

Phrasal verbs 9 away/back

A

Compare **away** and **back**:**away** = away from home

- We're **going away** on holiday today.

away = away from a place, a person etc.

- The woman got into her car, started the engine and **drove away**.
- I tried to take a picture of the bird, but it **flew away**.
- I dropped the ticket and it **blew away** in the wind.
- The police searched the house and **took away** a computer.

In the same way you can say:

walk away, run away, look away etc.**back** = back home

- We'll **be back** in three weeks.

back = back to a place, a person etc.

- A: I'm going out now.
B: What time will you **be back**?
- After eating at a restaurant, we **walked back** to our hotel.
- I've still got Jane's keys. I forgot to **give** them **back** to her.
- When you've finished with that book, can you **put it back** on the shelf?

In the same way you can say:

go back, come back, get back, take something back etc.

B

Other verbs + **away****get away** = escape, leave with difficulty

- We tried to catch the thief, but she managed to **get away**.

get away with something = do something wrong without being caught

- I parked in a no-parking zone, but I **got away with** it. I didn't have to pay a fine.

keep away (from ...) = don't go near

- Keep away from** the edge of the pool. You might fall in.

give something **away** = give it to somebody else because you don't want it any more

- 'Did you sell your old computer?' 'No, I **gave it away**.'

put something **away** = put it in the place where it is kept, usually out of sight

- When the children had finished playing with their toys, they **put** them **away**.

throw something **away** = put it in the rubbish

- I kept the letter, but I **threw away** the envelope.

C

Other verbs + **back****wave back / smile back / shout back / write back / hit somebody back**

- I waved to her and she **waved back**.

call/phone/ring (somebody) back = return a phone call

- I can't talk to you now. I'll **call** you **back** in ten minutes.

get back to somebody = reply to them by phone etc.

- I sent him an email, but he never **got back to** me.

look back (on something) = think about what happened in the past

- My first job was in a travel agency. I didn't like it very much at the time but, **looking back on it**, I learnt a lot and it was a very useful experience.

pay back money, **pay** somebody **back**

- If you borrow money, you have to **pay it back**.
- Thanks for lending me the money. I'll **pay you back** next week.

Exercises

145.1 Look at the pictures and complete the sentences.


She waved to him and he



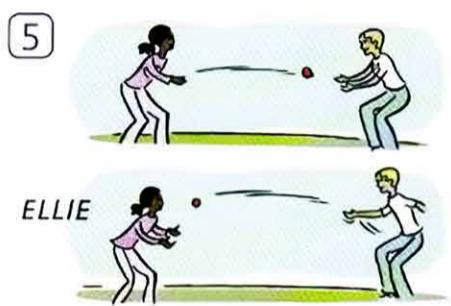
It was windy. I dropped a twenty-pound note and it



Sue opened the letter, read it and in the envelope.



He tried to talk to her, but she just



Ellie threw the ball to Ben and he



His shoes were worn out, so he

145.2 Complete the sentences. Use a verb + **away** or **back**.

- 1 I was away all day yesterday. I very late.
- 2 I haven't seen our neighbours for a while. I think they must
- 3 'I'm going out now.' 'OK. What time will you ?'
- 4 A man was trying to break into a car. When he saw me, he
- 5 I smiled at him, but he didn't
- 6 If you cheat in the exam, you might with it. But you might get caught.
- 7 Be careful! That's an electric fence. from it.

145.3 Complete the sentences using a verb in the correct form.

- 1 The woman got into her car, started the engine and away.
- 2 Here's the money you need. me back when you can.
- 3 Don't that box away. It could be useful.
- 4 Jane doesn't do anything at work. I don't know how she away with it.
- 5 I'm going out now. I'll back in about an hour.
- 6 You should think more about the future; don't back all the time.
- 7 Gary is very generous. He won some money in the lottery and it all away.
- 8 I'll back to you as soon as I have the information you need.

145.4 Complete the sentences. Use the verb in brackets + **away** or **back**.

- 1 A: Do you still have my keys?
B: No. Don't you remember? I to you yesterday. (give)
- 2 A: Do you want this magazine?
B: No, I've finished with it. You can (throw)
- 3 A: How are your new jeans? Do they fit you OK?
B: No, I'm going to to the shop. (take)
- 4 A: Here's the money you asked me to lend you.
B: Thanks. I'll as soon as I can. (pay)
- 5 A: What happened to all the books you used to have?
B: I didn't want them any more, so I (give)
- 6 A: Did you phone Sarah?
B: She wasn't there. I left a message asking her to (call)

Appendix 1

Regular and irregular verbs

1.1 Regular verbs

If a verb is regular, the past simple and past participle end in **-ed**. For example:

<i>infinitive</i>	clean	finish	use	paint	stop	carry
<i>past simple</i>	cleaned	finished	used	painted	stopped	carry
<i>past participle</i>						

For spelling rules, see Appendix 6.

For the *past simple* (I **cleaned** / they **finished** / she **carried** etc.), see Unit 5.

We use the *past participle* to make the perfect tenses and all the passive forms.

Perfect tenses (have/has/had cleaned):

- I **have cleaned** the windows. (*present perfect* – see Units 7–8)
- They were still working. They **hadn't finished**. (*past perfect* – see Unit 15)

Passive (is cleaned / was cleaned etc.):

- He **was carried** out of the room. (*past simple passive*)
- This gate **has just been painted**. (*present perfect passive*)

} see Units 42–44

1.2 Irregular verbs

When the past simple and past participle do *not* end in **-ed** (for example, I **saw** / I **have seen**), the verb is *irregular*.

With some irregular verbs, all three forms (*infinitive*, *past simple* and *past participle*) are the same.

For example, **hit**:

- Don't **hit** me. (*infinitive*)
- Somebody **hit** me as I came into the room. (*past simple*)
- I've never **hit** anybody in my life. (*past participle – present perfect*)
- George was **hit** on the head by a stone. (*past participle – passive*)

With other irregular verbs, the past simple is the same as the past participle (but different from the infinitive). For example, **tell** → **told**:

- Can you **tell** me what to do? (*infinitive*)
- She **told** me to come back the next day. (*past simple*)
- Have you **told** anybody about your new job? (*past participle – present perfect*)
- I was **told** to come back the next day. (*past participle – passive*)

With other irregular verbs, all three forms are different. For example, **wake** → **woke/woken**:

- I'll **wake** you up. (*infinitive*)
- I **woke** up in the middle of the night. (*past simple*)
- The baby has **woken** up. (*past participle – present perfect*)
- I was **woken** up by a loud noise. (*past participle – passive*)

1.3 The following verbs can be regular or irregular:

burn	→ burned or burnt
dream	→ dreamed or dreamt [dremt]*
lean	→ leaned or leant [lent]*
learn	→ learned or learnt

smell	→ smelled or smelt
spell	→ spelled or spelt
spill	→ spilled or spilt
spoil	→ spoiled or spoilt

* pronunciation

So you can say:

- I **leant** out of the window. or I **leaned** out of the window.
- The dinner has been **spoiled**. or The dinner has been **spoilt**.

In British English the irregular form (**burnt/learnt** etc.) is more usual. For American English, see Appendix 7.

1.4 List of irregular verbs

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>	<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
be	was/were	been	light	lit	lit
beat	beat	beaten	lose	lost	lost
become	became	become	make	made	made
begin	began	begun	mean	meant	meant
bend	bent	bent	meet	met	met
bet	bet	bet	pay	paid	paid
bite	bit	bitten	put	put	put
blow	blew	blown	read	read [red]*	read [red]*
break	broke	broken	ride	rode	ridden
bring	brought	brought	ring	rang	rung
broadcast	broadcast	broadcast	rise	rose	risen
build	built	built	run	ran	run
burst	burst	burst	say	said	said
buy	bought	bought	see	saw	seen
catch	caught	caught	seek	sought	sought
choose	chose	chosen	sell	sold	sold
come	came	come	send	sent	sent
cost	cost	cost	set	set	set
creep	crept	crept	sew	sewed	sewn/sewed
cut	cut	cut	shake	shook	shaken
deal	dealt	dealt	shine	shone	shone
dig	dug	dug	shoot	shot	shot
do	did	done	show	Showed	shown/showed
draw	drew	drawn	shrink	shrank	shrunk
drink	drank	drunk	shut	shut	shut
drive	drove	driven	sing	sang	sung
eat	ate	eaten	sink	sank	sunk
fall	fell	fallen	sit	sat	sat
feed	fed	fed	sleep	slept	slept
feel	felt	felt	slide	slid	slid
fight	fought	fought	speak	spoke	spoken
find	found	found	spend	spent	spent
flee	fled	fled	spit	spat	spat
fly	flew	flown	split	split	split
forbid	forbade	forbidden	spread	spread	spread
forget	forgot	forgotten	spring	sprang	sprung
forgive	forgave	forgiven	stand	stood	stood
freeze	froze	frozen	steal	stole	stolen
get	got	got/gotten	stick	stuck	stuck
give	gave	given	sting	stung	stung
go	went	gone	stink	stank	stunk
grow	grew	grown	strike	struck	struck
hang	hung	hung	swear	sware	sworn
have	had	had	sweep	swept	swept
hear	heard	heard	swim	swam	swum
hide	hid	hidden	swing	swung	swung
hit	hit	hit	take	took	taken
hold	held	held	teach	taught	taught
hurt	hurt	hurt	tear	tore	torn
keep	kept	kept	tell	told	told
kneel	knelt	knelt	think	thought	thought
know	knew	known	throw	threw	thrown
lay	laid	laid	understand	understood	understood
lead	led	led	wake	woke	woken
leave	left	left	wear	wore	worn
lend	lent	lent	weep	wept	wept
let	let	let	win	won	won
lie	lay	lain	write	wrote	written

* pronunciation

Appendix 2

Present and past tenses

	simple	continuous
present	<p>I do <i>present simple</i> (→ Units 2–4)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ann often plays tennis. <input type="checkbox"/> I work in a bank, but I don't enjoy it much. <input type="checkbox"/> Do you like parties? <input type="checkbox"/> It doesn't rain so much in summer. 	<p>I am doing <i>present continuous</i> (→ Units 1, 3–4)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 'Where's Ann?' 'She's playing tennis.' <input type="checkbox"/> Please don't disturb me now. I'm working. <input type="checkbox"/> Hello. Are you enjoying the party? <input type="checkbox"/> It isn't raining at the moment.
present perfect	<p>I have done <i>present perfect simple</i> (→ Units 7–8, 10–14)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ann has played tennis many times. <input type="checkbox"/> I've lost my key. Have you seen it anywhere? <input type="checkbox"/> How long have you and Sam known each other? <input type="checkbox"/> A: Is it still raining? B: No, it has stopped. <input type="checkbox"/> The house is dirty. I haven't cleaned it for weeks. 	<p>I have been doing <i>present perfect continuous</i> (→ Units 9–11)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ann is tired. She has been playing tennis. <input type="checkbox"/> You're out of breath. Have you been running? <input type="checkbox"/> How long have you been learning English? <input type="checkbox"/> It's still raining. It has been raining all day. <input type="checkbox"/> I haven't been feeling well recently. Perhaps I should go to the doctor.
past	<p>I did <i>past simple</i> (→ Units 5–6, 13–14)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ann played tennis yesterday afternoon. <input type="checkbox"/> I lost my key a few days ago. <input type="checkbox"/> There was a film on TV last night, but we didn't watch it. <input type="checkbox"/> What did you do when you finished work yesterday? 	<p>I was doing <i>past continuous</i> (→ Unit 6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> I saw Ann at the sports centre yesterday. She was playing tennis. <input type="checkbox"/> I dropped my key when I was trying to open the door. <input type="checkbox"/> The television was on, but we weren't watching it. <input type="checkbox"/> What were you doing at this time yesterday?
past perfect	<p>I had done <i>past perfect</i> (→ Unit 15)</p> <ul style="list-style-type: none"> <input type="checkbox"/> It wasn't her first game of tennis. She had played many times before. <input type="checkbox"/> They couldn't get into the house because they had lost the key. <input type="checkbox"/> The house was dirty because I hadn't cleaned it for weeks. 	<p>I had been doing <i>past perfect continuous</i> (→ Unit 16)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ann was tired yesterday evening because she had been playing tennis in the afternoon. <input type="checkbox"/> James decided to go to the doctor because he hadn't been feeling well.

For the passive, see Units 42–44.

Appendix 3

The future

3.1 List of future forms:

<input type="checkbox"/> I'm leaving tomorrow.	present continuous	(→ Unit 19 A)
<input type="checkbox"/> My train leaves at 9.30.	present simple	(→ Unit 19B)
<input type="checkbox"/> I'm going to leave tomorrow.	(be) going to	(→ Units 20, 23)
<input type="checkbox"/> I'll leave tomorrow.	will	(→ Units 21–23)
<input type="checkbox"/> I'll be leaving tomorrow.	future continuous	(→ Unit 24)
<input type="checkbox"/> I'll have left by this time tomorrow.	future perfect	(→ Unit 24)
<input type="checkbox"/> I hope to see you before I leave tomorrow.	present simple	(→ Unit 25)

3.2 Future actions

We use the present continuous (**I'm doing**) for arrangements:

- I'm **leaving** tomorrow. I've got my plane ticket. (already planned and arranged)
- 'When **are** they **getting** married?' 'On 24 July.'

We use the present simple (**I leave** / **it leaves** etc.) for timetables, programmes etc. :

- My train **leaves** at 11.30. (according to the timetable)
- What time **does** the film **begin**?

We use (**be**) **going to** ... to say what somebody has already decided to do:

- I've decided not to stay here any longer. I'm **going to leave** tomorrow. (or I'm **leaving** tomorrow.)
- 'Your shoes are dirty.' 'Yes, I know. I'm **going to clean** them.'

We use **will** ('ll) when we decide or agree to do something at the time of speaking:

- A: I don't want you to stay here any longer.
B: OK. I'll **leave** tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. I'll **help** you with it.
- I **won't tell** anybody what happened. I promise. (**won't = will not**)

3.3 Future happenings and situations

Most often we use **will** to talk about future happenings ('something **will happen**') or situations ('something **will be**'):

- I don't think John is happy at work. I think he'll **leave** soon.
- This time next year I'll **be** in Japan. Where **will** you **be**?

We use (**be**) **going to** when the situation *now* shows what **is going to happen in the future**:

- Look at those black clouds. It's **going to rain**. (you can see the clouds now)

3.4 Future continuous and future perfect

Will be (do)ing = will be in the middle of (doing something):

- This time next week I'll be on holiday. I'll **be lying** on a beach or **swimming** in the sea.

We also use **will be -ing** for future actions (see Unit 24C):

- What time **will** you **be leaving** tomorrow?

We use **will have (done)** to say that something will already be complete before a time in the future:

- I won't be here this time tomorrow. I'll **have** already **left**.

3.5 We use the *present (not will)* after **when/if/while/before** etc. (see Unit 25):

- I hope to see you **before** I **leave** tomorrow. (not before I will leave)
- When** you **are** in London again, come and see us. (not When you will be)
- If we **don't hurry**, we'll be late.

Appendix 4

Modal verbs (can/could/will/would etc.)

This appendix is a summary of modal verbs. For more information, see Units 21–41.

4.1 Compare can/could etc. for actions:

can	<input type="checkbox"/> I can go out tonight. (= there is nothing to stop me)
	<input type="checkbox"/> I can't go out tonight.
could	<input type="checkbox"/> I could go out tonight, but I'm not very keen.
	<input type="checkbox"/> I couldn't go out last night. (= I wasn't able)
can or may	<input type="checkbox"/> Can } I go out tonight? (= do you allow me?) <input type="checkbox"/> May }
will/won't	<input type="checkbox"/> I think I'll go out tonight. <input type="checkbox"/> I promise I won't go out.
would	<input type="checkbox"/> I would go out tonight, but I have too much to do. <input type="checkbox"/> I promised I wouldn't go out.
shall	<input type="checkbox"/> Shall I go out tonight? (do you think it is a good idea?)
should or ought to	<input type="checkbox"/> I { should ought to } go out tonight. (= it would be a good thing to do)
must	<input type="checkbox"/> I must go out tonight. (= it is necessary) <input type="checkbox"/> I mustn't go out tonight. (= it is necessary that I do <i>not</i> go out)
needn't	<input type="checkbox"/> I needn't go out tonight. (= it is not necessary)

Compare could have ... / would have ... etc. :

could	<input type="checkbox"/> I could have gone out last night, but I decided to stay at home.
would	<input type="checkbox"/> I would have gone out last night, but I had too much to do.
should or ought to	<input type="checkbox"/> I { should ought to } have gone out last night. I'm sorry I didn't.
needn't	<input type="checkbox"/> I needn't have gone out last night. (= I went out, but it was not necessary)

4.2 We use will/would/may etc. to say whether something is possible, impossible, probable, certain etc. Compare:

will	<input type="checkbox"/> 'What time will she be here?' 'She'll be here soon.'
would	<input type="checkbox"/> She would be here now, but she's been delayed.
should or ought to	<input type="checkbox"/> She { should ought to } be here soon. (= I expect she will be here soon)
may or might or could	<input type="checkbox"/> She { may might could } be here now. I'm not sure. (= it's possible that she is here)
must	<input type="checkbox"/> She must be here. I saw her come in.
can't	<input type="checkbox"/> She can't possibly be here. I know for certain that she's away on holiday.

Compare would have ... / should have ... etc. :

will	<input type="checkbox"/> She will have arrived by now. (= before now)
would	<input type="checkbox"/> She would have arrived earlier, but she was delayed.
should or ought to	<input type="checkbox"/> I wonder where she is. She { should ought to } have arrived by now.
may or might or could	<input type="checkbox"/> She { may might could } have arrived . I'm not sure. (= it's possible that she has arrived)
must	<input type="checkbox"/> She must have arrived by now. (= I'm sure – there is no other possibility)
can't	<input type="checkbox"/> She can't possibly have arrived yet. It's much too early. (= it's impossible)

Appendix 5

Short forms (I'm / you've / didn't etc.)

5.1 In spoken English we usually say **I'm** / **you've** / **didn't** etc. (*short forms or contractions*) rather than **I am** / **you have** / **did not** etc. We also use these short forms in informal writing (for example, a letter or message to a friend).

When we write short forms, we use an *apostrophe* (') for the missing letter(s):

I'm = I am you've = you have didn't = did not

5.2 List of short forms:

'm = am	I'm	he's	she's	it's	you're	we're	they're
's = is or has					you've	we've	they've
're = are					you'll	we'll	they'll
've = have	I've	he'll	she'll		you'd	we'd	they'd
'll = will	I'll	he'd	she'd				
'd = would or had	I'd						

's can be **is** or **has**:

- She's ill. (= She **is** ill.)
- She's gone away. (= She **has** gone)

but **let's** = **let us**:

- Let's go now. (= Let **us** go)

'd can be **would** or **had**:

- I'd see a doctor if I were you. (= I **would** see)
- I'd never seen her before. (= I **had** never seen)

We use some of these short forms (especially 's) after question words (**who/what** etc.) and after **that/there/here**:

- who's what's where's how's that's there's here's who'll there'll who'd
- Who's** that woman over there? (= who **is**)
 - What's** happened? (= what **has**)
 - Do you think **there'll** be many people at the party? (= there **will**)

We also use short forms (especially 's) after a noun:

- Katherine's** going out tonight. (= Katherine **is**)
- My best friend's** just got married. (= My best friend **has**)

You cannot use 'm / 's / 're / 've / 'll / 'd at the end of a sentence (because the verb is stressed in this position):

- 'Are you tired?' 'Yes, I **am**.' (not Yes, I'm.)
- Do you know where she **is**? (not Do you know where she's?)

5.3 Negative short forms

isn't (= is not)	don't (= do not)	haven't (= have not)
aren't (= are not)	doesn't (= does not)	hasn't (= has not)
wasn't (= was not)	didn't (= did not)	hadn't (= had not)
weren't (= were not)		
can't (= cannot)	couldn't (= could not)	mustn't (= must not)
won't (= will not)	wouldn't (= would not)	needn't (= need not)
shan't (= shall not)	shouldn't (= should not)	daren't (= dare not)

Negative short forms for **is** and **are** can be:

he **isn't** / she **isn't** / it **isn't** or he's **not** / she's **not** / it's **not**
you **aren't** / we **aren't** / they **aren't** or you're **not** / we're **not** / they're **not**

Appendix 6

Spelling

6.1

Nouns, verbs and adjectives can have the following endings:

noun + -s/-es (<i>plural</i>)	books	ideas	matches
verb + -s/-es (after he/she/it)	works	enjoys	washes
verb + -ing	working	enjoy ing	wash ing
verb + -ed	worked	enjoy ed	washed
adjective + -er (<i>comparative</i>)	cheaper	quicker	brighter
adjective + -est (<i>superlative</i>)	cheapest	quickest	brightest
adjective + -ly (<i>adverb</i>)	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

6.2

Nouns and verbs + **-s/-es**

The ending is **-es** when the word ends in **-s/-ss/-sh/-ch/-x**:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

6.3

Words ending in **-y** (**baby**, **carry**, **easy** etc.)

If a word ends in a *consonant** + **y** (-**by**/-**ry**/-**sy**/-**vy** etc.)

y changes to **ie** before the ending **-s**:

baby/babies	story/stories	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

y changes to **i** before the ending **-ed**:

hurry/hurried	study/studied	apply/applied	try/tried
---------------	---------------	---------------	-----------

y changes to **i** before the endings **-er** and **-est**:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest
---------------------	------------------------	------------------------

y changes to **i** before the ending **-ly**:

easy/easily	heavy/heavily	temporary/temporarily
-------------	---------------	-----------------------

y does not change before **-ing**:

hurrying	studying	applying	trying
----------	----------	----------	--------

y does not change if the word ends in a *vowel** + **y** (-**ay**/-**ey**/-**oy**/-**uy**):

play/plays/played	monkey/monkeys	enjoy/enjoys/enjoyed	buy/buys
-------------------	----------------	----------------------	----------

An exception is: **day/daily**

Note also: **pay/paid** **lay/laid** **say/said**

6.4

Verbs ending in **-ie** (**die**, **lie**, **tie**)

If a verb ends in **-ie**, **ie** changes to **y** before the ending **-ing**:

die/dying	lie/lying	tie/tying
-----------	-----------	-----------

* a e i o u are *vowel* letters.

The other letters (b c d f g etc.) are *consonant* letters.

6.5

Words ending in -e (hope, dance, wide etc.)

Verbs

If a verb ends in -e, we leave out e before the ending -ing:

hope/hoping smile/smiling dance/dancing confuse/confusing

Exceptions are **be/being**

and verbs ending in -ee: see/seeing agree/agreeing

If a verb ends in -e, we add -d for the past (of regular verbs):

hope/hoped smile/smiled dance/danced confuse/confused

Adjectives and adverbs

If an adjective ends in -e, we add -r and -st for the comparative and superlative:

wide/wider/widest late/later/latest large/larger/largest

If an adjective ends in -e, we keep e before -ly in the adverb:

polite/politely extreme/extremely absolute/absolutely

If an adjective ends in -le (simple, terrible etc.), the adverb ending is -ply, -bly etc. :

simple/simply terrible/terribly reasonable/reasonably

6.6

Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

Sometimes a word ends in vowel + consonant. For example:

stop plan rub big wet thin prefer regret

Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So p → pp, n → nn etc.

For example:

stop	p → pp	stopping	stopped
plan	n → nn	planning	planned
rub	b → bb	rubbing	rubbred
big	g → gg	bigger	biggest
wet	t → tt	wetter	wettest
thin	n → nn	thinner	thinnest

If the word has more than one syllable (prefer, begin etc.), we double the consonant at the end
only if the final syllable is stressed:

preFER / preferring / preferred	perMIT / permitting / permitted
reGRET / regretting / regretted	beGIN / beginning

If the final syllable is not stressed, we do not double the final consonant:

VISit / visiting / visited	deVELop / developing / developed
HAPpen / happening / happened	reMEMber / remembering / remembered

In British English, verbs ending in -l have -ll- before -ing and -ed whether the final syllable is stressed or not:

travel / travelling / travelled	cancel / cancelling / cancelled
---------------------------------	---------------------------------

For American spelling, see Appendix 7.

Note that

we do not double the final consonant if the word ends in two consonants (-rt, -lp, -ng etc.):

start / starting / started	help / helping / helped	long / longer / longest
----------------------------	-------------------------	-------------------------

we do not double the final consonant if there are two vowel letters before it (-oil, -eed etc.):

boil / boiling / boiled	need / needing / needed	explain / explaining / explained
cheap / cheaper / cheapest	loud / louder / loudest	quiet / quieter / quietest

we do not double y or w at the end of words. (At the end of words y and w are not consonants.)

stay / staying / stayed	grow / growing	new / newer / newest
-------------------------	----------------	----------------------

Appendix 7

American English

There are a few grammatical differences between British English and American English:

Unit	BRITISH	AMERICAN								
7A–B and 13A	<p>The <i>present perfect</i> or <i>past simple</i> can be used for new or recent happenings. The <i>present perfect</i> is more common:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I've lost my key. Have you seen it? (or I lost my key. Did you see it?) <input type="checkbox"/> Sally isn't here. She's gone out. <p>The <i>present perfect</i> or <i>past simple</i> can be used with just, already and yet.</p> <p>The <i>present perfect</i> is more common:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I'm not hungry. I ve just had lunch. (or I just had lunch.) <input type="checkbox"/> A: What time is Mark leaving? B: He's already left. <input type="checkbox"/> Have you finished your work yet? 	<p>The <i>present perfect</i> or <i>past simple</i> can be used for new or recent happenings. The <i>past simple</i> is more common:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I lost my key. Did you see it? (or I've lost my key. Have you seen it?) <input type="checkbox"/> Sally isn't here. She went out. <p>The <i>present perfect</i> or <i>past simple</i> can be used with just, already and yet.</p> <p>The <i>past simple</i> is more common:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I'm not hungry. I just had lunch. (or I've just had lunch.) <input type="checkbox"/> A: What time is Mark leaving? B: He already left. <input type="checkbox"/> Did you finish your work yet? 								
17C	<p>British speakers usually say:</p> <table style="margin-left: 100px;"> <tr> <td>have a bath</td> <td>have a shower</td> </tr> <tr> <td>have a break</td> <td>have a holiday</td> </tr> </table>	have a bath	have a shower	have a break	have a holiday	<p>American speakers say:</p> <table style="margin-left: 100px;"> <tr> <td>take a bath</td> <td>take a shower</td> </tr> <tr> <td>take a break</td> <td>take a vacation</td> </tr> </table>	take a bath	take a shower	take a break	take a vacation
have a bath	have a shower									
have a break	have a holiday									
take a bath	take a shower									
take a break	take a vacation									
21D and 22D	<p>Will or shall can be used with I/we:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will/shall be late this evening. <p>Shall I ... ? and shall we ... ? are used to ask for advice etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Which way shall we go? 	<p>Shall is unusual:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will be late this evening. <p>Should I ... ? and should we ... ? are more usual to ask for advice etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Which way should we go? 								
28	<p>British speakers use can't to say they believe something is not probable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sarah hasn't contacted me. She can't have got my message. 	<p>American speakers use must not in this situation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sarah hasn't contacted me. She must not have gotten my message. 								
32	<p>You can use needn't or don't need to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We needn't hurry. or We don't need to hurry. 	<p>Needn't is unusual. The usual form is don't need to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We don't need to hurry. 								
34A–B	<p>After insist, demand etc. you can use should:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I insisted that he should apologise. <input type="checkbox"/> Many people are demanding that something should be done about the problem. 	<p>The subjunctive is normally used. Should is unusual after insist, demand etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> I insisted that he apologize.* <input type="checkbox"/> Many people are demanding that something be done about the problem. 								
51B	<p>British speakers generally use Have you? / Isn't she? etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> A: Lisa isn't very well today. B: Isn't she? What's wrong with her? 	<p>American speakers generally use You have? / She isn't? etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> A: Lisa isn't very well today. B: She isn't? What's wrong with her? 								
70B	<p>Accommodation is usually uncountable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> There isn't enough accommodation. 	<p>Accommodation can be countable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> There aren't enough accommodations. 								

* Many verbs ending in **-ise** in British English (**apologise**/**organise**/**specialise** etc.) are spelt with **-ize** (**apologize**/**organize**/**specialize** etc.) in American English.

Unit 74B	BRITISH to/in hospital (without the): <input type="checkbox"/> Three people were injured and taken to hospital .	AMERICAN to/in the hospital : <input type="checkbox"/> Three people were injured and taken to the hospital .
79C	Nouns like government/team/family etc. can have a singular or plural verb: <input type="checkbox"/> The team is/are playing well.	These nouns normally take a singular verb in American English: <input type="checkbox"/> The team is playing well.
121B	at the weekend / at weekends: <input type="checkbox"/> Will you be here at the weekend ?	on the weekend / on weekends: <input type="checkbox"/> Will you be here on the weekend ?
124D	at the front / at the back (of a group etc.): <input type="checkbox"/> Let's sit at the front (of the cinema).	in the front / in the back (of a group etc.): <input type="checkbox"/> Let's sit in the front (of the movie theater).
131C	different from or different to : <input type="checkbox"/> It was different from/to what I'd expected.	different from or different than : <input type="checkbox"/> It was different from/than what I'd expected.
137A	British speakers use both round and around : <input type="checkbox"/> He turned round . or <input type="checkbox"/> He turned around .	American speakers use around (not usually 'round'): <input type="checkbox"/> He turned around .
137C	British speakers use both fill in and fill out : <input type="checkbox"/> Can you fill in this form? or Can you fill out this form?	American speakers use fill out : <input type="checkbox"/> Can you fill out this form?
141B	get on = <i>progress</i> : <input type="checkbox"/> How are you getting on in your new job? get on (with somebody): <input type="checkbox"/> Richard gets on well with his new neighbours.	American speakers do not use get on in this way. American speakers use get along (with somebody): <input type="checkbox"/> Richard gets along well with his new neighbors.
144D	do up a house etc. : <input type="checkbox"/> That old house looks great now that it has been done up .	fix up a house etc. : <input type="checkbox"/> That old house looks great now that it has been fixed up .

Appendix 1.3	BRITISH The verbs in this section (burn , spell etc.) can be regular or irregular (burned or burnt , spelled or spelt etc.). The past participle of get is got : <input type="checkbox"/> Your English has got much better. (= has become much better) Have got is also an alternative to have : <input type="checkbox"/> I've got two brothers. (= I have two brothers.)	AMERICAN The verbs in this section are normally regular (burned , spelled etc.). The past participle of get is gotten : <input type="checkbox"/> Your English has gotten much better. Have got = <i>have</i> (as in British English): <input type="checkbox"/> I've got two brothers.
6.6	British spelling: travel → travelling / travelled cancel → cancelling / cancelled	American spelling: travel → traveling / traveled cancel → canceling / canceled

Additional exercises

These exercises are divided into the following sections:

Present and past (Units 1–6)	Exercise 1
Present and past (Units 1–14)	Exercises 2–4
Present and past (Units 1–17)	Exercises 5–8
Past continuous and used to (Units 6, 18)	Exercise 9
The future (Units 19–25)	Exercises 10–13
Past, present and future (Units 1–25)	Exercises 14–15
Modal verbs (can/must/would etc.) (Units 26–36)	Exercises 16–18
if (conditional) (Units 25, 38–40)	Exercises 19–21
Passive (Units 42–45)	Exercises 22–24
Reported speech (Units 47–48, 50)	Exercise 25
-ing and to ... (Units 53–66)	Exercises 26–28
a/an and the (Units 69–78)	Exercise 29
Pronouns and determiners (Units 82–91)	Exercise 30
Adjectives and adverbs (Units 98–108)	Exercise 31
Conjunctions (Units 25, 38, 112–118)	Exercise 32
Prepositions (time) (Units 12, 119–122)	Exercise 33
Prepositions (position etc.) (Units 123–128)	Exercise 34
Noun/adjective + preposition (Units 129–131)	Exercise 35
Verb + preposition (Units 132–136)	Exercise 36
Phrasal verbs (Units 137–145)	Exercises 37–41

Present and past

Units 1–6, Appendix 2

- 1 Put the verb into the correct form: present simple (**I do**), present continuous (**I am doing**), past simple (**I did**) or past continuous (**I was doing**).

- 1 We can go out now. It isn't raining.... (it / not / rain) any more.
- 2 Katherine was waiting.... (wait) for me when I arrived.... (I / arrive).
- 3 (I / get) hungry. Let's go and have something to eat.
- 4 What (you / do) in your spare time? Do you have any hobbies?
- 5 The weather was horrible when (we / arrive). It was cold and (it / rain) hard.
- 6 Louise usually (phone) me on Fridays, but (she / not / phone) last Friday.
- 7 A: When I last saw you, (you / think) of moving to a new flat.
B: That's right, but in the end (I / decide) to stay where I was.
- 8 Why (you / look) at me like that? What's the matter?
- 9 It's usually dry here at this time of the year. (it / not / rain) much.
- 10 Sorry I'm late. My phone (ring) three times while (I / get) ready to go out.
- 11 Lisa was busy when (we / go) to see her yesterday. She had an exam today and (she / prepare) for it. (we / not / stay) very long.
(we / not / want) to disturb her, so (we / not / stay) very long.
- 12 When I first (tell) Tom what happened, (he / think) that (I / joke).
(he / not / believe) me.

Present and past**Units 1–14, Appendix 2****2 Which is correct?**

- 1 Everything is going well. We didn't have / haven't had any problems so far.
(haven't had is correct)
- 2 Lisa didn't go / hasn't gone to work yesterday. She wasn't feeling well.
- 3 Look! That man over there wears / is wearing the same sweater as you.
- 4 I went / have been to New Zealand last year.
- 5 I didn't hear / haven't heard from Jess recently. I hope she's OK.
- 6 I wonder why James is / is being so nice to me today. He isn't usually like that.
- 7 Jane had a book open in front of her, but she didn't read / wasn't reading it.
- 8 I wasn't very busy. I didn't have / wasn't having much to do.
- 9 It begins / It's beginning to get dark. Shall I turn on the light?
- 10 After finishing school, Tim got / has got a job in a factory.
- 11 When Sue heard the news, she wasn't / hasn't been very pleased.
- 12 This is a nice restaurant, isn't it? Is this the first time you are / you've been here?
- 13 I need a new job. I'm doing / I've been doing the same job for too long.
- 14 'Anna has gone out.' 'Oh, has she? What time did she go / has she gone?'
- 15 'You look tired.' 'Yes, I've played / I've been playing basketball.'
- 16 Where are you coming / do you come from? Are you American?
- 17 I'd like to see Tina again. It's a long time since I saw her / that I didn't see her.
- 18 Robert and Maria have been married since 20 years / for 20 years.

3 Complete each question using a suitable verb.

- 1 A: I'm looking for Paul. Have you seen ... him?
B: Yes, he was here a moment ago.
- 2 A: Why ... did you go ... to bed so early last night?
B: I was feeling very tired.
- 3 A: Where ?
B: Just to the shop at the end of the street. I'll be back in a few minutes.
- 4 A: TV every evening?
B: No, only if there's something special on.
- 5 A: Your house is very beautiful. How long here?
B: Nearly ten years.
- 6 A: How was your holiday? a nice time?
B: Yes, thanks. It was great.
- 7 A: Sarah recently?
B: Yes, we had lunch together a few days ago.
- 8 A: Can you describe the woman you saw? What ?
B: A red sweater and black jeans.
- 9 A: I'm sorry to keep you waiting. long?
B: No, only about ten minutes.
- 10 A: How long you to get to work in the morning?
B: Usually about 45 minutes. It depends on the traffic.
- 11 A: a horse before?
B: No, this is the first time. I'm a little nervous.
- 12 A: to the United States?
B: No, never, but I went to Canada a few years ago.

Additional exercises

4

Use your own ideas to complete B's sentences.

- 1 A: What's the new restaurant like? Is it good?
B: I've no idea. I've never been there.
- 2 A: How well do you know Ben?
B: Very well. We since we were children.
- 3 A: Did you enjoy your holiday?
B: Yes, it was really good. It's the best holiday
- 4 A: Is David still here?
B: No, I'm afraid he isn't. about ten minutes ago.
- 5 A: I like your suit. I haven't seen it before.
B: It's new. It's the first time
- 6 A: How did you cut your knee?
B: I slipped and fell when tennis.
- 7 A: Do you ever go swimming?
B: Not these days. I haven't a long time.
- 8 A: How often do you go to the cinema?
B: Very rarely. It's nearly a year to the cinema.
- 9 A: I've bought some new shoes. Do you like them?
B: Yes, they're very nice. Where

Present and past

Units 1–17, 110, Appendix 2

5

Put the verb into the correct form: past simple (**I did**), past continuous (**I was doing**), past perfect (**I had done**) or past perfect continuous (**I had been doing**).

1

SARAH



15:00

PLATFORM
1 ↗



15:05

PLATFORM
1 ↗



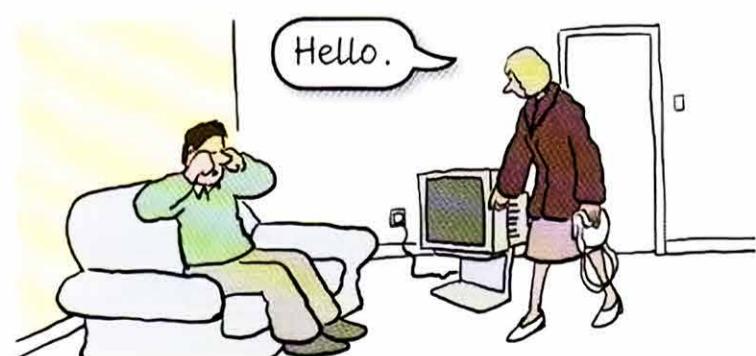
Yesterday afternoon Sarah went (go) to the station to meet Paul. When she (get) there, Paul (already / wait) for her. His train (arrive) early.

2

BEN



Hello.



When I got home, Ben (lie) on the sofa. The TV was on, but he (not / watch) it. He (fall) asleep and (snore) loudly. I (turn) the TV off and just then he (wake) up.

(3)



Last night I (just / go) to bed and (read)
 a book when suddenly I (hear) a noise. I
 (get) up to see what it was, but I (not / see) anything, so I
 (go) back to bed.

(4)



Lisa had to go to New York last week, but she almost (miss) the plane. She (stand) in the queue at the check-in desk when she suddenly (realise) that she (leave) her passport at home. Fortunately she lives near the airport, so she (have) time to take a taxi home to get it. She (get) back to the airport just in time for her flight.

(5)



I (meet) Peter and Lucy yesterday as I (walk) through the park. They (be) to the sports centre where they (play) tennis. They (go) to a cafe and (invite) me to join them, but I (arrange) to meet another friend and (not / have) time.

6

Make sentences from the words in brackets. Put the verb into the correct form: present perfect (**I have done**), present perfect continuous (**I have been doing**), past perfect (**I had done**) or past perfect continuous (**I had been doing**).

1 Amanda is sitting on the ground. She's out of breath.
 (she / run) She has been running.

2 Where's my bag? I left it under this chair.
 (somebody / take / it)

3 We were all surprised when Jess and Nick got married last year.
 (they / only / know / each other / a few weeks)

4 It's still raining. I wish it would stop.
 (it / rain / all day)

5 Suddenly I woke up. I was confused and didn't know where I was.
 (I / dream)

Additional exercises

- 6 I wasn't hungry at lunchtime, so I didn't have anything to eat.
(I / have / a big breakfast)
- 7 Every year Robert and Tina spend a few days at the same hotel by the sea.
(they / go / there for years)
- 8 I've got a headache.
(I / have / it / since I got up)
- 9 Next month Gary is going to run in a marathon.
(he / train / very hard for it)

7

Put the verb into the correct form.

Sarah and Joe are old friends. They meet by chance at a train station.

- SARAH: Hello, Joe. (1) (I / not / see)
..... you for ages. How are you?
- JOE: I'm fine. How about you?
(2) (you / look) good.
- SARAH: Thanks. You too.
So, (3) (you / go) somewhere or
(4) (you / meet) somebody?
- JOE: (5) (I / go) to London for a business meeting.
- SARAH: Oh. (6) (you / often / go) away on business?
- JOE: Quite often, yes. And you? Where (7) (you / go)?
- SARAH: Nowhere. (8) (I / meet) a friend.
Unfortunately her train (9) (be) delayed –
(10) (I / wait) here for nearly an hour.
- JOE: How are your children?
- SARAH: They're all fine, thanks. The youngest (11) (just / start)
school.
- JOE: How (12) (she / get) on?
(13) (she / like) it?
- SARAH: Yes, (14) (she / think) it's great.
- JOE: (15) (you / work) at the moment? The last time I
(16) (speak) to you, (17)
(you / work) in a travel agency.
- SARAH: That's right. Unfortunately the company (18) (go) out
of business a couple of months after (19) (I / start) work
there, so (20) (I / lose) my job.
- JOE: And (21) (you / not / have) a job since then?
- SARAH: Not a permanent job. (22) (I / have) a few temporary
jobs. By the way, (23) (you / see) Matt recently?
- JOE: Matt? He's in Canada.
- SARAH: Really? How long (24) (he / be) in Canada?
- JOE: About a year now. (25) (I / see) him a few days before
(26) (he / go). (27) (he / be)
unemployed for months, so (28) (he / decide) to try his
luck somewhere else. (29) (he / really / look forward)
to going.
- SARAH: So, what (30) (he / do) there?
- JOE: I have no idea. (31) (I / not / hear) from him since
(32) (he / leave). Anyway, I have to go and catch my train.
It was really nice to see you again.
- SARAH: You too. Bye. Have a good trip.
- JOE: Thanks. Bye.



8 Put the verb into the most suitable form.

- 1 Who (invent) the bicycle?
- 2 'Do you still have a headache?' 'No, (it / go). I'm OK now.'
- 3 I was the last to leave the office last night. Everybody else (go) home when I (leave).
- 4 What (you / do) last weekend? (you / go) away?
- 5 I like your car. How long (you / have) it?
- 6 It's a shame the trip was cancelled. I (look) forward to it.
- 7 Jane is an experienced teacher and loves her job. (she / teach) for 15 years.
- 8 (I / buy) a new jacket last week, but (I / not / wear) it yet.
- 9 A few days ago (I / see) a man at a party whose face (be) very familiar. At first I couldn't think where (I / see) him before. Then suddenly (I / remember) who (it / be).
- 10 (you / hear) of Agatha Christie? (she / be) a writer who (die) in 1976. (she / write) more than 70 detective novels. (you / read) any of them?
- 11 A: What (this word / mean)?
B: I've no idea. (I / never / see) it before. Look it up in the dictionary.
- 12 A: (you / get) to the theatre in time for the play last night?
B: No, we were late. By the time we got there, (it / already / start).
- 13 I went to Sarah's room and (knock) on the door, but there (be) no answer. Either (she / go) out or (she / not / want) to see anyone.
- 14 Patrick asked me how to use the photocopier. (he / never / use) it before, so (he / not / know) what to do.
- 15 Lisa (go) for a swim after work yesterday. (she / need) some exercise because (she / sit) in an office all day in front of a computer.

Past continuous and used to**Units 6, 18****9** Complete the sentences using the past continuous (**was/were -ing**) or **used to** Use the verb in brackets.

- 1 I haven't been to the cinema for ages now. We used to go a lot. (go)
- 2 Ann didn't see me wave to her. She was looking in the other direction. (look)
- 3 I a lot, but I don't use my car very much these days. (drive)
- 4 I asked the taxi driver to slow down. She too fast. (drive)
- 5 Rosemary and Jonathan met for the first time when they in the same bank. (work)
- 6 When I was a child, I a lot of bad dreams. (have)
- 7 I wonder what Joe is doing these days. He in Spain when I last heard from him. (live)
- 8 'Where were you yesterday afternoon?' 'I volleyball.' (play)
- 9 'Do you do any sports?' 'Not these days, but I volleyball.' (play)
- 10 George looked very nice at the party. He a very smart suit. (wear)

The future**Units 19–25, Appendix 3**

- 10** What do you say to your friend in these situations? Use the words given in brackets. Use the present continuous (**I am doing**), **going to** or **will** (**I'll**).

1 You have made all your holiday arrangements. Your destination is Jamaica.

FRIEND: Have you decided where to go for your holiday yet?

YOU: I'm going to Jamaica. (I / go)

2 You have made an appointment with the dentist for Friday morning.

FRIEND: Shall we meet on Friday morning?

YOU: I can't on Friday. (I / go)

3 You and some friends are planning a holiday in Spain. You have decided to hire a car, but you haven't arranged this yet.

FRIEND: How do you plan to travel round Spain? By train?

YOU: No, (we / hire)

4 Your friend has two young children. She wants to go out tomorrow evening. You offer to look after the children.

FRIEND: I want to go out tomorrow evening, but I don't have a babysitter.

YOU: That's no problem. (I / look after)

5 You have already arranged to have lunch with Sue tomorrow.

FRIEND: Are you free at lunchtime tomorrow?

YOU: No, (have lunch)

6 You are in a restaurant. You and your friend are looking at the menu. Maybe your friend has decided what to have. You ask her/him.

YOU: What? (you / have)

FRIEND: I don't know. I can't make up my mind.

7 You and a friend are reading. It's getting a bit dark and your friend is having trouble reading.

You decide to turn on the light.

FRIEND: It's getting a bit dark, isn't it? It's difficult to read.

YOU: Yes. (I / turn on)

8 You and a friend are reading. It's getting a bit dark and you decide to turn on the light.

You stand up and walk towards the light switch.

FRIEND: What are you doing?

YOU: (I / turn on)

- 11** Put the verb into the most suitable form. Use a present tense (simple or continuous), **will** (**I'll**) or **shall**.

Conversation 1 (*in the morning*)

JENNY: (1) Are you doing (you / do) anything tomorrow evening, Helen?

HELEN: No, why?

JENNY: Well, would you like to go to the cinema? *Strangers on a Plane* is on. I want to see it, but I don't want to go alone.

HELEN: OK, (2) (I / come) with you. What time (3) (we / meet)?

JENNY: Well, the film (4) (start) at 8.45, so (5) (I / meet) you at about 8.30 outside the cinema, OK?

HELEN: Fine. (6) (I / see) Tina later this evening. (7) (I / ask) her if she wants to come too?

JENNY: Yes, do that. (8) (I / see) you tomorrow then. Bye.

Conversation 2 (*later the same day*)

HELEN: Jenny and I (9) (go) to the cinema tomorrow night to see *Strangers on a Plane*. Why don't you come too?

TINA: I'd love to come. What time (10) (the film / start)?

HELEN: 8.45.

TINA: (11) (you / meet) outside the cinema?

HELEN: Yes, at 8.30. Is that OK for you?

TINA: Yes, (12) (I / be) there at 8.30.

12

Put the verb into the most suitable form. Sometimes there is more than one possibility.

1 A has decided to learn a language.

A: I've decided to try and learn a foreign language.

B: Have you? Which language (1) *are you going to learn* (you / learn)?

A: Spanish.

B: (2) (you / do) a course?

A: Yes, (3) (it / start) next week.

B: That's great. I'm sure (4) (you / enjoy) it.

A: I hope so. But I think (5) (it / be) difficult.

2 A wants to know about B's holiday plans.

A: I hear (1) (you / go) on holiday soon.

B: That's right. (2) (we / go) to Finland.

A: I hope (3) (you / have) a nice time.

B: Thanks. (4) (I / send) you a postcard and
(5) (I / get) in touch with you when
(6) (I / get) back.

3 A invites B to a party.

A: (1) (I / have) a party next Saturday. Can you come?

B: On Saturday? I'm not sure. Some friends of mine (2) (come)
to stay with me next week, but I think (3) (they / leave)
by Saturday. But if (4) (they / be) still here,
(5) (I / not / be) able to come to the party.

A: OK. Well, tell me as soon as (6) (you / know).

B: Right. (7) (I / call) you during the week.

4 A and B are two secret agents arranging a meeting. They are talking on the phone.

A: Well, what time (1) (we / meet)?

B: Come to the cafe by the station at 4 o'clock.
(2) (I / wait) for you
when (3) (you / arrive).
(4) (I / sit) by the window
and (5) (I / wear) a bright green sweater.

A: OK. (6) (Agent 307 / come) too?

B: No, she can't be there.

A: Oh. (7) (I / bring) the documents?

B: Yes. (8) (I / explain) everything when
(9) (I / see) you. And don't be late.

A: OK. (10) (I / try) to be on time.



Additional exercises

13

Put the verb into the correct form. Choose from the following:

present continuous (I am doing)
present simple (I do)
going to (I'm going to do)

will ('ll) / won't
will be doing
shall

- 1 I feel a bit hungry. I think (I / have) something to eat.
- 2 Why are you putting on your coat? (you / go) somewhere?
- 3 What time (I / phone) you tonight? About 7.30?
- 4 Look! That plane is flying towards the airport. (it / land).
- 5 We must do something soon, before (it / be) too late.
- 6 I'm sorry you've decided to leave the company. (I / miss) you when (you / go).
- 7 (I / give) you my phone number? If (I / give) you my number, (you / call) me?
- 8 Are you still watching that programme? What time (it / end)?
- 9 (I / go) to a wedding next weekend. A friend of mine (get) married.
- 10 I'm not ready yet. (I / tell) you when (I / be) ready. I promise (I / not / be) very long.
- 11 A: Where are you going?
B: To the hairdresser's. (I / have) my hair cut.
- 12 She was very rude to me. I refuse to speak to her again until (she / apologise).
- 13 I wonder where (we / live) ten years from now?
- 14 What do you plan to do when (you / finish) your course at college?

Past, present and future

Units 1–25

14

Use your own ideas to complete B's sentences.

- 1 A: How did the accident happen?
B: I was going too fast and couldn't stop in time.
- 2 A: Is that a new camera?
B: No, I it a long time.
- 3 A: Is that a new computer?
B: Yes, I it a few weeks ago.
- 4 A: I can't talk to you right now. You can see I'm very busy.
B: OK. I back in about half an hour.
- 5 A: This is a nice restaurant. Do you come here often?
B: No, it's the first time I here.
- 6 A: Do you do any sport?
B: No, I football, but I gave it up.
- 7 A: I'm sorry I'm late.
B: That's OK. I long.
- 8 A: When you went to the US last year, was it your first visit?
B: No, I there twice before.
- 9 A: Do you have any plans for the weekend?
B: Yes, I to a party on Saturday night.
- 10 A: Do you know what Steve's doing these days?
B: No, I him for ages.
- 11 A: Will you still be here by the time I get back?
B: No, I by then.

- 15** Robert is travelling in North America. He sends an email to a friend in Winnipeg (Canada). Put the verb into the most suitable form.



Subject:
To:

Hi

(1) ... I've just arrived ... (I / just / arrive) in Minneapolis. (2)
 (I / travel) for more than a month now, and (3) (I / begin) to
 think about coming home. Everything (4) (I / see) so far
 (5) (be) really interesting, and (6) (I / meet)
 some really kind people.

(7) (I / leave) Kansas City a week ago. (8)
 (I / stay) there with Emily, the aunt of a friend from college. She was really helpful and
 hospitable and although (9) (I / plan) to stay only a couple of
 days, (10) (I / end up) staying more than a week.

(11) (I / enjoy) the journey from Kansas City to here.
 (12) (I / take) the Greyhound bus and (13) (meet)
 some really interesting people – everybody was really friendly.

So now I'm here, and (14) (I / stay) here for a few days before
 (15) (I / continue) up to Canada. I'm not sure exactly when
 (16) (I / get) to Winnipeg – it depends what happens while
 (17) (I / be) here. But (18) (I / let) you
 know as soon as (19) (I / know) myself.

(20) (I / stay) with a family here – they're friends of some
 people I know at home. Tomorrow (21) (we / visit) some people
 they know who (22) (build) a house in the mountains. It isn't
 finished yet, but (23) (it / be) interesting to see what it's like.

Anyway, that's all for now. (24) (I / be) in touch again soon.

Robert

Modal verbs (can/must/would etc.)

Units 26–36, Appendix 4

- 16** Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two of the alternatives are possible.

- 1 'What time will you be home tonight?' 'I'm not sure. I late.'
 A may be B might be C can be (both A and B are correct)
- 2 I can't find the theatre tickets. They out of my pocket.
 A must have fallen B should have fallen C had to fall
- 3 Somebody ran in front of the car as I was driving. Fortunately I just in time.
 A could stop B could have stopped C managed to stop
- 4 We've got plenty of time. We yet.
 A mustn't leave B needn't leave C don't need to leave

Additional exercises

- 5 I out but I didn't feel like it, so I stayed at home.
A could go **B** could have gone **C** must have gone
- 6 I'm sorry I come to your party last week.
A couldn't come **B** couldn't have come **C** wasn't able to come
- 7 'What do you think of my theory?' 'I'm not sure. You right.'
A could be **B** must be **C** might be
- 8 I couldn't wait for you any longer. I, and so I went.
A must go **B** must have gone **C** had to go
- 9 'Do you know where Sarah is?' 'No. I suppose she shopping.'
A should have gone **B** may have gone **C** could have gone
- 10 At first they didn't believe me when I told them what had happened, but in the end I them that I was telling the truth.
A was able to convince **B** managed to convince **C** could convince
- 11 I promised I'd call Gary this evening. I
A mustn't forget **B** needn't forget **C** don't have to forget
- 12 Why did you leave without me? You for me.
A must have waited **B** had to wait **C** should have waited
- 13 Lisa called me and suggested lunch together.
A we have **B** we should have **C** to have
- 14 You look nice in that jacket, but you hardly ever wear it. it more often.
A You'd better wear **B** You should wear **C** You ought to wear
- 15 Shall I buy a car? What's your advice? What?
A will you do **B** would you do **C** shall you do

17

Complete the sentences using the words in brackets.

- 1 Don't phone them now.
They lunch. (*might / have*)
- 2 I've eaten too much. Now I feel sick.
I so much. (*shouldn't / eat*)
- 3 I wonder why Tom didn't phone me.
He (*must / forget*)
- 4 Why did you go home so early?
You home so early. (*needn't / go*)
- 5 You've signed the contract.
It now. (*can't / change*)
- 6 'What's Linda doing?' 'I'm not sure.'
She TV. (*may / watch*)
- 7 Laura was standing outside the cinema.
She for somebody. (*must / wait*)
- 8 He was in prison at the time that the crime was committed.
He it. (*couldn't / do*)
- 9 Why weren't you here earlier?
You here earlier. (*ought / be*)
- 10 Why didn't you ask me to help you?
I you. (*would / help*)
- 11 I'm surprised you weren't told that the road was dangerous.
You about it. (*should / warn*)
- 12 Gary was in a strange mood yesterday.
He very well. (*might not / feel*)

18

Complete B's sentences using **can/could/might/must/should/would** + the verb in brackets. In some sentences you need to use **have: must have ... / should have ... etc.** In some sentences you need the negative (**can't/couldn't** etc.).

- 1 A: I'm hungry.
B: But you've just had lunch. You can't be hungry already. (be)
- 2 A: I haven't seen our neighbours for ages.
B: No. They must have gone away. (go)
- 3 A: What's the weather like? Is it raining?
B: Not at the moment, but it later. (rain)
- 4 A: Where's Julia?
B: I'm not sure. She out. (go)
- 5 A: I didn't see you at Michael's party last week.
B: No, I had to work that night, so I (go)
- 6 A: I think I saw you at Michael's party last week.
B: No, you me. I didn't go to Michael's party. (see)
- 7 A: What time will we get to Sue's house?
B: Well, it takes about one and a half hours, so if we leave at 3 o'clock, we there by 4.30. (get)
- 8 A: When was the last time you saw Bill?
B: Years ago. I him if I saw him now. (recognise)
- 9 A: Did you hear the explosion?
B: What explosion?
A: There was a loud explosion about an hour ago. You it. (hear)
- 10 A: We weren't sure which way to go. In the end we turned right.
B: You went the wrong way. You left. (turn)

if (conditional)**Units 25, 38–40**

19

Put the verb into the correct form.

- 1 If you found a wallet in the street, what would you do with it? (you / find)
- 2 I must hurry. My friend will be annoyed if I'm not on time. (I / not / be)
- 3 I didn't realise that Gary was in hospital. If I'd known he was in hospital, I would have gone to visit him. (I / know)
- 4 If the phone , can you answer it? (ring)
- 5 I can't decide what to do. What would you do if in my position? (you / be)
- 6 A: What shall we do tomorrow?
B: Well, if a nice day, we can go to the beach. (it / be)
- 7 A: Let's go to the beach.
B: No, it's too cold. If warmer, I wouldn't mind going. (it / be)
- 8 A: Did you go to the beach yesterday?
B: No, it was too cold. If warmer, we might have gone. (it / be)
- 9 If enough money to go anywhere in the world, where would you go? (you / have)
- 10 I'm glad we had a map. I'm sure we would have got lost if one. (we / not / have)
- 11 The accident was your fault. If more carefully, it wouldn't have happened. (you / drive)
- 12 A: Why do you read newspapers?
B: Well, if newspapers, I wouldn't know what was happening in the world. (I / not / read)

Additional exercises

20

Complete the sentences.

- 1 Lisa is tired all the time. She shouldn't go to bed so late.
If Lisa go to bed so late, she be tired all the time.
- 2 It's getting late. I don't think Sarah will come to see us now.
I'd be surprised if Sarah to see us now.
- 3 I'm sorry I disturbed you. I didn't know you were busy.
If you were busy, I you.
- 4 I don't want them to be upset, so I've decided not to tell them what happened.
..... upset if I them what happened.
- 5 The dog attacked you, but only because you frightened it.
If you the dog, it you.
- 6 Unfortunately I didn't have an umbrella and so I got very wet in the rain.
I so wet if an umbrella.
- 7 Martin failed his driving test. He was very nervous and that's why he failed.
If he so nervous, he the test.

21

Use your own ideas to complete the sentences.

- 1 I'd go out tonight if
- 2 I'd have gone out last night if
- 3 If you hadn't reminded me,
- 4 If I had my camera,
- 5 If you give me the camera,
- 6 Who would you phone if
- 7 We wouldn't have been late if
- 8 If I'd been able to get a ticket,
- 9 If I'd done better at the interview,
- 10 You wouldn't be hungry now if
- 11 Cities would be nicer places if
- 12 If there was no TV,

Passive

Units 42–45

22

Put the verb into the most suitable passive form.

- 1 There's somebody behind us. I think we're being followed (we / follow).
- 2 A mystery is something that can't be explained (can't / explain).
- 3 We didn't play football yesterday. The game (cancel).
- 4 The TV (repair). It's working again now.
- 5 In the middle of the village there is a church which (restore) at the moment. The work is almost finished.
- 6 The tower is the oldest part of the church. (it / believe) to be over 600 years old.
- 7 If I didn't do my job properly, (I / would / sack).
- 8 A: I left a newspaper on the desk last night and it isn't there now.
B: (it / might / throw) away.
- 9 I learnt to swim when I was very young. (I / teach) by my mother.
- 10 After (arrest), I was taken to the police station.
- 11 ' (you / ever / arrest)?' 'No, never.'
- 12 Two people (report) to (injure) in an explosion at a factory in Birmingham early this morning.

23

Put the verb into the correct form, active or passive.

- 1 This house is quite old. It was built (build) over 100 years ago.
- 2 My grandfather was a builder. He built (build) this house many years ago.
- 3 'Is your car still for sale?' 'No, I (sell) it.'
- 4 A: Is the house at the end of the street still for sale?
B: No, it (sell).
- 5 Sometimes mistakes (make). It's inevitable.
- 6 I wouldn't leave your car unlocked. It (might / steal).
- 7 My bag has disappeared. It (must / steal).
- 8 I can't find my hat. Somebody (must / take) it by mistake.
- 9 It's a serious problem. I don't know how it (can / solve).
- 10 We didn't leave early enough. We (should / leave) earlier.
- 11 Nearly every time I travel by plane, my flight (delay).
- 12 A new bridge (build) across the river. Work started last year and the bridge (expect) to open next year.

24

Read these newspaper reports and put the verbs into the most suitable form.

1

Castle Fire

Winton Castle (1) was damaged (damage) in a fire last night. The fire, which (2) (discover) at about 9 o'clock, spread very quickly. Nobody (3) (injure), but two people had to (4) (rescue) from an upstairs room. A number of paintings (5) (believe / destroy). It (6) (not / know) how the fire started.

3

ROAD DELAYS

Repair work started yesterday on the Paxham–Longworth road. The road (1) (resurface) and there will be long delays. Drivers (2) (ask) to use an alternative route if possible. The work (3) (expect) to last two weeks. Next Sunday the road (4) (close), and traffic (5) (divert).

2

SHOP ROBBERY

In Paxham yesterday a shop assistant (1) (force) to hand over £500 after (2) (threaten) by a man with a knife. The man escaped in a car which (3) (steal) earlier in the day. The car (4) (later / find) in a car park where it (5) (abandon) by the thief. A man (6) (arrest) in connection with the robbery and (7) (still / question) by the police.

4

Accident

A woman (1) (take) to hospital after her car collided with a lorry near Norstock yesterday. She (2) (allow) home later after treatment. The road (3) (block) for an hour after the accident, and traffic had to (4) (divert). A police inspector said afterwards: 'The woman was lucky. She could (5) (kill).'

Reported speech

Units 47–48, 50

25 Complete the sentences using reported speech.



1 Can I speak to Paul, please?

I'll try again later.



Paul has gone out. I don't know when he'll be back. Do you want to leave a message?

you

A woman phoned at lunchtime yesterday and asked ... if she could speak to Paul ... I told ... and ...
... I asked ...
but she said ... later. But she never did.

2

We have no record of a reservation in your name.

We're sorry, but the hotel is full.

Do you have any rooms free anyway?



I went to London recently, but my visit didn't begin well. I had reserved a hotel room, but when I got to the hotel they told ...
... When I asked ...
they said ..., but ...
There was nothing I could do. I just had to look for somewhere else to stay.

3

Why are you visiting the country?

How long do you intend to stay?

We're on holiday.

Where will you be staying during your visit?



After getting off the plane, we had to queue for an hour to get through immigration. Finally it was our turn. The immigration official asked us ...
..., and we told ...

Then he wanted to know ... and ...

He seemed satisfied with our answers, checked our passports and wished us a pleasant stay.

4

I'll phone you from the airport when I arrive.



SUE

Don't come to the airport. I'll take the bus.

A: What time is Sue arriving this afternoon?

B: About three. She said ... us ...

A: Aren't you going to meet her?

B: No, she said She said ...

5



What's your job?

How much do you earn?



Mind your own business!

YOU

A few days ago a man phoned from a marketing company and started asking me questions.
He wanted to know and asked

..... I don't like people phoning and asking questions like that,
so I told and I put the phone down.

6



Louise and Sarah are in a restaurant waiting for Paul.

LOUISE: I wonder where Paul is. He said

SARAH: Maybe he's got lost.

LOUISE: I don't think so. He said

And I told

7



Five minutes later

JOE: Is there anything to eat?

JANE: You just said

JOE: Well, I am now. I'd love a banana.

JANE: A banana? But you said

You told

-ing and to ...

Units 53–66

26 Put the verb into the correct form.

- 1 How old were you when you learnt ... to drive ... ? (drive)
- 2 I don't mind ... walking ... home, but I'd rather ... get ... a taxi. (walk, get)
- 3 I can't make a decision. I keep my mind. (change)
- 4 He had made his decision and refused his mind. (change)
- 5 Why did you change your decision? What made you your mind? (change)
- 6 It was a really good holiday. I really enjoyed by the sea again. (be)
- 7 Did I really tell you I was unhappy? I don't remember that. (say)
- 8 'Remember Tom tomorrow.' 'OK. I won't forget.' (call)

Additional exercises

- 9 The water here is not very good. I'd avoid it if I were you. (drink)
- 10 I pretended interested in the conversation, but really it was very boring. (be)
- 11 I got up and looked out of the window what the weather was like. (see)
- 12 I have a friend who claims able to speak five languages. (be)
- 13 I like carefully about things before a decision. (think, make)
- 14 I had a flat in the centre of town but I didn't like there, so I decided (live, move)
- 15 Steve used a footballer. He had to stop because of an injury. (be, play)
- 16 After by the police, the man admitted the car, but denied at 100 miles an hour. (stop, steal, drive)
- 17 A: How do you make this machine ? (work)
B: I'm not sure. Try that button and see what happens. (press)

27

Make sentences from the words in brackets.

1 I can't find the tickets. (I / seem / lose / them)
..... I seem to have lost them.

2 I don't have far to go. (it / not / worth / take / a taxi)
..... It's not worth taking a taxi.

3 I'm feeling a bit tired. (I / not / fancy / go / out)
.....

4 Tim isn't very reliable. (he / tend / forget / things)
.....

5 I've got a lot of luggage. (you / mind / help / me?)
.....

6 There's nobody at home. (everybody / seem / go out)
.....

7 We don't like our apartment. (we / think / move)
.....

8 The vase was very valuable. (I / afraid / touch / it)
.....

9 Ben never carries a lot of money with him. (he / afraid / robbed)
.....

10 I wouldn't go to see the film. (it / not / worth / see)
.....

11 I'm very tired after that long walk. (I / not / used / walk / so far)
.....

12 Sue is on holiday. I received a postcard from her yesterday. (she / seem / enjoy / herself)
.....

13 Dan had lots of photographs he'd taken while on holiday. (he / insist / show / them to me)
.....

14 I don't want to do the shopping. (I'd rather / somebody else / do / it)
.....

28

Complete the second sentence so that the meaning is similar to the first.

- 1 I was surprised I passed the exam.
I didn't expect to pass the exam
- 2 Did you manage to solve the problem?
Did you succeed in solving the problem ?
- 3 I don't read newspapers any more.
I've given up
- 4 I'd prefer not to go out tonight.
I'd rather
- 5 He finds it difficult to sleep at night.
He has trouble
- 6 Shall I phone you this evening?
Do you want ?
- 7 Nobody saw me come in.
I came in without
- 8 They said I was a cheat.
I was accused
- 9 It will be good to see them again.
I'm looking forward
- 10 What do you think I should do?
What do you advise me
- 11 It's a pity I couldn't go out with you last night.
I'd like
- 12 I wish I'd taken your advice.
I regret

a/an and the**Units 69–76**

29

Put in **a/an** or **the** where necessary. Leave the space empty if the sentence is already complete.

- 1 I don't usually like staying at hotels, but last summer we spent two weeks at a very nice hotel by the sea.
- 2 If you go to live in foreign country, you should try and learn language.
- 3 Helen is economist. She lives in United States and works for investment company.
- 4 I love sport, especially tennis . I play two or three times week if I can, but I'm not very good player.
- 5 I won't be home for dinner this evening. I'm meeting some friends after work and we're going to cinema.
- 6 When unemployment is high, it's difficult for people to find work. It's big problem.
- 7 There was accident as I was going home last night. Two people were taken to hospital. I think most accidents are caused by people driving too fast.
- 8 A: What's name of hotel where you're staying?
B: Ambassador. It's in Queen Street in city centre. It's near station.
- 9 I have two brothers. older one is training to be pilot with British Airways. younger one is still at school. When he leaves school, he wants to go to university to study law.

Pronouns and determiners

Units 82–91

- 30** Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two alternatives are possible.

- 1 I don't remember about the accident.
 A anything B something C nothing (A is correct)
- 2 Chris and I have known for quite a long time.
 A us B each other C ourselves
- 3 'How often do the buses run?' twenty minutes.'
 A All B Each C Every
- 4 I shouted for help, but came.
 A nobody B no-one C anybody
- 5 Last night we went out with some friends of
 A us B our C ours
- 6 It didn't take us a long time to get here. traffic.
 A It wasn't much B There wasn't much C It wasn't a lot
- 7 Can I have milk in my coffee, please?
 A a little B any C some
- 8 Sometimes I find it difficult to
 A concentrate B concentrate me C concentrate myself
- 9 There's on at the cinema that I want to see, so there's no point in going.
 A something B anything C nothing
- 10 I drink water every day.
 A much B a lot of C lots of
- 11 in the centre are open on Sunday.
 A Most of shops B Most of the shops C The most of the shops
- 12 There were about twenty people in the photo. I didn't recognise of them.
 A any B none C either
- 13 I've been waiting for Sarah to phone.
 A all morning B the whole morning C all the morning
- 14 I can't afford to buy anything in this shop. so expensive.
 A All is B Everything is C All are

Adjectives and adverbs

Units 98–108

- 31** There are mistakes in some of these sentences. Correct the sentences where necessary. Write 'OK' if the sentence is already correct.

- 1 The building was total destroyed in the fire.
- 2 I didn't like the book. It was such a stupid story.
- 3 The city is very polluted. It's the more polluted place I've ever been to.
- 4 I was disappointing that I didn't get the job. I was well-qualified and the interview went well.
- 5 It's warm today, but there's quite a strong wind.
- 6 Joe works hardly, but he doesn't get paid very much.
- 7 The company's offices are in a modern large building.
- 8 Dan is a very fast runner. I wish I could run as fast as him.

totally destroyed

OK

- 9 I missed the three last days of the course because I was ill.
- 10 You don't look happy. What's the matter?
- 11 The weather has been unusual cold for the time of the year.
- 12 The water in the pool was too dirty to swim in it.
- 13 I got impatient because we had to wait so long time.
- 14 Is this box big enough or do you need a bigger one?
- 15 This morning I got up more early than usual.

Conjunctions

Units 25, 38, 112–118

32 Which is correct?

- 1 I'll try to be on time, but don't worry if / when I'm late. (if is correct)
- 2 Don't throw that bag away. If / When you don't want it, I'll have it.
- 3 Please report to reception if / when you arrive at the hotel.
- 4 We've arranged to go to the beach tomorrow, but we won't go if / when it's raining.
- 5 Tanya is in her final year at school. She still doesn't know what she's going to do if / when she leaves.
- 6 What would you do if / when you lost your keys?
- 7 I hope I'll be able to come to the party, but I'll let you know if / unless I can't.
- 8 I don't want to be disturbed, so don't phone me if / unless it's something important.
- 9 Please sign the contract if / unless you're happy with the conditions.
- 10 I like travelling by ship as long as / unless the sea is not rough.
- 11 You might not remember the name of the hotel, so write it down if / in case you forget it.
- 12 It's not cold now, but take your coat with you if / in case it gets cold later.
- 13 Take your coat with you and then you can put it on if / in case it gets cold later.
- 14 They always have the TV on, even if / if nobody is watching it.
- 15 Even / Although I left home early, I got to work late.
- 16 Despite / Although we've known each other a long time, we're not particularly close friends.
- 17 'When did you leave school?' 'As / When I was 17.'
- 18 I think Ann will be very pleased as / when she hears the news.

Prepositions (time)

Units 12, 119–122

33 Put in one of the following: at on in during for since by until

- 1 Jack has gone away. He'll be back in a week.
- 2 We're having a party on Saturday. Can you come?
- 3 I've got an interview next week. It's at 9.30 on Tuesday morning.
- 4 Sue isn't usually here on weekends. She goes away.
- 5 The train service is very good. The trains are nearly always at time.
- 6 It was a confusing situation. Many things were happening at the same time.
- 7 I couldn't decide whether or not to buy the sweater. By the end I decided not to.
- 8 The road is busy all the time, even at night.
- 9 I met a lot of nice people during my stay in New York.
- 10 I saw Helen on Friday, but I haven't seen her since then.
- 11 Robert has been doing the same job for five years.
- 12 Lisa's birthday is on the end of March. I'm not sure exactly which day it is.
- 13 We have some friends staying with us at the moment. They're staying until Friday.
- 14 If you're interested in applying for the job, your application must be received by Friday.
- 15 I'm just going out. I won't be long – I'll be back in ten minutes.

Prepositions (position and other uses)

Units 123–128

34 Put in the missing preposition.

- 1 I'd love to be able to visit every country the world.
- 2 Jessica White is my favourite author. Have you read anything her?
- 3 'Is there a bank near here?' 'Yes, there's one the end of this road.'
- 4 Tim is away at the moment. He's holiday.
- 5 We live the country, a long way from the nearest town.
- 6 I've got a stain my jacket. I'll have to have it cleaned.
- 7 We went a party Lisa's house on Saturday.
- 8 Boston is the east coast of the United States.
- 9 Look at the leaves that tree. They're a beautiful colour.
- 10 'Have you ever been Tokyo?' 'No, I've never been Japan.'
- 11 Mozart died Vienna in 1791 the age of 35.
- 12 'Are you this photo?' 'Yes, that's me, the left.'
- 13 We went the theatre last night. We had seats the front row.
- 14 'Where's the light switch?' 'It's the wall the door.'
- 15 It was late when we arrived the hotel.
- 16 I couldn't decide what to eat. There was nothing the menu that I liked.
- 17 We live a tower block. Our apartment is the fifteenth floor.
- 18 A: What did you think of the film?
B: Some parts were a bit stupid, but the whole I enjoyed it.
- 19 'When you paid the restaurant bill, did you pay cash?' 'No, I paid credit card.'
- 20 'How did you get here? Did you come the bus?' 'No, car.'
- 21 A: I wonder what's TV this evening. Do you have a newspaper?
B: Yes, the TV programmes are the back page.
- 22 Helen works for a telecommunications company. She works the customer services department.
- 23 Anna spent two years working Chicago before returning Italy.
- 24 'Did you enjoy your trip the beach?' 'Yes, it was great.'
- 25 Next summer we're going a trip to Canada.

Noun/adjective + prepositions

Units 129–131

35 Put in the missing preposition.

- 1 The plan has been changed, but nobody seems to know the reason this.
- 2 Don't ask me to decide. I'm not very good making decisions.
- 3 Some people say that Sue is unfriendly, but she's always very nice me.
- 4 What do you think is the best solution the problem?
- 5 There has been a big increase the price of oil recently.
- 6 He lives a rather lonely life. He doesn't have much contact other people.
- 7 Paul is a keen photographer. He likes taking pictures people.
- 8 Michael got married a woman he met when he was studying at college.
- 9 He's very brave. He's not afraid anything.
- 10 I'm surprised the amount of traffic today. I didn't think it would be so busy.
- 11 Thank you for lending me the guidebook. It was full useful information.
- 12 I'm afraid I've had to change my plans, so I can't meet you tomorrow. I'm sorry that.

Verb + preposition**Units 132–136**

- 36** Complete each sentence with a preposition where necessary. If no preposition is necessary, leave the space empty.

- 1 She works quite hard. You can't accuse her being lazy.
- 2 Who's going to look your children while you're at work?
- 3 The problem is becoming serious. We have to discuss it.
- 4 The problem is becoming serious. We have to do something it.
- 5 I prefer this chair the other one. It's more comfortable.
- 6 I need to phone the office to tell them I won't be at work today.
- 7 The river divides the city two parts.
- 8 'What do you think your new boss?' 'She's all right, I suppose.'
- 9 Can somebody please explain me what I have to do?
- 10 I said hello to her, but she didn't answer me.
- 11 'Do you like staying at hotels?' 'It depends the hotel.'
- 12 'Have you ever been to Borla?' 'No, I've never heard it. Where is it?'
- 13 You remind me somebody I knew a long time ago. You look just like her.
- 14 This is wonderful news! I can't believe it.
- 15 George is not an idealist – he believes being practical.
- 16 What's funny? What are you laughing ?
- 17 What did you do with all the money you had? What did you spend it ?
- 18 If Alex asks you money, don't give him any.
- 19 I apologised Sarah keeping her waiting so long.
- 20 Lisa was very helpful. I thanked her everything she'd done.

Phrasal verbs**Units 137–145**

- 37** A says something and B replies. Which goes with which?

A

- 1 I've made a mistake on this form.
- 2 I'm too warm with my coat on.
- 3 This jacket looks nice.
- 4 My phone number is 576920.
- 5 This room is in a mess.
- 6 What's 45 euros in dollars?
- 7 How did you find the mistake?
- 8 I'm not sure whether to accept their offer or not.
- 9 I need a place to stay when I'm in London.
- 10 It's a subject he doesn't like to talk about.
- 11 I don't know what this word means.

B

- a Don't worry. I'll clear it up.
- b No problem. I can fix it up.
- c Kate pointed it out.
- d That's OK. Cross it out and correct it.
- e Yes, why don't you try it on?
- f OK, I won't bring it up.
- g Just a minute. I'll write it down.
- h Why don't you take it off then?
- i You can look it up.
- j I think you should turn it down.
- k Give me a moment. I'll work it out.

- 1 d
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11

Additional exercises

38

Only one alternative is correct. Which is it?

- 1 Nobody believed Paul at first but he **B** to be right. (**B** is correct)
A came out **B** turned out **C** worked out **D** carried out
- 2 Here's some good news. It will
A turn you up **B** put you up **C** blow you up **D** cheer you up
- 3 I was annoyed with the way the children were behaving, so I
A told them up **B** told them off **C** told them out **D** told them over
- 4 The club committee is of the president, the secretary and seven other members.
A set up **B** made up **C** set out **D** made out
- 5 You were going to apply for the job, and then you decided not to. So what ?
A put you off **B** put you out **C** turned you off **D** turned you away
- 6 I had no idea that he was lying to me. I was completely
A taken in **B** taken down **C** taken off **D** taken over
- 7 Helen started a course at college, but she after six months.
A went out **B** fell out **C** turned out **D** dropped out
- 8 You can't predict everything. Often things don't as you expect.
A make out **B** break out **C** work out **D** get out
- 9 Why are all these people here? What's ?
A going off **B** getting off **C** going on **D** getting on
- 10 It's a very busy airport. There are planes or landing every few minutes.
A going up **B** taking off **C** getting up **D** driving off
- 11 The traffic was moving slowly because a bus had and was blocking the road.
A broken down **B** fallen down **C** fallen over **D** broken up
- 12 How are you in your new job? Are you enjoying it?
A keeping on **B** going on **C** carrying on **D** getting on

39

Complete the sentences. Use two words each time.

- 1 Keep away from the edge of the pool. You might fall in.
- 2 I didn't notice that the two pictures were different until Tanya pointed it me.
- 3 I asked Dan if he had any suggestions about what we should do, but he didn't come anything.
- 4 I'm glad Sarah is coming to the party. I'm really looking seeing her again.
- 5 Things are changing all the time. It's difficult to keep all these changes.
- 6 I don't want to run food for the party. Are you sure we have enough?
- 7 Don't let me interrupt you. Carry your work.
- 8 Steve was very happy in his job until he fell his boss. After that, it was impossible for them to work together, and Steve decided to leave.
- 9 I've had enough of being treated like this. I'm not going to put it any more.
- 10 I didn't enjoy the trip very much at the time, but when I look it now, I realise it was a good experience and I'm glad I went on it.
- 11 The wedding was supposed to be a secret, so how did you find it?
Did Jess tell you?
- 12 There is a very nice atmosphere in the office where I work. Everybody gets everybody else.

40

Complete each sentence using a phrasal verb that means the same as the words in brackets.

- 1 The football match had to be **called off** because of the weather. (cancelled)
- 2 The story Kate told wasn't true. She **made it up** (invented it)
- 3 A bomb near the station, but no-one was injured. (exploded)
- 4 Paul finally nearly an hour late. (arrived)
- 5 Here's an application form. Can you and sign it, please? (complete it)
- 6 A number of buildings are going to be to make way for the new road. (demolished)
- 7 I'm having a few problems with my computer which need to be as soon as possible. (put right)
- 8 Be positive! You must never ! (stop trying)
- 9 I was very tired and in front of the television. (fell asleep)
- 10 After eight years together, they've decided to (separate)
- 11 The noise is terrible. I can't any longer. (tolerate it)
- 12 We don't have a lot of money, but we have enough to (manage)
- 13 I'm sorry I'm late. The meeting longer than I expected. (continued)
- 14 We need to make a decision today at the latest. We can't any longer. (delay it)

41

Complete the sentences. Use one word each time.

- 1 You're driving too fast. Please slow down.
- 2 It was only a small fire and I managed to it out with a bucket of water.
- 3 The house is empty at the moment, but I think the new tenants are in next week.
- 4 I've on weight. My clothes don't fit any more.
- 5 Their house is really nice now. They've it up really well.
- 6 I was talking to the woman sitting next to me on the plane, and it out that she works for the same company as my brother.
- 7 'Do you know what happened?' 'Not yet, but I'm going to out.'
- 8 There's no need to get angry. down!
- 9 If you're going on a long walk, plan your route carefully before you off.
- 10 Sarah has just phoned to say that she'll be late. She's been up.
- 11 You've written my name wrong. It's Martin, not Marin – you out the T.
- 12 Three days at £45 a day – that out at £135.
- 13 We had a really interesting discussion, but Jane didn't in. She just listened.
- 14 Jonathan is pretty fit. He out in the gym every day.
- 15 Come and see us more often. You can in any time you like.
- 16 We are still discussing the contract. There are still a couple of things to out.
- 17 My alarm clock off in the middle of the night and me up.

Study guide

This guide is to help you decide which units you need to study. The sentences in the guide are grouped together (*Present and past, Articles and nouns etc.*) in the same way as the units in the *Contents* (pages iii–vi).

Each sentence can be completed using one or more of the alternatives (A, B, C etc.). There are between two and five alternatives each time. IN SOME SENTENCES MORE THAN ONE ALTERNATIVE IS POSSIBLE.

If you don't know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) in the list on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is a key to this study guide on page 372.

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY UNIT

Present and past

- 1.1 At first I didn't like my job, but to enjoy it now.
A I'm beginning **B** I begin
- 1.2 I don't understand this sentence. What ?
A does mean this word **B** does this word mean **C** means this word
- 1.3 Robert away two or three times a year.
A is going usually **B** is usually going **C** usually goes **D** goes usually
- 1.4 How now? Better than before?
A you are feeling **B** do you feel **C** are you feeling
- 1.5 It was a boring weekend. anything.
A I didn't **B** I don't do **C** I didn't do
- 1.6 Matt while we were having dinner.
A phoned **B** was phoning **C** has phoned

1, 3

2, 49

2, 3, 110

4

5

6, 14

Present perfect and past

- 2.1 James is on holiday. He to Italy.
A is gone **B** has gone **C** has been
- 2.2 Everything is going well. We any problems so far.
A didn't have **B** don't have **C** haven't had
- 2.3 Sarah has lost her passport again. It's the second time this
A has happened **B** happens **C** happened **D** is happening
- 2.4 You're out of breath. ?
A Are you running **B** Have you run **C** Have you been running
- 2.5 Where's the book I gave you? What with it?
A have you done **B** have you been doing **C** are you doing
- 2.6 ' each other for a long time?' 'Yes, since we were at school.'
A Do you know **B** Have you known **C** Have you been knowing
- 2.7 Sally has been working here
A for six months **B** since six months **C** six months ago

7

8

8

9

10

11, 10

12

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

- 2.8 It's two years Joe.
A that I don't see **B** that I haven't seen **C** since I didn't see
D since I last saw
- 12
- 2.9 It raining for a while, but now it's raining again.
A stopped **B** has stopped **C** was stopped
- 13
- 2.10 My mother in Italy.
A grew up **B** has grown up **C** had grown up
- 13
- 2.11 a lot of sweets when you were a child?
A Have you eaten **B** Had you eaten **C** Did you eat
- 14
- 2.12 Jack in New York for ten years. Now he lives in Los Angeles.
A lived **B** has lived **C** has been living
- 14, 11
- 2.13 The man sitting next to me on the plane was very nervous. He before.
A hasn't flown **B** didn't fly **C** hadn't flown **D** wasn't flying
- 15
- 2.14 Katherine was sitting in an armchair resting. She was tired because very hard.
A she was working **B** she's been working **C** she'd been working
- 16
- 2.15 a car when you were living in Paris?
A Had you **B** Were you having **C** Have you had **D** Did you have
- 17, 14
- 2.16 I tennis a lot, but I don't play very much now.
A was playing **B** was used to play **C** used to play
- 18
- Future**
- 3.1 I'm tired. to bed now. Goodnight.
A I go **B** I'm going
- 19
- 3.2 tomorrow, so we can go out somewhere.
A I'm not working **B** I don't work **C** I won't work
- 19, 21
- 3.3 That bag looks heavy. you with it.
A I'm helping **B** I help **C** I'll help
- 21
- 3.4 I think the weather be nice later.
A will **B** shall **C** is going to
- 23, 22
- 3.5 'Anna is in hospital.' 'Yes, I know. her this evening.'
A I visit **B** I'm going to visit **C** I'll visit
- 23, 20
- 3.6 We're late. The film by the time we get to the cinema.
A will already start **B** will be already started **C** will already have started
- 24
- 3.7 Don't worry late tonight.
A if I'm **B** when I'm **C** when I'll be **D** if I'll be
- 25

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

Modals

- 4.1 The fire spread through the building very quickly, but fortunately everybody
A was able to escape **B** managed to escape **C** could escape **D** could have escaped **26**
- 4.2 I'm so tired I for a week.
A can sleep **B** could sleep **C** could have slept **D** could have been sleeping **27**
- 4.3 The story be true, but I don't think it is.
A might **B** can **C** could **D** may **27, 29**
- 4.4 Why did you stay at a hotel when you were in Paris? You with Sarah.
A can stay **B** could stay **C** could have stayed **D** must have stayed **27**
- 4.5 'I've lost one of my gloves.' 'You it somewhere.'
A must drop **B** must have dropped **C** must be dropping **D** must have been dropping **28**
- 4.6 'Why wasn't Amy at the meeting yesterday?' 'She about it.'
A might not know **B** may not know **C** might not have known **D** may not have known **29**
- 4.7 What was the problem? Why leave early?
A had you to **B** did you have to **C** must you **D** you had to **31**
- 4.8 We've got plenty of time. We hurry.
A don't need to **B** mustn't **C** needn't **D** need to **32**
- 4.9 You missed a great party last night. You Why didn't you?
A must have come **B** should have come **C** ought to have come **D** had to come **33**
- 4.10 Jane won the lottery. I a car with the money she'd won.
A suggested that she buy **B** suggested that she should buy **C** suggested her to buy **D** suggested that she bought **34**
- 4.11 You're always at home. You out more often.
A should go **B** had better go **C** had better to go **D** had better go **35**
- 4.12 It's late. It's time home.
A we go **B** we must go **C** we should go **D** we went **E** to go **35**
- 4.13 a little longer, but I really have to go now.
A I'd stay **B** I'll stay **C** I can stay **D** I'd have stayed **36**

If and wish

- 5.1 I'm not going to bed yet. I'm not tired. If I to bed now, I wouldn't sleep.
A go **B** went **C** had gone **D** would go **38**
- 5.2 If I were rich, a lot.
A I'll travel **B** I can travel **C** I would travel **D** I travelled **39**
- 5.3 I wish I have to work tomorrow, but unfortunately I do.
A don't **B** didn't **C** wouldn't **D** won't **39, 41**

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

5.4 The view was wonderful. If a camera with me, I would have taken some pictures.

- A I had B I would have C I would have had D I'd had

5.5 The weather is horrible. I wish it raining.

- A would stop B stopped C stops D will stop

Passive

6.1 We by a loud noise during the night.

- A woke up B are woken up C were woken up D were waking up

6.2 A new supermarket is going to next year.

- A build B be built C be building D building

6.3 There's somebody walking behind us. I think

- A we are following B we are being following C we are followed
D we are being followed

6.4 'Where ?' 'In Chicago.'

- A were you born B are you born C have you been born
D did you born

6.5 There was a fight at the party, but nobody

- A was hurt B got hurt C hurt

6.6 Jane to phone me last night, but she didn't.

- A supposed B is supposed C was supposed

6.7 Where ? Which hairdresser did you go to?

- A did you cut your hair B have you cut your hair
C did you have cut your hair D did you have your hair cut

Reported speech

7.1 Paul left the room suddenly. He said he to go.

- A had B has C have

7.2 Hi, Joe. I didn't expect to see you. Sonia said you in hospital.

- A are B were C was D should be

7.3 Ann and left.

- A said goodbye to me B said me goodbye C told me goodbye

Questions and auxiliary verbs

8.1 'What time ?' 'At 8.30.'

- A starts the film B does start the film C does the film start

8.2 'Do you know where ?' 'No, he didn't say.'

- A Tom has gone B has Tom gone C has gone Tom

8.3 The police officer stopped us and asked us where

- A were we going B are we going C we are going D we were going

40

41

42

43

43

44

44

45

46

48, 47

48, 47

48

49

50

50

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

- 8.4 'Do you think it will rain?' '.....'
A I hope not. **B** I don't hope. **C** I don't hope so.
- 8.5 'You don't know where Karen is, ?' 'Sorry, I have no idea.'
A don't you **B** do you **C** is she **D** are you

-ing and to ...

- 9.1 You can't stop me what I want.
A doing **B** do **C** to do **D** that I do
- 9.2 I must go now. I promised late.
A not being **B** not to be **C** to not be **D** I wouldn't be
- 9.3 Do you want with you or do you want to go alone?
A me coming **B** me to come **C** that I come **D** that I will come
- 9.4 I know I locked the door. I clearly remember it.
A locking **B** to lock **C** to have locked
- 9.5 She tried to be serious, but she couldn't help
A laughing **B** to laugh **C** that she laughed **D** laugh
- 9.6 Paul lives in Berlin now. He likes there.
A living **B** to live
- 9.7 It's not my favourite job, but I like the kitchen as often as possible.
A cleaning **B** clean **C** to clean **D** that I clean
- 9.8 I'm tired. I'd rather out this evening, if you don't mind.
A not going **B** not to go **C** don't go **D** not go
- 9.9 I'd rather anyone what I said.
A you don't tell **B** not you tell **C** you didn't tell **D** you wouldn't tell
- 9.10 Are you looking forward on holiday?
A going **B** to go **C** to going **D** that you go
- 9.11 When Lisa came to Britain, she had to get used on the left.
A driving **B** to driving **C** to drive
- 9.12 I'm thinking a house. Do you think that's a good idea?
A to buy **B** of to buy **C** of buying **D** about buying
- 9.13 I had no a place to stay. In fact it was surprisingly easy.
A difficulty to find **B** difficulty finding **C** trouble to find
D trouble finding
- 9.14 I phoned the restaurant a table.
A for reserve **B** to reserve **C** for reserving **D** for to reserve
- 9.15 James doesn't speak very clearly.
A It is difficult to understand him. **B** He is difficult to understand.
C He is difficult to understand him.

IF YOU ARE NOT SURE WHICH IS RIGHT**STUDY
UNIT**

- 9.16 The path was icy, so we walked very carefully. We were afraid
A of falling **B** from falling **C** to fall **D** to falling **66**
- 9.17 I didn't hear you in. You must have been very quiet.
A come **B** to come **C** came **67**
- 9.18 a hotel, we looked for somewhere to have dinner.
A Finding **B** After finding **C** Having found **D** We found **68**
- Articles and nouns**
- 10.1 It wasn't your fault. It was
A accident **B** an accident **C** some accident **69**
- 10.2 Where are you going to put all your ?
A furniture **B** furnitures **70**
- 10.3 'Where are you going?' 'I'm going to buy'
A a bread **B** some bread **C** a loaf of bread **70**
- 10.4 Sandra is She works at a large hospital.
A nurse **B** a nurse **C** the nurse **71, 72**
- 10.5 Helen works six days week.
A in **B** for **C** a **D** the **72**
- 10.6 There are millions of stars in
A space **B** a space **C** the space **73**
- 10.7 Every day begins at 9 and finishes at 3.
A school **B** a school **C** the school **74**
- 10.8 a problem in most big cities.
A Crime is **B** The crime is **C** The crimes are **75**
- 10.9 When invented?
A was telephone **B** were telephones **C** were the telephones
D was the telephone **76**
- 10.10 Have you been to ?
A Canada or United States **B** the Canada or the United States
C Canada or the United States **D** the Canada or United States **77**
- 10.11 On our first day in Moscow, we visited
A Kremlin **B** a Kremlin **C** the Kremlin **78**
- 10.12 What time on TV?
A is the news **B** are the news **C** is news **D** is the new **79, 80**
- 10.13 It took us quite a long time to get here. It was journey.
A three hour **B** a three-hours **C** a three-hour **80**
- 10.14 This isn't my book. It's
A my sister **B** my sister's **C** from my sister **D** of my sister
E of my sister's **81**

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

Pronouns and determiners

- 11.1 What time shall we tomorrow?
A meet **B** meet us **C** meet ourselves **82**
- 11.2 I'm going to a wedding on Saturday. is getting married.
A A friend of me **B** A friend of mine **C** One my friends **83**
- 11.3 They live on a busy road. a lot of noise from the traffic.
A It must be **B** It must have **C** There must have **D** There must be **84**
- 11.4 He's lazy. He never does work.
A some **B** any **C** no **85**
- 11.5 'What would you like to eat?' 'I don't mind.
– whatever you have.'
A Something **B** Anything **C** Nothing **85**
- 11.6 We couldn't buy anything because of the shops were open.
A all **B** no-one **C** none **D** nothing **86**
- 11.7 We went shopping and spent money.
A a lot of **B** much **C** lots of **D** many **87**
- 11.8 don't visit this part of the town.
A The most tourists **B** Most of tourists **C** Most tourists **88**
- 11.9 I asked two people the way to the station, but of them could help me.
A none **B** either **C** both **D** neither **89**
- 11.10 had a great time at the party.
A Everybody **B** All **C** All of us **D** Everybody of us **90**
- 11.11 The bus service is excellent. There's a bus ten minutes.
A each **B** every **C** all **90, 91**

Relative clauses

- 12.1 I don't like stories have unhappy endings.
A that **B** they **C** which **D** who **92**
- 12.2 I didn't believe them at first, but in fact everything was true.
A they said **B** that they said **C** what they said **93**
- 12.3 What's the name of the man ?
A you borrowed his car **B** which car you borrowed
C whose car you borrowed **D** his car you borrowed **94**
- 12.4 Anna told me about her new job, a lot.
A that she's enjoying **B** which she's enjoying **C** she's enjoying
D she's enjoying it **95**
- 12.5 Sarah couldn't meet us, was a shame.
A that **B** it **C** what **D** which **96**
- 12.6 George showed me some pictures by his father.
A painting **B** painted **C** that were painted **D** they were painted **97, 92**

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

Adjectives and adverbs

- 13.1 Jane doesn't enjoy her job any more. She's because every day she does exactly the same thing.
A boring **B** bored
- 13.2 Lisa was carrying a bag.
A black small plastic **B** small and black plastic **C** small black plastic
D plastic small black
- 13.3 Maria's English is excellent. She speaks
A perfectly English **B** English perfectly **C** perfect English
D English perfect
- 13.4 He to find a job, but he had no luck.
A tried hard **B** tried hardly **C** hardly tried
- 13.5 I haven't seen her for , I've forgotten what she looks like.
A so long **B** so long time **C** a such long time **D** such a long time
- 13.6 We don't have on holiday right now.
A money enough to go **B** enough money to go
C money enough for going **D** enough money for go
- 13.7 Sarah is doing OK at the moment. She has
A a quite good job **B** quite a good job **C** a pretty good job
- 13.8 The exam was quite easy – I expected.
A more easy than **B** more easy than **C** easier than **D** easier as
- 13.9 The more electricity you use,
A your bill will be higher **B** will be higher your bill
C the higher your bill will be **D** higher your bill will be
- 13.10 Patrick is a fast runner. I can't run as fast as
A he **B** him **C** he can
- 13.11 The movie was really boring. It's I've ever seen.
A most boring movie **B** the more boring movie **C** the movie more boring
D the most boring movie
- 13.12 Ben likes walking.
A Every morning he walks to work. **B** He walks to work every morning.
C He walks every morning to work. **D** He every morning walks to work.
- 13.13 Joe never phones me.
A Always I have to phone him. **B** I always have to phone him.
C I have always to phone him. **D** I have to phone always him.
- 13.14 Lucy She left last month.
A still doesn't work here **B** doesn't still work here
C no more works here **D** doesn't work here any more
- 13.15 she can't drive, she bought a car.
A Even **B** Even when **C** Even if **D** Even though

IF YOU ARE NOT SURE WHICH IS RIGHT**Conjunctions and prepositions**

- 14.1 I couldn't sleep very tired.
A although I was **B** despite I was **C** despite of being **D** in spite of being **113**
- 14.2 You should insure your bike stolen.
A in case it will be **B** if it will be **C** in case it is **D** if it is **114**
- 14.3 The club is for members only. You you're a member.
A can't go in if **B** can go in only if **C** can't go in unless
D can go in unless **115**
- 14.4 We watched TV all evening we didn't have anything better to do.
A when **B** as **C** while **D** since **116**
- 14.5 'What's that noise?' 'It sounds a baby crying.'
A as **B** like **C** as if **D** as though **117, 118**
- 14.6 They are very kind to me. They treat me their own son.
A as I am **B** as if I would be **C** as if I am **D** as if I were **118**
- 14.7 I'll be in Singapore next week. I hope to see some friends of mine there.
A while I'll be **B** while I'm **C** during my visit **D** during I'm **119**
- 14.8 Joe is away at the moment. I don't know exactly when he's coming back, but I'm sure he'll be back Monday.
A by **B** until **120**

Prepositions

- 15.1 Bye! I'll see you
A at Friday morning **B** on Friday morning **C** in Friday morning
D Friday morning **121**
- 15.2 I'm going away the end of January.
A at **B** on **C** in **122**
- 15.3 When we were in Italy, we spent a few days Venice.
A at **B** to **C** in **123, 125**
- 15.4 Our apartment is the second floor of the building.
A at **B** on **C** in **D** to **124**
- 15.5 I saw Steve a conference on Saturday.
A at **B** on **C** in **D** to **125**
- 15.6 When did they the hotel?
A arrive to **B** arrive at **C** arrive in **D** get to **E** get in **126**
- 15.7 I'm going holiday next week. I'll be away for two weeks.
A at **B** on **C** in **D** for **127**
- 15.8 We travelled 6.45 train, which arrived at 8.30.
A in the **B** on the **C** by the **D** by **128**
- 15.9 'Have you read anything Ernest Hemingway?' 'No, what sort of books did he write?'
A of **B** from **C** by **128**

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

- 15.10 The accident was my fault, so I had to pay for the damage
 the other car.
A of B for C to D on E at
- 15.11 I like them very much. They have always been very nice me.
A of B for C to D with
- 15.12 I'm not very good repairing things.
A at B for C in D about
- 15.13 I don't understand this sentence. Can you ?
A explain to me this word B explain me this word
C explain this word to me
- 15.14 If you're worried about the problem, you should do something it.
A for B about C against D with
- 15.15 'Who is Tom Hart?' 'I have no idea. I've never heard him.'
A about B from C after D of
- 15.16 'What time will you be home?' 'I don't know. It depends the traffic.'
A of B for C from D on
- 15.17 I prefer tea coffee.
A to B than C against D from

Phrasal verbs

- 16.1 These shoes are uncomfortable. I'm going to
A take off B take them off C take off them
- 16.2 They were playing cards, so I
A joined in B came in C got in D broke in
- 16.3 Nobody believed Paul at first, but he to be right.
A worked out B came out C found out D turned out
- 16.4 We can't making a decision. We have to decide now.
A put away B put over C put off D put out
- 16.5 'Have you finished painting the kitchen?' 'Nearly. I'll tomorrow.'
A finish it out B finish it over C finish it off
- 16.6 You can always rely on Paul. He'll never
A put you up B let you down C take you over D see you off
- 16.7 Children under 16 half the population of the city.
A make up B put up C take up D bring up
- 16.8 I'm surprised to hear that Sue and Paul have They seemed very happy together.
A broken up B ended up C finished up D split up
- 16.9 I parked in a no-parking zone, but I it.
A came up with B got away with C made off with D got on with

Key to Exercises

In some of the exercises you have to use your own ideas to write sentences. Example answers are given in the Key. If possible, check your answers with somebody who speaks English well.

UNIT 1

1.1

2 e

3 g

4 a

5 d

6 h

7 b

8 c

1.2

- 1 What's / What is he studying
Is he enjoying
2 's / is your new job going
it's getting / it is getting
he isn't enjoying / he's not
enjoying
he's beginning / he is
beginning

1.3

- 3 I'm not listening / I am not
listening
4 She's having / She is having
5 I'm not eating / I am not eating
6 He's learning / He is learning
7 They aren't speaking / They're not
speaking / They are not speaking
8 I'm getting / I am getting
9 isn't working / 's not working /
is not working
10 I'm looking / I am looking

1.4

- 2 is changing
3 's getting / is getting
4 is rising
5 is starting

UNIT 2

2.1

2 drink

3 opens

4 causes

5 live

6 take

7 connects

2.2

- 2 do the banks close
3 don't use
4 does Ricardo come
5 do you do
6 takes ... does it take
7 does this word mean
8 doesn't do

2.3

- 3 rises
4 make
5 don't eat
6 doesn't believe
7 translates
8 don't tell
9 flows

2.4

- 2 Does your sister play tennis?
3 Which newspaper do you read?
4 What does your brother do?
5 How often do you go to the cinema?
6 Where do your grandparents live?

2.5

- 2 I promise 4 I apologise
3 I insist 5 I recommend

UNIT 3

3.1

- 3 is trying
4 are they talking
5 OK
6 It's getting / It is getting
7 OK
8 I'm coming / I am coming
9 are you getting
10 He always gets
11 OK

3.2

- 3 Everybody's waiting / Everybody is
waiting
4 Are you listening
5 Do you listen
6 flows
7 's flowing / is flowing
8 We usually grow ... we aren't
growing / we're not growing /
we are not growing
9 it's improving / it is improving
10 She's staying / She is staying ...
She always stays
11 I'm starting / I am starting
12 I'm learning / I am learning ...
's teaching / is teaching
13 I finish ... I'm working / I am working
14 live ... do your parents live
15 's looking / is looking ...
She's staying / She is staying
16 does your brother do ...
he isn't working / he's not working /
he is not working
17 I usually enjoy ... I'm not enjoying /
I am not enjoying

3.3

- 2 It's always breaking down.
3 I'm always making the same
mistake. / ... that mistake.
4 You're always forgetting your glasses.

UNIT 4

4.1

- 2 I'm using / I am using
3 I need
4 does he want
5 is he looking
6 believes
7 I don't remember / I do not
remember or I can't remember
8 I'm thinking / I am thinking
9 I think ... You don't use
10 consists

4.2

- 2 What are you doing?
I'm thinking.
3 Who does this umbrella belong to?
4 The dinner smells good.
5 Is anybody sitting there?
6 These gloves don't fit me.

4.3

- 2 Do you believe
3 OK (I feel is also correct)
4 It tastes
5 I think

4.4

- 2 's being / is being
3 's / is
4 are you being
5 Is he

UNIT 5

5.1

- 2 She had
3 She walked to work
4 It took her (about) half an hour
5 She started work
6 She didn't have (any) lunch. /
... eat (any) lunch.
7 She finished work
8 She was tired when she got home.
9 She cooked
10 She didn't go
11 She went to bed
12 She slept

5.2

- 2 taught
3 sold
4 fell ... hurt
5 threw ... caught
6 spent ... bought ... cost

5.3

- 2 did you travel / did you go
3 did it take (you)
4 did you stay
5 Was the weather
6 Did you go to / Did you see /
Did you visit

5.4

- | | |
|------------------|---------------|
| 3 didn't disturb | 7 didn't cost |
| 4 left | 8 didn't have |
| 5 didn't sleep | 9 were |
| 6 flew | |

UNIT 6

6.1

Example answers:

- 3 I was working.
4 I was in bed asleep.
5 I was getting ready to go out.
6 I was watching TV at home.

6.2

Example answers:

- 2 was having a shower
3 were driving home
4 was reading the paper
5 was watching it

6.3

- 1 didn't see ... was looking
2 met ... were going ... was going ...
had ... were waiting / waited
3 was cycling ... stepped ...
was going ... managed ...
didn't hit

6.4

- 2 were you doing
3 Did you go
4 were you driving ... happened
5 took ... wasn't looking
6 didn't know
7 saw ... was trying
8 was walking ... heard ... was
following ... started
9 wanted
10 dropped ... was doing ... didn't break

UNIT 7

7.1

- 2 Lisa has broken her leg.
3 The bus fare has gone up.
4 Her English has improved.
5 Dan has grown a beard.
6 The letter has arrived.
7 The temperature has fallen.

7.2

- 2 been
3 gone
4 gone
5 been

7.3

- 2 Yes, I've just seen her. /
Yes, I have just seen her. or
Yes, I just saw her.
3 He's already left. / He has
already left. or He already left.
4 I haven't read it yet. or
I didn't read it yet.
5 No, she's already seen the film. /
No, she has already seen ... or
No, she already saw ...
6 Yes, they've just arrived. /
Yes, they have just arrived. or
Yes, they just arrived.
7 We haven't told him yet. or
We didn't tell him yet.

7.4

- 2 he's just gone out / he has just
gone out or he just went out
3 I haven't finished yet or
I didn't finish yet
4 I've already done it / I have
already done it or I already did it
5 Have you found a place to live yet?
or Did you find a place ... ?
6 I haven't decided yet or
I didn't decide yet
7 she's just come back / she has just
come back or she just came back

UNIT 8

8.1

- 2 Have you ever been to California?
3 Have you ever run (in) a marathon?
4 Have you ever spoken to a famous
person?
5 What's the most beautiful place
you've ever visited? / ... you have
ever visited?

8.2

- 3 haven't eaten
4 I haven't played (it)
5 I've had / I have had
6 I haven't read
7 I've never been / I haven't been
8 it's happened / it has happened or
that's happened / that has happened
9 I've never tried / I haven't tried or
I've never eaten / I haven't eaten
10 's been / has been
11 I've never seen / I haven't seen

8.3

Example answers:

- 2 I haven't travelled by bus this week.
3 I haven't been to the cinema
recently.
4 I haven't read a book for ages.
5 I haven't lost anything today.

8.4

- 2 Have you played tennis before?
No, this is the first time I've played
tennis.
3 Have you ridden a horse before? /
Have you been on a horse before?
No, this is the first time I've ridden a
horse. / ... I've been on a horse.
4 Have you been to Japan before?
No, this is the first time I've been to
Japan.

UNIT 9

9.1

- 2 She's been watching television. /
She has been watching television.
3 They've been playing tennis. /
They have been playing tennis.
4 He's been running. / He has been
running.

9.2

- 2 Have you been waiting long?
3 What have you been doing?
4 How long have you been working
there?
5 How long have you been selling
mobile phones?

9.3

- 2 've been waiting / have been waiting
3 've been learning Spanish /
have been learning Spanish
4 She's been working there /
She has been working there
5 They've been going there /
They have been going there

9.4

- 2 I've been looking / I have been
looking
3 are you looking
4 She's been teaching / She has been
teaching
5 I've been thinking / I have been
thinking
6 he's working / he is working
7 She's been working / She has been
working

Key to Exercises

UNIT 10

10.1

- 2 She's been travelling / She has been travelling
She's visited / She has visited
- 3 He's won / He has won ...
He's / He has been playing tennis
- 4 They've / They have been making (films ...)
They've / They have made (five films ...)

10.2

- 2 Have you been waiting long?
- 3 Have you caught any fish?
- 4 How many people have you invited?
- 5 How long have you been teaching?
- 6 How many books have you written?
How long have you been writing books?
- 7 How long have you been saving?
How much money have you saved?

10.3

- 2 Somebody's broken /
Somebody has broken
- 3 Have you been working
- 4 Have you ever worked
- 5 has she gone
- 6 He's appeared / He has appeared
- 7 I haven't been waiting
- 8 it's stopped / it has stopped
- 9 I've lost / I have lost ... Have you seen
- 10 I've been reading / I have been reading ... I haven't finished
- 11 I've read / I have read
- 12 I've had / I have had

UNIT 11

11.1

- 3 have been married
- 4 OK
- 5 It's been raining / It has been raining
- 6 have you been living or have you lived
- 7 has been working
- 8 OK
- 9 I haven't drunk
- 10 have you had

11.2

- 2 How long have you been teaching English? or
How long have you taught ...
- 3 How long have you known Katherine?
- 4 How long has your brother been in Australia?
- 5 How long have you had that jacket?

6 How long has Joe been working at the airport? or
How long has Joe worked ...

- 7 How long have you been having guitar lessons?
- 8 Have you always lived in Chicago?

11.3

- 3 's been / has been
- 4 've been waiting / have been waiting
- 5 've known / have known
- 6 haven't played
- 7 's been watching / has been watching
- 8 haven't watched
- 9 've had / have had
- 10 hasn't been
- 11 've been feeling / have been feeling or 've felt / have felt
- 12 's lived / has lived or 's been living / has been living
- 13 haven't been
- 14 've always wanted / have always wanted

UNIT 12

12.1

- 2 since
- 3 for
- 4 for
- 5 since
- 6 for
- 7 since
- 8 since
- 9 for

12.2

- 2 How long has Kate been learning Japanese?
When did Kate start learning Japanese?
- 3 How long have you known Simon?
When did you first meet Simon? / When did you and Simon first meet?
- 4 How long have Rebecca and David been married?
When did Rebecca and David get married? / When did Rebecca and David marry?

12.3

- 3 He has been ill since Sunday.
- 4 He has been ill for a few days.
- 5 She got married a year ago.
- 6 I've had a headache since I woke up.
- 7 She went to Italy three weeks ago.
- 8 I've been working in a hotel for six months. or I've worked in a hotel for six months.

12.4

- 2 No, I haven't seen Laura/her for about a month.
- 3 No, I haven't been to the cinema for a long time.
- 4 No, I haven't eaten in a restaurant for ages. / No, I haven't been to a restaurant for ages.
- 6 No, it's about a month since I (last) saw Laura/her. / No, it's been about a month since ...
- 7 No, it's a long time since I (last) went to the cinema. / No, it's been a long time since ...
- 8 No, it's ages since I (last) ate in a restaurant. / No, it's been ages since ... or ... since I went to a restaurant.

UNIT 13

13.1

- 2 has gone
- 3 forgot
- 4 went
- 5 had
- 6 has broken

13.2

- 3 did William Shakespeare write
- 4 OK
- 5 OK
- 6 Who invented
- 7 were you born
- 8 OK
- 9 Albert Einstein was ... who developed

13.3

- 3 I've forgotten / I have forgotten
- 4 arrested
- 5 it's improved / it has improved
- 6 I've finished / I have finished (I'm finished is also correct)
- 7 I applied
- 8 It was
- 9 There's been / There has been
- 10 He broke or He's broken / He has broken ... did that happen ... he fell

UNIT 14

14.1

- 3 OK
- 4 I bought
- 5 Where were you
- 6 Lucy left school
- 7 OK
- 8 OK
- 9 OK
- 10 When was this book published?

14.2

- 2 The weather has been cold recently.
 3 It was cold last week.
 4 I didn't read a newspaper yesterday.
 5 I haven't read a newspaper today.
 6 Emily has earned a lot of money this year.
 7 She didn't earn so much last year.
 8 Have you had a holiday recently?

14.3

- 2 I got ... I was ... I went
 3 Have you seen ... I saw
 4 I didn't sleep
 5 There were
 6 worked ... he gave
 7 She's lived / She has lived
 8 Did you go ... it was ... was
 9 died ... I never met
 10 I've never met / I have never met
 11 I haven't seen
 12 have you lived or have you been living ... did you live ... did you live

14.4

Example answers:

- 2 I haven't bought anything today.
 3 I didn't watch TV yesterday.
 4 I went out with some friends yesterday evening.
 5 I haven't been to the cinema recently.
 6 I've read a lot of books recently.

UNIT 15**15.1**

- 2 It had changed a lot.
 3 She'd arranged to do something else. / She had arranged ...
 4 The film had already started.
 5 I hadn't seen him for five years.
 6 She'd just had breakfast. / She had just had ...

15.2

- 2 I'd never heard it before. / I had never heard ...
 3 He'd never played (tennis) before. / He had never played ...
 4 We'd never been there before. / We had never been ...

15.3

- 1 we called
 2 there was ...
 She'd gone / She had gone
 3 He'd just come back from / He had just come back from ...
 He looked
 4 got a phone call
 He was
 He'd sent her / He had sent her ...
 she'd never replied to them / she had never replied to them

15.4

- 2 went
 3 had gone
 4 broke
 5 saw ... had broken ... stopped

UNIT 16**16.1**

- 2 They'd been playing football. / They had been playing ...
 3 I'd been looking forward to it. / I had been looking forward ...
 4 She'd been dreaming. / She had been dreaming.
 5 He'd been watching a film. / He had been watching ...

16.2

- 2 I'd been waiting for 20 minutes when I realised that I was in the wrong restaurant. or ... that I had come to the wrong restaurant.
 3 At the time the factory closed down, Sarah had been working there for five years.
 4 The orchestra had been playing for about ten minutes when a man in the audience started shouting.
 5 *Example answer:*
 I'd been walking along the road for about ten minutes when a car suddenly stopped just behind me.

16.3

- 3 he was walking
 4 She'd been running / She had been running
 5 They were eating
 6 They'd been eating / They had been eating
 7 He was looking
 8 was waiting ... she'd been waiting / she had been waiting
 9 I'd had / I had had
 10 We'd been travelling / We had been travelling

UNIT 17**17.1**

- 3 I don't have a ladder. / I haven't got a ladder.
 4 We didn't have enough time.
 5 He didn't have a map.
 6 She doesn't have any money. / She hasn't got any money.
 7 I don't have enough energy. / I haven't got enough energy.
 8 They didn't have a camera.

17.2

- 2 B
 3 A or C
 4 A or C
 5 A
 6 C

17.3

- 3 he didn't have
 4 I have or I've got
 5 OK
 6 I didn't have
 7 OK (or He hasn't got)
 8 Did you have
 9 OK

17.4

- 2 has a break
 3 had a party
 4 have a look
 5 's having / is having a nice time
 6 had a chat
 7 Did you have trouble
 8 had a baby
 9 was having a shower
 10 Did you have a good flight?

UNIT 18**18.1**

- 2 used to have/ride
 3 used to live
 4 used to eat/like/love
 5 used to be
 6 used to take
 7 used to be
 8 did you use to go

18.2

- 2–10
- She used to have lots of friends, but she doesn't know many people these days.
 - She used to be very lazy, but she works very hard these days.
 - She didn't use to like cheese, but she eats lots of cheese now.
 - She used to be a hotel receptionist, but she works in a bookshop now.
 - She used to play the piano, but she hasn't played the piano for years. / ... played it for years.
 - She never used to read / She didn't use to read newspapers, but she reads a newspaper every day now.
 - She didn't use to drink tea, but she likes it now.
 - She used to have a dog, but it died two years ago.
 - She used to go to a lot of parties, but she hasn't been to a party for ages.