to do, but I **haven't got** them now.
- 5 I couldn't find the street I wanted. I **asked** somebody for directions.
- 6 The car park is free. You **don't have to pay** to park your car there.
- 7 A man was injured in the accident, but he **wasn't seriously hurt**. He **had to go to hospital** because it was serious.
- 8 Jane has a senior position in the company. She **has to make important decisions**.
- 9 When Patrick starts his new job next month, he **will have to work** 50 miles to work every day.

31.3 In some of these sentences, **must** is wrong or unnatural. Correct the sentences where necessary.

- 1 It's later than I thought. I **must go**. OK (have to is also correct)
- 2 I **must work** every day from 8.30 to 5.30. I **have to work**
- 3 You **must come** and see us again soon.
- 4 Tom can't meet us tomorrow. He **must work**.
- 5 I **must work** late yesterday evening.
- 6 I **must get up** early tomorrow. I have a lot to do.
- 7 Julia wears glasses. She **must wear glasses** since she was very young.

31.4 Complete the sentences with **mustn't** or **don't/doesn't have to**.

- 1 I don't want anyone to know about our plan. You **mustn't tell** anyone.
- 2 Richard **doesn't have to wear** a suit to work, but he usually does.
- 3 I can sleep late tomorrow morning because I **can't go to work**.
- 4 Whatever you do, you **mustn't touch** that switch. It's very dangerous.
- 5 There's a lift in the building, so we **don't have to climb** the stairs.
- 6 You **mustn't forget** what I told you. It's very important.
- 7 Silvia **mustn't get up** early, but she usually does.
- 8 Don't make so much noise. We **mustn't wake** the children.
- 9 I **mustn't eat** too much. I'm supposed to be on a diet.
- 10 You **mustn't be** a good player to enjoy a game of tennis.

Must mustn't needn't

A Must and mustn't

You **must** do something = it is necessary that you do it:

- Don't tell anybody what I said. You **must** keep it a secret.
- We haven't got much time. We **must** hurry.

You **mustn't** do something = it is necessary that you do *not* do it (so don't do it):

- You **must** keep it a secret. You **mustn't** tell anyone. (= don't tell anyone)
- We **must** be very quiet. We **mustn't** make any noise.

B Needn't and don't need to

You **needn't** do something = it's not necessary to do it (but you can if you like):

- We've got plenty of time. We **needn't** hurry. (= it is not necessary to hurry)
- Joe can stay here. He **needn't** come with us. (= it is not necessary for him to come)

You can also use **don't/doesn't need to**:

- We **don't need to** hurry.

Remember that we say **don't need to do / doesn't need to do**, but **needn't do (without to)**.

C Needn't have (done)

Study this example situation:



Paul and Sue decided to go to a restaurant.
They reserved a table.

We **needn't have reserved** a table.



But the restaurant was almost empty.
So they **needn't have reserved** a table.

They **needn't have reserved** a table. = They reserved a table, but this was not necessary.

Compare **needn't (do)** and **needn't have (done)**:

- Everything will be OK. You **needn't worry**. (it is not necessary)
- Everything was OK. You **needn't have worried**. (you worried, but it was not necessary)

D Needn't have (done) and didn't need to (do)

He **needn't have done** something = he did it, but now we know that it was not necessary:

- Why did he get up at 5 o'clock? He **needn't have got** up so early. He could have stayed in bed longer.

He **didn't need to do** something = it was not necessary to do it. It doesn't matter whether he did it or not:

- He **didn't need to** get up early, so he didn't.
- He **didn't need to** get up early, but it was a beautiful morning, so he did.

He **didn't have to ...** is also possible in these examples.

Exercises

32.1 Which is correct?

- 1 We haven't got much time. We must / mustn't hurry. (must is correct)
- 2 We've got plenty of time. We mustn't / don't need to hurry.
- 3 I have to talk to Gary. I must / mustn't remember to call him.
- 4 I have to talk to Gary. I mustn't / needn't forget to call him.
- 5 There's plenty of time for you to make up your mind. You mustn't / don't need to decide now.
- 6 We needn't / mustn't wash these tomatoes. They've already been washed.
- 7 This is a valuable book. You must / needn't take good care of it and you mustn't / don't need to lose it.
- 8 A: What sort of house do you want to buy? Something big?
B: Well, it mustn't / needn't be big – that's not so important. But it must / mustn't have a nice garden – that's essential.

32.2 Complete the sentences. Use **needn't** + one of these verbs:

ask come explain leave walk

- 1 We've got plenty of time. We needn't leave yet.
- 2 I can manage the shopping alone. You needn't come with me.
- 3 We needn't walk all the way home. We can get a taxi.
- 4 Just help yourself if you'd like more to eat. You needn't ask first.
- 5 I understand the situation perfectly. You needn't explain further.

32.3 Write two sentences for each situation. Use **needn't have** in the first sentence and **could have** in the second (as in the example). For **could have**, see Unit 27.

- 1 Why did you rush? Why didn't you take your time?
You needn't have rushed. You could have taken your time.
- 2 Why did you walk home? Why didn't you take a taxi?
- 3 Why did you stay at a hotel? Why didn't you stay with us?
- 4 Why did she phone me in the middle of the night? Why didn't she wait until the morning?
She needn't have phoned me in the middle of the night. She could have waited until the morning.
- 5 Why did you shout at me? Why weren't you more patient?
I needn't have shouted at you. I could have been more patient.
- 6 Why did you leave without saying anything? Why didn't you say goodbye to me?
I needn't have left without saying anything. I could have said goodbye to you.

32.4 Correct the sentences where necessary.

- 1 We have plenty of time. We don't need hurry. We don't need to hurry
- 2 You must keep it a secret. You mustn't tell anybody else. OK
- 3 I'll be all right. You needn't worry about me.
- 4 You mustn't wait for me. You go on and I'll join you later.
- 5 You don't need to keep these emails. You can delete them.
- 6 I needn't have gone out, so I stayed at home.
- 7 I needn't have bought eggs. We had some already.

Should 1

A

You **should** do something = it is a good thing to do or the right thing to do. You can use **should** to give advice or to give an opinion:

- You look tired. You **should go** to bed.
- The government **should do** more to improve education.
- 'Should we **invite** Stephanie to the party?' 'Yes, I think we **should**.'

We often use **should** with **I think / I don't think / Do you think ... ?**:

- I think** the government **should do** more to improve education.
- I don't think** you **should work** so hard.
- 'Do you think I **should apply** for this job?' 'Yes, I **think you should**.'

You **shouldn't** do something = it isn't a good thing to do:

- You **shouldn't believe** everything you read in the newspapers.

Should is not as strong as **must** or **have to**:

- You **should** apologise. (= it would be a good thing to do)
- You **must** apologise. / You **have to** apologise. (= you have no alternative)

B

You can use **should** when something is not right or what you expect:

- Where's Tina? She **should be** here by now.
(= she isn't here yet, and this is not normal)
- The price on this packet is wrong. It **should be** £2.50, not £3.50.
- That man on the motorbike **should be wearing** a helmet.



He **should be wearing** a helmet.

We also use **should** to say that we expect something to happen:

- Helen has been studying hard for the exam, so she **should pass**.
(= I expect her to pass)
- There are plenty of hotels in the town. It **shouldn't be** hard to find a place to stay.
(= I don't expect it to be hard)

C

You **should have done** something = you didn't do it, but it would have been the right thing to do:

- You missed a great party last night. You **should have come**. Why didn't you?
(= you didn't come, but it would have been good to come)
- I wonder why they're so late. They **should have got** here long ago.

You **shouldn't have done** something = you did it, but it was the wrong thing to do:

- I'm feeling sick. I **shouldn't have eaten** so much. (= I ate too much)
- She **shouldn't have been listening** to our conversation. It was private.
(= she was listening)

Compare **should (do)** and **should have (done)**:

- You look tired. You **should go** to bed now.
- You went to bed very late last night. You **should have gone** to bed earlier.

D

Ought to ...

You can use **ought to** instead of **should** in the sentences on this page. We say 'ought to do' (with **to**):

- Do you think I **ought to apply** for this job? (= Do you think I **should apply** ... ?)
- Jack **ought not to go** to bed so late. (= Jack **shouldn't go** ...)
- It was a great party last night. You **ought to have come**.
- Helen has been studying hard for the exam, so she **ought to pass**.

Exercises

33.1 For each situation, write a sentence with **should** or **shouldn't** + one of the following:

~~go away for a few days~~

go to bed so late

look for another job

put some pictures on the walls

take a photo

use her car so much

- | | |
|-------------------------------------------|------------------------------------|
| 1 Anna needs a change. | She should go away for a few days. |
| 2 Your salary is very low. | You |
| 3 Jack always finds it hard to get up. | He |
| 4 What a beautiful view! | You |
| 5 Sue drives everywhere. She never walks. | She |
| 6 Dan's room isn't very interesting. | |

33.2 Read the situations and write sentences with **I think / I don't think ... should ...**

- 1 Joe and Catherine are planning to get married. You think it's a bad idea.
I don't think they should get married.
- 2 Jane has a bad cold, but plans to go out tonight. You don't think this is a good idea. You say to her:
You
- 3 Peter needs a job. He's just seen an advert for a job which you think would be ideal for him, but he's not sure whether to apply or not. You say to him:
He
- 4 The government wants to increase taxes, but you don't think this is a good idea.
You

33.3 Complete the sentences with **should (have)** + the verb in brackets.

- 1 Helen **should pass** the exam. She's been studying very hard. (**pass**)
- 2 You missed a great party last night. **You should have come**. (**come**)
- 3 We don't see you enough. You **and see us more often.** (**come**)
- 4 I'm in a difficult position. What do you think I **now?** (**do**)
- 5 I'm sorry that I didn't take your advice. I **what you said.** (**do**)
- 6 We lost the game yesterday, but we **We were the better** team. (**win**)
- 7 Tanya has a tennis match against Jane tomorrow. Jane **- she's** much better than Tanya. (**win**)
- 8 'Is Joe here yet?' 'Not yet, but he **here soon.'** (**be**)
- 9 We went the wrong way and got lost. We **right, not left.** (**turn**)

33.4 Read the situations and write sentences with **should/shouldn't**. Some of the sentences are past and some are present.

- 1 I'm feeling sick. I ate too much. I **shouldn't have eaten** so much.
- 2 That man on the motorbike isn't wearing a helmet. That's dangerous. He **should be wearing a helmet.**
- 3 When we got to the restaurant, there were no free tables. We hadn't reserved one. We **hadn't reserved** one.
- 4 The notice says that the shop is open every day from 8.30. It is 9 o'clock now, but the shop isn't open yet. The shop **isn't open**.
- 5 The speed limit is 30 miles an hour, but Kate is doing 50. She **is driving faster than the speed limit.**
- 6 Laura told me her address, but I didn't write it down. Now I can't remember the house number. I **haven't written it down.**
- 7 I was driving behind another car. Suddenly, the driver in front stopped without warning and I drove into the back of his car. It wasn't my fault. The driver in front **shouldn't have stopped** without warning.
- 8 I walked into a wall. I was looking behind me. I wasn't looking where I was going. I **walked into a wall.**

Should 2

A

You can use **should** after:

insist recommend suggest demand propose

- I insisted that he **should apologise**.
- Doctors **recommend** that everyone **should eat** plenty of fruit.
- What do you **suggest** we **should do**?
- Many people are **demanding** that something **should be done** about the problem.

also

It's important/vital/necessary/essential that ... **should** ... :

- It's **essential** that everyone **should be** here on time.

B

You can also leave out **should** in the sentences in section A. So you can say:

- It's **essential** that everyone **be** here on time. (= ... that everyone **should be** here)
- I **insisted** that he **apologise**. (= ... that he **should apologise**)
- What do you **suggest** we **do**?
- Many people are **demanding** that something **be done** about the problem.

This form (**be/do/apologise** etc.) is called the *subjunctive*. It is the same as the *infinitive* (without **to**).

You can also use normal present and past tenses:

- It's **essential** that everyone **is** here on time.
- I **insisted** that he **apologised**.

C

After **suggest**, you cannot use **to** ... ('to do / to buy' etc.). You can say:

- What do you **suggest** we **should do**?
- or What do you **suggest** we **do**? (but not What do you **suggest us to do**?)
- Jane won the lottery.
I **suggested** that she **should buy** a car with the money she'd won.
- or I **suggested** that she **buy** a car.
- or I **suggested** that she **bought** a car. (but not I suggested her to buy)

You can also use -ing after **suggest** (What do you **suggest doing**?). See Unit 53.

D

You can use **should** after a number of adjectives, especially:

strange odd funny typical natural interesting surprised surprising

- It's **strange** that he **should be** late. He's usually on time.
- I was **surprised** that he **should say** such a thing.

E

You can say 'If something **should happen** ...'. For example:

- We have no jobs at present, but if the situation **should change**, we will contact you.

You can also begin with **should** (Should something happen ...):

- Should the situation **change**, we will contact you.

This means the same as 'If the situation **changes**, ...'. With **should**, the speaker feels that the possibility is smaller.

F

You can use **I should** ... / **I shouldn't** ... to give somebody advice. For example:

- 'Shall I leave now?' 'No, I **should wait** a bit.'

Here, **I should wait** = I would wait if I were you, I advise you to wait.

More examples:

- 'I'm going out now. Is it cold out?' 'Yes, I **should wear** a coat.'
- I **shouldn't stay** up too late. You have to be up early tomorrow.

Exercises

34.1 Write a sentence (beginning in the way shown) that means the same as the first sentence.

- 1 'I think it would be a good idea to see a specialist,' the doctor said to me.
The doctor recommended that I should see a specialist
- 2 'You really must stay a little longer,' she said to me.
She insisted that I
- 3 'Why don't you visit the museum after lunch?' I said to them.
I suggested that
- 4 'You must pay the rent by Friday,' the landlord said to us.
The landlord demanded that
- 5 'Why don't we go away for a few days?' Jack said to me.
Jack suggested that

34.2 Are these sentences right or wrong?

- 1 a Tom suggested that I should look for another job. OK
b Tom suggested that I look for another job.
- c Tom suggested that I looked for another job.
d Tom suggested me to look for another job.
- 2 a Where do you suggest I go for my holiday?
b Where do you suggest me to go for my holiday?
c Where do you suggest I should go for my holiday?

34.3 Complete the sentences using **should** + the following:

ask be leave listen say worry

- 1 It's strange that he should be late. He's usually on time.
- 2 It's funny that you _____ that. I was going to say the same thing.
- 3 It's only natural that parents _____ about their children.
- 4 Isn't it typical of Joe that he _____ without saying goodbye to anybody?
- 5 I was surprised that they _____ me for advice. What advice could I give them?
- 6 I'm going to give you all some essential information, so it's important that everybody _____ very carefully.

34.4 Use the words in brackets to complete these sentences. Use **If ... should ...**.

- 1 We have no jobs at present. (the situation / change)
If the situation should change, we will contact you.
- 2 I've hung the washing out to dry on the balcony. (it / rain)
_____, can you bring the washing in, please?
- 3 I think everything will be OK. (there / be / any problems)
_____, I'm sure we'll be able to solve them.
- 4 I don't want anyone to know where I'm going. (anyone / ask)
_____, just say that you don't know.

Write sentences 3 and 4 again, this time beginning with **Should.**

- 1 (3) Should _____, I'm sure we'll be able to solve them.
- 2 (4) _____, just say that you don't know.

34.5 (Section F) Complete the sentences using **I should** + the following:

get keep phone wait

- 1 'Shall I leave now?' 'No, I should wait a bit.'
- 2 'Shall I throw these things away?' 'No, _____ them. You may need them.'
- 3 'Shall I go and see Paul?' 'Yes, but _____ him first.'
- 4 'Is it worth getting this TV repaired?' 'No, _____ a new one.'

Had better It's time ...

A

Had better (I'd better / you'd better etc.)

I'd better do something = it is advisable to do it. If I don't do it, there will be a problem or a danger:

- I have to meet Amy in ten minutes. **I'd better go** now or I'll be late.
- 'Shall I take an umbrella?' 'Yes, **you'd better**. It might rain.'
- We'd better stop** for petrol soon. The tank is almost empty.

The negative is **I'd better not** (= **I had better not**):

- 'The jacket looks good on you. Are you going to buy it?' '**I'd better not**. It's too expensive.'
- You don't look very well. **You'd better not go** out tonight.

Remember that:

The form is '**had better**' (usually '**I'd better** / **you'd better**' etc. in spoken English).

- I'd better** phone Chris, **hadn't I?**

Had is normally past, but the meaning of **had better** is present or future, *not* past.

- I'd better go** to the bank **now / tomorrow**.

We say '**I'd better do**' (*not* to do):

- It might rain. **We'd better take** an umbrella. (*not* **We'd better to take**)

B

Had better and should

Had better is similar to **should**, but not exactly the same. We use **had better** only for a specific situation, not for things in general. You can use **should** in all types of situations to give an opinion or give advice:

- It's late. **You'd better go**. / **You should go**. (a specific situation)
- You're always at home. **You should go** out more often. (in general – *not* 'had better go')

Also, with **had better**, there is always a danger or a problem if you don't follow the advice.

Should means only 'it is a good thing to do'. Compare:

- It's a great film. **You should go** and see it. (but no problem if you don't)
- The film starts at 8.30. **You'd better go** now or you'll be late.

C

It's time ...

You can say **It's time** (for somebody) **to ...**:

- It's time **to go** home. / It's time for us **to go** home.

But you can also say:

- It's late. It's time **we went** home.

When we use **it's time** + past (we **went** / I **did** / they **were** etc.), the meaning is present, *not* past:

- It's time they were** here. Why are they so late? (*not* It's time they are here)

It's time somebody **did** something = they should have already done it or started it. We often use this structure to criticise or to complain:

- This situation can't continue. **It's time** you **did** something about it.
- He's very selfish. **It's time** he **realised** that he isn't the most important person in the world.

You can also say **It's about time** This makes the criticism stronger:

- Jack is a great talker. But **it's about time** he **did** something instead of just talking.

Exercises

35.1 Read the situations and write sentences with **had better** or **had better not**. Use the words in brackets.

- 1 You're going out for a walk with Tom. It looks as if it might rain. You say to Tom:
(an umbrella) **We'd better take an umbrella.**
- 2 Oliver has just cut himself. It's a bad cut. You say to him:
(a plaster)
- 3 You and Kate plan to go to a restaurant this evening. It's a popular restaurant. You say to Kate:
(reserve) **We**
- 4 Rebecca doesn't look very well this morning – not well enough to go to work. You say to her:
(work)
- 5 You received your phone bill four weeks ago, but you haven't paid it yet. If you don't pay soon, you could be in trouble. You say to yourself:
(pay)
- 6 You want to ask your boss something, but he's very busy and you know he doesn't like to be disturbed. You say to a colleague:
(disturb) **I**

35.2 Put in **had better** where suitable. If **had better** is not suitable, use **should**.

- 1 I have an appointment in ten minutes. I **'d better** go now or I'll be late.
- 2 It's a great film. You **should** go and see it. You'll really like it.
- 3 You **set** your alarm. You'll never wake up on time if you don't.
- 4 When people are driving, they **keep** their eyes on the road.
- 5 I'm glad you came to see us. You **come** more often.
- 6 She'll be upset if we don't invite her to the party, so we **invite** her.
- 7 These biscuits are delicious. You **try** one.
- 8 I think everybody **learn** a foreign language.

35.3 Complete the sentences. Sometimes you need only one word, sometimes two.

- 1 a I have a toothache. I'd better **go** to the dentist.
b John is expecting you to phone him. You **better** phone him now.
c 'Shall I leave the window open?' 'No, you'd better **it.'**
d We'd better leave as soon as possible, **we?**
- 2 a It's time the government **something** about the problem.
b It's time something **about** the problem.
c I think it's about time you **about** other people instead of only thinking about yourself.

35.4 Read the situations and write sentences with **It's time (somebody did something)**.

- 1 You think the oil in the car needs to be changed. It hasn't been changed for a long time.
It's time we changed the oil in the car.
- 2 You haven't had a holiday for a very long time. You need one now.
It's time I
- 3 You're sitting on a train waiting for it to leave the station. It's already five minutes late.
- 4 You enjoy having parties. You haven't had one for a long time.
- 5 The company you work for has been badly managed for a long time. You think some changes should be made.
- 6 Andrew has been doing the same job for the last ten years. He should try something else.

Would

A

We use **would ('d)** / **wouldn't** when we *imagine* a situation or action (= we think of something that is not real):

- It **would be** nice to buy a new car, but we can't afford it.
- I'd **love** to live by the sea.
- A: Shall I tell Chris what happened?
B: No, I **wouldn't say** anything.
(= I wouldn't say anything in your situation)



We use **would have (done)** when we imagine situations or actions in the past (= things that didn't happen):

- They helped us a lot. I don't know what we'd **have done** (= we **would have done**) without their help.
- I didn't tell Sam what happened. He **wouldn't have been** pleased.

Compare **would (do)** and **would have (done)**:

- I **would call** Lisa, but I don't have her number. (*now*)
I **would have called** Lisa, but I didn't have her number. (*past*)
- I'm not going to invite them to the party. They **wouldn't come** anyway.
I didn't invite them to the party. They **wouldn't have come** anyway.

We often use **would** in sentences with **if** (see Units 38–40):

- I **would call** Lisa if I had her number.
- I **would have called** Lisa if I'd had her number.

B

Compare **will ('ll)** and **would ('d)**:

- I'll **stay** a little longer. I've got plenty of time.
I'd **stay** a little longer, but I really have to go now. (so I can't stay longer)
- I'll **call** Lisa. I have her number.
I'd **call** Lisa, but I don't have her number. (so I can't call her)

Sometimes **would/wouldn't** is the past of **will/won't**. Compare:

present

- TOM: I'll **call** you on Sunday. → Tom said he'd **call** me on Sunday.
- AMY: I promise I **won't be** late. → Amy promised that she **wouldn't be** late.
- LISA: Damn! The car **won't start**. → Lisa was annoyed because her car **wouldn't start**.

past

Somebody **wouldn't do** something = he/she refused to do it:

- I tried to warn him, but he **wouldn't listen** to me. (= he refused to listen)
- The car **wouldn't start**. (= it 'refused' to start)

C

You can also use **would** to talk about things that happened regularly in the past:

- When we were children, we lived by the sea. In summer, if the weather was fine, we **would** all get up early and go for a swim. (= we did this regularly)
- Whenever Richard was angry, he **would** walk out of the room.

With this meaning, **would** is similar to **used to** (see Unit 18):

- Whenever Richard was angry, he **used to walk** out of the room.

Exercises

36.1 Write sentences about yourself. Imagine things you would like or wouldn't like.

- 1 (a place you'd love to live) I'd love to live by the sea.
- 2 (a job you wouldn't like to do)
- 3 (something you would love to do)
- 4 (something that would be nice to have)
- 5 (a place you'd like to go to)

36.2 Complete the sentences using **would** + the following verbs (in the correct form):

be be do do enjoy enjoy have pass stop

- 1 They helped us a lot. I don't know what we would have done without their help.
- 2 You should go and see the film. You ... it.
- 3 It's a pity you couldn't come to the party last night. You ... it.
- 4 Shall I apply for the job or not? What ... you ... in my position?
- 5 I was in a hurry when I saw you. Otherwise I ... to talk.
- 6 We took a taxi home last night, but got stuck in the traffic. It ... quicker to walk.
- 7 Why don't you go and see Clare? She ... very pleased to see you.
- 8 Why didn't you do the exam? I'm sure you ... it.
- 9 In an ideal world, everybody ... enough to eat.

36.3 Each sentence on the right follows a sentence on the left. Which follows which?

- 1 I'd like to go to Australia one day.
- 2 I wouldn't like to live on a busy road.
- 3 I'm sorry the trip was cancelled.
- 4 I'm looking forward to going out tonight.
- 5 I'm glad we didn't go out in the rain.
- 6 I'm not looking forward to the trip.

- | | |
|------------------------------------|---|
| a It wouldn't have been very nice. | 1 |
| b It would have been fun. | 2 |
| c It would be nice. | 3 |
| d It won't be much fun. | 4 |
| e It wouldn't be very nice. | 5 |
| f It will be fun. | 6 |

36.4 Write sentences using **promised** + **would/wouldn't**.

- 1 I wonder why Laura is late. She promised she wouldn't be late.
- 2 I wonder why Steve hasn't called me. He promised ...
- 3 Why did you tell Jane what I said? You ...
- 4 I'm surprised they didn't wait for us. They ...

36.5 Complete the sentences. Use **wouldn't** + a suitable verb.

- 1 I tried to warn him, but he wouldn't listen to me.
- 2 I asked Amanda what had happened, but she ... me.
- 3 Paul was very angry about what I'd said and ... to me for two weeks.
- 4 Martina insisted on carrying all her luggage. She ... me help her.

36.6 These sentences are about things that often happened in the past. Complete the sentences using **would** + these verbs:

forget help shake share walk

- 1 Whenever Richard was angry, he would walk out of the room.
- 2 We used to live next to a railway line. Every time a train went past, the house ...
- 3 Alan was a very kind man. He ... always ... you if you had a problem.
- 4 Katherine was always very generous. She didn't have much, but she ... what she had with everyone else.
- 5 You could never rely on Joe. It didn't matter how many times you reminded him to do something, he ... always ...

Can/Could/Would you ... ? etc.

(Requests, offers, permission and invitations)

A Asking people to do things (requests)

We use **can** or **could** to ask people to do things:

- Can you wait a moment, please?**
- or** **Could you wait a moment, please?**
- Helen, can you do me a favour?**
- Excuse me, could you tell me how to get to the airport?**

Could you open the door, please?



Note that we say **Do you think you could ... ? (not can):**

- Do you think you could take me to the station?**

We also use **will** and **would** to ask people to do things (but **can/could** are more usual):

- Helen, will you do me a favour?**
- Would you please be quiet? I'm trying to concentrate.**

B Asking for things

To ask for something, we use **Can I have ... ? / Could I have ... ? or Can I get ... ?:**

- (in a shop) Can I have these postcards, please? or**
Can I get these postcards, please?
- (during a meal) Could I have the salt, please?**

May I have ... ? is also possible:

- May I have these postcards, please?**

C Asking to do things

To ask to do something, we use **can, could or may:**

- (on the phone) Hello, can I speak to Steve, please?**
- 'Could I use your phone?' 'Sure.'**
- Do you think I could borrow your bike?**
- 'May I come in?' 'Yes, please do.'**

May is more formal than **can** or **could**.

To ask to do something, you can also say **Do you mind if I ... ?**

or **Is it all right / Is it OK if I ... ?:**

- 'Do you mind if I use your phone?' 'Sure. Go ahead.'**
- 'Is it all right if I come in?' 'Yes, of course.'**



D Offering to do things

To offer to do something, we use **Can I ... ?:**

- 'Can I get you a cup of coffee?' 'That would be nice.'**
- 'Can I help you?' 'No, it's all right. I can manage.'**

E Offering and inviting

To offer or to invite, we use **Would you like ... ? (not Do you like):**

- 'Would you like a cup of coffee?' 'Yes, please.'**
- 'Would you like to eat with us tonight?' 'I'd love to.'**

I'd like ... is a polite way of saying what you want:

- (at a tourist information office) I'd like some information about hotels, please.**
- (in a shop) I'd like to try on this jacket, please.**

Exercises

37.1 Read the situations and write questions beginning **Can ... or Could ...**.

- 1 You're carrying a lot of things. You can't open the door yourself. There's a man standing near the door. You say to him: **Could you open the door, please?**
- 2 You phone Kate's office, but somebody else answers. Kate isn't there. You want to leave a message for her. You say:
- 3 You're a tourist. You want to go to the station, but you don't know how to get there. You ask at your hotel:
- 4 You are in a clothes shop. You see some trousers you like and you want to try them on. You say to the shop assistant:
- 5 You have a car. You have to go the same way as Steve, who is on foot. You offer him a lift. You say to him:

37.2 Read the situation and write a question using the word in brackets.

- 1 You want to borrow your friend's bike. What do you say to him?
(think) **Do you think I could borrow your bike?**
- 2 You are staying at a friend's house and you would like to make some coffee. What do you say?
(all right) **Is it all right if I make some coffee?**
- 3 You've filled in some forms in English. You want your friend to check them for you. What do you ask?
(think)
- 4 You want to leave work early. What do you ask your boss?
(mind)
- 5 The woman in the next room is playing music. It's very loud. You want her to turn it down. What do you say to her?
(think)
- 6 You're on a train. The window is open and you're feeling cold. You'd like to close it, but first you ask the woman next to you.
(OK)
- 7 You're still on the train. The woman next to you has finished reading her paper, and you'd like to have a look at it. You ask her.
(think)

37.3 What would you say in these situations?

- 1 Paul has come to see you in your flat. You offer him something to eat.
YOU: **Would you like something to eat?** ?
PAUL: No, thank you. I've just eaten.
- 2 You need help to charge the battery in your camera. You ask Kate.
YOU: I don't know how to charge the battery. ?
KATE: Sure. It's easy. All you have to do is this.
- 3 You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.
YOU: ?
MAN: Oh, that's very kind of you. Thank you very much.
- 4 You're the passenger in a car. Your friend is driving very fast. You ask her to slow down.
YOU: You're making me very nervous. ?
DRIVER: Oh, I'm sorry. I didn't realise I was going so fast.
- 5 You've finished your meal in a restaurant and now you want the bill. You ask the waiter:
YOU: ?
WAITER: Sure. I'll get it for you now.
- 6 A friend of yours is interested in one of your books. You invite him to borrow it.
FRIEND: This looks very interesting.
YOU: Yes, it's a good book. ?

UNIT 24**24.1**

- 2 *b* is true
3 *a* and *c* are true
4 *b* and *d* are true
5 *c* and *d* are true
6 *c* is true

24.2

- 2 We'll have finished
3 we'll be playing
4 I'll be working
5 the meeting will have ended
6 he'll have spent
7 you'll still be doing
8 she'll have travelled
9 I'll be staying
10 Will you be seeing

UNIT 25**25.1**

- 2 she goes
3 you know
4 Will you be ... I get
5 there are ... I'll call / I will call
6 it's / it is
7 you see ... you won't recognise /
you will not recognise
8 I'll be / I will be ... he gets
9 you need ... I'm / I am
10 I'll wait / I will wait ...
you're / you are

25.2

- 2 I'll give you my address when
I find somewhere to live. or
... when I've found somewhere to
live.
3 I'll come straight back home after I
do the shopping. or
... after I've done the shopping.
4 Let's go home before it gets dark.
5 I won't speak to her until she
apologises. or
... until she has apologised.

25.3

- 2 you go / you leave
3 you decide or you've decided /
you have decided
4 you're in Hong Kong / you go to
Hong Kong
5 build the new road or 've built the
new road / have built the new road

25.4

- 2 if
3 When
4 If
5 If
6 when
7 if
8 if

UNIT 26**26.1**

- 3 can
4 be able to
5 been able to
6 can or will be able to
7 be able to

26.2*Example answers:*

- 2 I used to be able to run fast.
3 I'd like to be able to play the piano.
4 I've never been able to get up early.

26.3

- 2 could run
3 can wait
4 couldn't eat
5 can't hear
6 couldn't sleep

26.4

- 2 was able to finish it
3 were able to find it
4 was able to get away

26.5

- 4 couldn't
5 managed to
6 could
7 managed to
8 could
9 managed to
10 couldn't

UNIT 27**27.1**

- 2 We could have fish.
3 You could phone (her) now.
4 You could give her a book.
5 We could hang it in the kitchen.

27.2

- 3 I could kill him!
4 OK (could have is also possible)
5 I could stay here all day
6 it could be in the car
(may/might are also possible)
7 OK
8 OK (could borrow is also possible)
9 You could fall.
(may/might are also possible)

27.3

- 2 could have come/gone
3 could apply
4 could have been
5 could have got/taken
6 could come

27.4

- 3 couldn't wear
4 couldn't have found
5 couldn't get
6 couldn't have been
7 couldn't have come/gone

UNIT 28**28.1**

- | | |
|---------|---------|
| 2 must | 6 can't |
| 3 can't | 7 must |
| 4 must | 8 must |
| 5 must | 9 can't |

28.2

- 3 go
4 have taken / have stolen /
have moved
5 be
6 have been
7 be looking
8 have been
9 have heard
10 be following

28.3

- 3 It must have been very expensive.
4 They must have gone away.
5 I must have left it in the restaurant
last night.
6 It can't have been easy for her.
7 He must have been waiting for
somebody.
8 She can't have understood what
I said. or She couldn't have
understood what I said.
9 I must have forgotten to lock it.
10 My neighbours must have been
having a party.
11 The driver can't have seen the red
light. or
The driver couldn't have seen ...

UNIT 29**29.1**

- 2 She might be busy.
3 She might be working.
4 She might want to be alone.
5 She might have been ill yesterday.
6 She might have gone home early.
7 She might have had to go home
early.
8 She might have been working
yesterday.
9 She might not want to see me.
10 She might not be working today.
11 She might not have been feeling
well yesterday.

You can use **may** instead of **might** in all
these sentences.

Key to Exercises

29.2

- 2 be
- 3 have been
- 4 be waiting
- 5 have arrived / have come

29.3

- 2 a She might be watching TV.
b She might have gone out.
- 3 a It might be in the car.
b You might have left it in the restaurant.
- 4 a He might have gone to bed early.
b He might not have heard the doorbell.
c He might have been in the shower.

You can use **may** instead of **might** in all these sentences.

29.4

- 3 might not have received it / might not have got it
- 4 couldn't have been an accident
- 5 couldn't have tried
- 6 might not have been American

UNIT 30

30.1

- 2 I might buy a Honda.
- 3 He might come on Saturday.
- 4 I might hang it in the dining room.
- 5 She might go to university.

You can use **may** instead of **might** in all these sentences.

30.2

- 2 might wake
- 3 might bite
- 4 might need
- 5 might slip
- 6 might break

You can use **may** instead of **might** in all these sentences.

30.3

- 2 might be able to meet
- 3 might have to work
- 4 might have to leave
- 5 might have to sell
- 6 might be able to fix

You can use **may** instead of **might** in all these sentences.

30.4

- 2 I might not go out this evening.
- 3 We might not be able to get tickets for the game.
- 4 Sam might not be able to go out with us tonight.

You can use **may** instead of **might** in all these sentences.

30.5

- 2 I might as well go
- 3 We might as well paint the bathroom.
- 4 We might as well watch it. / ... watch the film.

You can use **may** instead of **might** in all these sentences.

UNIT 31

31.1

- 3 We had to close
- 4 She has to leave or She'll have to leave / She will have to leave
- 5 do you have to be
- 6 I have to go or I'll have to go / I will have to go
- 7 Does he have to travel
- 8 do you have to go or will you have to go
- 9 did you have to wait
- 10 had to do

31.2

- 3 have to make
- 4 don't have to do
- 5 had to ask
- 6 don't have to pay or won't have to pay / will not have to pay
- 7 didn't have to go
- 8 has to make
- 9 will have to drive or is going to have to drive

31.3

- 3 OK (have to is also correct)
- 4 He has to work.
- 5 I had to work late yesterday evening.
- 6 OK (have to is also correct)
- 7 She has had to wear glasses since she was very young.
For the present perfect (has had) with for and since, see Units 11–12.

31.4

- 3 don't have to
- 4 mustn't
- 5 don't have to
- 6 mustn't
- 7 doesn't have to
- 8 mustn't
- 9 mustn't
- 10 don't have to

UNIT 32

32.1

- 2 don't need to
- 3 must
- 4 mustn't
- 5 don't need to
- 6 needn't
- 7 must ... mustn't
- 8 needn't ... must

32.2

- 2 needn't come
- 3 needn't walk
- 4 needn't ask
- 5 needn't explain

32.3

- 2 You needn't have walked home. You could have taken a taxi.
- 3 You needn't have stayed at a hotel. You could have stayed with us.
- 4 She needn't have phoned me in the middle of the night. She could have waited until the morning.
- 5 You needn't have shouted at me. You could have been more patient.
- 6 You needn't have left without saying anything. You could have said goodbye to me.

32.4

- 3 You needn't worry / You don't need to worry / You don't have to worry
- 4 You needn't wait / You don't need to wait / You don't have to wait
- 5 OK (You needn't keep is also correct)
- 6 I didn't need to go / I didn't have to go
- 7 OK

UNIT 33

33.1

- 2 You should look for another job.
- 3 He shouldn't go to bed so late.
- 4 You should take a photo.
- 5 She shouldn't use her car so much.
- 6 He should put some pictures on the walls.

33.2

- 2 I don't think you should go out. / I think you should stay at home.
- 3 I think you should apply for it. / ... for the job.
- 4 I don't think the government should increase taxes.

33.3

- 3 should come
- 4 should do
- 5 should have done
- 6 should have won
- 7 should win
- 8 should be
- 9 should have turned

33.4

- 3 We should have reserved a table.
 4 The shop should be open (now). /
 The shop should have
 opened by now. or
 It should ...
 5 She shouldn't be doing 50. /
 She shouldn't be driving so fast. /
 She should be driving more slowly.
 6 I should have written down her
 address. / I should have written her
 address down. or
 I should have written it down.
 7 The driver in front shouldn't have
 stopped without warning. / ...
 shouldn't have stopped so suddenly.
 8 I should have been looking where I
 was going. / I shouldn't have been
 looking behind me.

UNIT 34

34.1

- 2 I should stay / I stay / I stayed
 a little longer
 3 they should visit / they visit / they
 visited the museum after lunch
 4 we should pay / we pay / we paid
 the rent by Friday
 5 I should go / I go / I went away for
 a few days

34.2

- 1 b OK
 c OK
 d wrong
 2 a OK
 b wrong
 c OK

34.3

- 2 should say
 3 should worry
 4 should leave
 5 should ask
 6 should listen

34.4

- 2 If it should rain
 3 If there should be any problems
 4 If anyone should ask
 5 Should there be any problems
 6 Should anyone ask (where I'm going)

34.5

- 2 I should keep
 3 I should phone
 4 I should get

UNIT 35

35.1

- 2 You'd better put a plaster on it.
 3 We'd better reserve a table.
 4 You'd better not go to work (this
 morning).
 5 I'd better pay my phone bill (soon). /
 I'd better pay it (soon).
 6 I'd better not disturb him.

35.2

- 3 'd better
 4 should
 5 should
 6 'd better
 7 should
 8 should

35.3

- 1 b 'd/had
 c close/shut
 d hadn't
 2 a did
 b was done
 c thought

35.4

- 2 It's time I had a holiday.
 3 It's time the train left.
 4 It's time I/we had a party.
 5 It's time some changes were made. /
 It's time the company made some
 changes.
 6 It's time he tried something else.

UNIT 36

36.1

Example answers:

- 2 I wouldn't like to be a teacher.
 3 I'd love to learn to fly a plane.
 4 It would be nice to have a big garden.
 5 I'd like to go to Mexico.

36.2

- 2 'd enjoy / would enjoy
 3 'd have enjoyed / would have
 enjoyed
 4 would you do
 5 'd have stopped / would have
 stopped
 6 would have been
 7 'd be / would be
 8 'd have passed / would have passed
 9 would have

36.3

- 2 e
 3 b
 4 f
 5 a
 6 d

36.4

- 2 He promised he'd call. /
 ... he would call.
 3 You promised you wouldn't tell her.
 4 They promised they'd wait (for us). /
 ... they would wait.

36.5

- 2 wouldn't tell
 3 wouldn't speak
 4 wouldn't let

36.6

- 2 would shake
 3 would always help
 4 would share
 5 would always forget

UNIT 37

37.1

- 2 Can/Could I leave a message (for
 her)? or
 Can/Could you give her a message?
 3 Can/Could you tell me how to get to
 the station? or
 ... the way to the station? or
 ... where the station is?
 4 Can/Could I try on these trousers?
 or
 Can/Could I try these (trousers) on?
 5 Can I give/offer you a lift?

37.2

- 3 Do you think you could check these
 forms (for me)? / ... check them
 (for me)?
 4 Do you mind if I leave work early?
 5 Do you think you could turn the
 music down? / ... turn it down?
 6 Is it OK if I close the window?
 7 Do you think I could have a look at
 your paper? / ... at your newspaper?

37.3

- 2 Can/Could/Would you show me?
 or Do you think you could show
 me? or ... do it for me?
 3 Would you like to sit down?
 or Would you like a seat?
 or Can I offer you a seat?
 4 Can/Could/Would you slow down?
 or Do you think you could ... ?
 5 Can/Could/May I/we have the
 bill, please? or Do you think I/we
 could have ... ?
 6 Would you like to borrow it?

UNIT 38

38.1

- | | |
|-----|-----|
| 2 b | 5 b |
| 3 a | 6 a |
| 4 b | 7 b |