

It is said that ... He is said to ... He is supposed to ...

Study this example situation:



George is very old. Nobody knows exactly how old he is, but:

It is said that **he** is 108 years old.

or **He is said to be** 108 years old.

Both these sentences mean: 'People say that he is 108 years old.'

You can use these structures with a number of other verbs, especially:

alleged believed considered expected known reported thought understood

Compare the two structures:

- | | |
|---|---|
| <input type="checkbox"/> Cathy loves running.
It is said that she runs ten miles a day. | <input type="checkbox"/> or She is said to run ten miles a day. |
| <input type="checkbox"/> The police are looking for a missing boy.
It is believed that the boy is wearing a white sweater and blue jeans. | <input type="checkbox"/> or The boy is believed to be wearing a white sweater and blue jeans. |
| <input type="checkbox"/> The strike started three weeks ago.
It is expected that the strike will end soon. | <input type="checkbox"/> or The strike is expected to end soon. |
| <input type="checkbox"/> A friend of mine has been arrested.
It is alleged that he hit a policeman. | <input type="checkbox"/> or He is alleged to have hit a policeman. |
| <input type="checkbox"/> The two houses belong to the same family.
It is said that there is a secret tunnel between them. | <input type="checkbox"/> or There is said to be a secret tunnel between them. |

These structures are often used in news reports. For example, in a report about an accident:

- | | |
|---|--|
| <input type="checkbox"/> It is reported that two people were injured in the explosion. | <input type="checkbox"/> or Two people are reported to have been injured in the explosion. |
|---|--|

B (Be) supposed to

Sometimes **(it is) supposed to** ... = **(it is) said to** ... :

- | |
|--|
| <input type="checkbox"/> I want to see that film. It's supposed to be good. (= it is said to be good) |
| <input type="checkbox"/> Fireworks are supposed to have been invented in China. Is it true? |

But sometimes **supposed to** has a different meaning. We use **supposed to** to say what is intended, arranged or expected. Often this is different from the real situation:

- | |
|---|
| <input type="checkbox"/> The plan is supposed to be a secret, but everybody seems to know about it.
(= the plan is intended to be a secret) |
| <input type="checkbox"/> What are you doing at work? You're supposed to be on holiday.
(= you arranged to be on holiday) |
| <input type="checkbox"/> Our guests were supposed to come at 7.30, but they were late. |
| <input type="checkbox"/> Jane was supposed to phone me last night, but she didn't. |
| <input type="checkbox"/> I'd better hurry. I'm supposed to be meeting Chris in ten minutes. |

You're **not supposed to** do something = it is not allowed or advisable:

- | |
|--|
| <input type="checkbox"/> You're not supposed to park your car here. It's private parking only. |
| <input type="checkbox"/> Jeff is much better after his illness, but he's still not supposed to do any heavy work. |

Exercises

45.1 Write these sentences in another way, beginning as shown. Use the underlined word each time.

1 It is expected that the strike will end soon. The strike ... is expected to end soon.

2 It is expected that the weather will be good tomorrow.

The weather is

3 It is believed that the thieves got in through a window in the roof.

The thieves

4 It is reported that many people are homeless after the floods.

Many people

5 It is thought that the prisoner escaped by climbing over a wall.

The prisoner

6 It is alleged that the man was driving at 110 miles an hour.

The man

7 It is reported that the building has been badly damaged by the fire.

The building

8 a It is said that the company is losing a lot of money.

The company

b It is believed that the company lost a lot of money last year.

The company

c It is expected that the company will make a loss this year.

The company

45.2 There are a lot of rumours about Alan. Here are some of the things people say about him:

1 Alan speaks ten languages.

2 He knows a lot of famous people.

3 He is very rich.

4 He has twelve children.

5 He was an actor when he was younger.



Alan

Nobody is sure whether these things are true. Write sentences about Alan using **supposed to**.

1 Alan is supposed to speak ten languages.

2 He

3

4

5

45.3 Complete the sentences using **supposed to be** + the following:

on a diet a flower my friend a joke ~~a secret~~ working

1 How is it that everybody seems to know about the plan? It ... is supposed to be a secret.

2 You shouldn't criticise me all the time. You

3 I shouldn't be eating this cake really. I

4 I'm sorry for what I said. I was trying to be funny. It

5 What's this drawing? Is it a tree? Or maybe it

6 You shouldn't be reading the paper now. You

45.4 Write sentences with **supposed to** + the following verbs:

block depart park phone start

Use the negative (**not supposed to**) where necessary.

1 You 're not supposed to park here. It's private parking only.

2 We ... work at 8.15, but we rarely do anything before 8.30.

3 Oh, I ... Helen last night, but I completely forgot.

4 This door is a fire exit. You ... it.

5 My flight ... at 11.30, but it was an hour late.

Have something done

A

Study this example situation:



LISA

The roof of Lisa's house was damaged in a storm. So she called a builder, and yesterday a man came and repaired it.

Lisa **had** the roof **repaired** yesterday.

This means: Lisa arranged for somebody else to repair the roof. She didn't repair it herself.

We use **have something done** to say that we arrange for somebody else to do something for us. Compare:

- Lisa **repaired** the roof. (= she repaired it herself)
- Lisa **had** the roof **repaired**. (= she arranged for somebody else to repair it)
- 'Did you **make** those curtains yourself?' 'Yes, I enjoy making things.'
- 'Did you **have** those curtains **made**?' 'No, I made them myself.'

B

Be careful with word order. The *past participle* (**repaired/cut** etc.) is after the *object*:

	have	object	past participle
Lisa had			repaired yesterday.
Where did you have			cut?
Your hair looks nice. Have you had		your hair	cut?
Our neighbour has just had		it	built.
We are having		a garage	painted this week.
How often do you have		the house	serviced?
I think you should have		your car	cleaned.
I don't like having		that coat	taken.
		my picture	

C

Get something done

You can also say '**get** something done' instead of '**have** something done':

- When are you going to **get the roof repaired**? (= have the roof repaired)
- I think you should **get your hair cut** really short.

D

Sometimes **have something done** has a different meaning. For example:

- Paul and Karen **had their bags stolen** while they were travelling.

This does not mean that they arranged for somebody to steal their bags. 'They **had their bags stolen**' means only: 'Their bags were stolen'.

With this meaning, we use **have something done** to say that something happens to somebody or their belongings. Often what happens is not nice:

- Gary **had** his nose **broken** in a fight. (= his nose was broken)
- Have you ever **had** your bike **stolen**?

Exercises

46.1 Tick (✓) the correct sentence, (a) or (b), for each picture.



1

SARAH

- (a) Sarah is cutting her hair.
(b) Sarah is having her hair cut.



2

BILL

- (a) Bill is cutting his hair.
(b) Bill is having his hair cut.



3

JOHN

- (a) John is cleaning his shoes.
(b) John is having his shoes cleaned.



4

SUE

- (a) Sue is taking a picture.
(b) Sue is having her picture taken.

46.2 Put the words in the correct order.

1 had / a few weeks ago / the house / we / painted

We had the house painted a few weeks ago.

2 serviced / her car / Sarah / once a year / has
Sarah

3 twelve pounds / have / cleaned / it / my suit / cost / to

4 my eyes / I / two years ago / had / tested / the last time / was

5 had / in the kitchen / fitted / some new cupboards / we've

6 as soon as possible / need / translated / we / to get / this document

46.3 Write sentences in the way shown.

1 Lisa didn't repair the roof herself. She had it repaired.

2 I didn't cut my hair myself. I

3 We didn't clean the carpets ourselves. We

4 John didn't build that wall himself.

5 I didn't deliver the flowers myself.

46.4 Use the words in brackets to complete the sentences. Use the structure **have something done**.

1 We're having the house painted (we / the house / paint) this week.

2 I lost my key. I'll have to (another key / make).

3 When was the last time (you / your hair / cut)?

4 (you / a newspaper / deliver) to your house every day, or do you go out and buy one?

5 A: What's happening in your garden?

B: Oh, (we / a garage / build).

6 A: (you / the washing machine / fix)?

B: Not yet. There's someone coming to look at it next week.

7 If you want to wear earrings, why don't you

(you / your ears / pierce)?

Now use '**have something done**' with its second meaning (see Section D).

8 Gary was in a fight last night. He had his nose broken (he / his nose / break).

9 Did I tell you about Jane?

(she / her credit cards / steal).

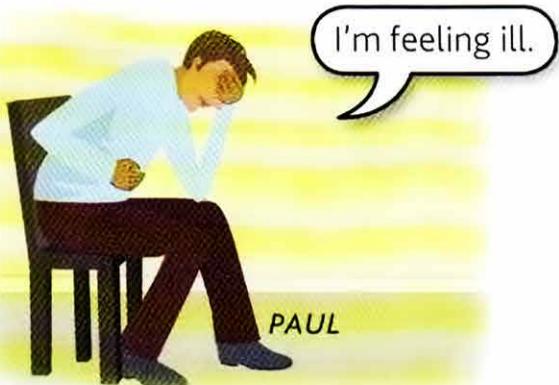
10 Security was very strict at the airport.

(we all / our bags / search).

Reported speech 1 (He said that ...)

A

Study this example situation:



Compare:

direct	Paul said '	I am feeling ill.'	↓ ↓ ↓
reported	Paul said that	he was feeling ill.	

In writing we use these quotation marks to show direct speech.

B

When we use reported speech, the main verb of the sentence is usually past (Paul **said** that ... / I **told** her that ... etc.). The rest of the sentence is usually past too:

- Paul **said** that he **was** **feeling** ill.
- I **told** Lisa that I **didn't have** any money.

You can leave out **that**. So you can say:

- Paul **said** that he was feeling ill. or Paul **said** he was feeling ill.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

am/is → was	do/does → did	will → would
are → were	have/has → had	can → could
want/like/know/go etc. → wanted/liked/knew/went etc.		

Compare direct speech and reported speech:

You met Anna. Here are some of the things she said in *direct speech*:

My parents **are** fine.
 I'm going to learn to drive.

 I **want** to buy a car.
 John **has** a new job.
 I **can't** come to the party on Friday.
 I **don't** have much free time.
 I'm going away for a few days.
 I'll phone you when I **get** back.



Later you tell somebody what Anna said. You use *reported speech*:

- Anna said that her parents **were** fine.
- She said that she **was** going to learn to drive.
- She said that she **wanted** to buy a car.
- She said that John **had** a new job.
- She said that she **couldn't** come to the party on Friday.
- She said she **didn't** have much free time.
- She said that she **was** going away for a few days and **would** phone me when she **got** back.

C

The *past simple* (**did/saw/knew** etc.) can usually stay the same in reported speech, or you can change it to the *past perfect* (**had done / had seen / had known** etc.):

- direct Paul said 'I **woke** up feeling ill, so I **didn't go** to work.'
- reported Paul said (that) he **woke** up feeling ill, so he **didn't go** to work. or
 Paul said (that) he **had woken** up feeling ill, so he **hadn't gone** to work.

Exercises

47.1

Yesterday you met a friend of yours, Steve. You hadn't seen him for a long time. Here are some of the things Steve said to you:

-
- 1 I'm living in London.
- 2 My father isn't very well.
- 3 Rachel and Mark are getting married next month.
- 4 My sister has had a baby.
- 5 I don't know what Joe is doing.
- 6 I saw Helen at a party in June and she seemed fine.
- 7 I haven't seen Amy recently.
- 8 I'm not enjoying my job very much.
- 9 You can come and stay at my place if you're ever in London.
- 10 My car was stolen a few days ago.
- 11 I want to go on holiday, but I can't afford it.
- 12 I'll tell Chris I saw you.

Later that day you tell another friend what Steve said. Use reported speech.

1 Steve said that he was living in London.

2 He said that

3 He

4

5

6

7

8

9

10

11

12

47.2

Somebody says something to you which is not what you expected. Use your own ideas to complete your answers.

1 A: It's quite a long way from the hotel to the station.

B: Is it? The man on the reception desk said it was only five minutes' walk.

2 A: Sue is coming to the party tonight.

B: Is she? I saw her a few days ago and she said she

3 A: Sarah gets on fine with Paul.

B: Does she? Last week you said each other.

4 A: Joe knows lots of people.

B: That's not what he told me. He said anyone.

5 A: Jane will be here next week.

B: Oh, really? When I spoke to her, she said away.

6 A: I'm going out tonight.

B: Are you? I thought you said home.

7 A: John speaks French quite well.

B: Does he? He told me any other languages.

8 A: I haven't seen Ben recently.

B: That's strange. He told me last weekend.

Reported speech 2

A

It is not always necessary to change the verb in reported speech. If the situation *is still the same*, you do not need to change the verb to the past. For example:

- direct** Paul said 'My new job **is** boring.'
- reported** Paul said that his new job **is** boring.
(The situation is still the same. His job **is** still boring now.)
- direct** Helen said 'I **want** to go to Canada next year.'
- reported** Helen told me that **she wants** to go to Canada next year.
(Helen still wants to go to Canada next year.)

You can also change the verb to the past:

- Paul said that his new job **was** boring.
- Helen told me that she **wanted** to go to Canada next year.

But if the situation has changed or finished, you *must* use a past verb:

- Paul left the room suddenly. He said **he had** to go. (*not* has to go)

B

You need to use a past form when there is a difference between what was said and what is really true.

For example:

You met Sonia a few days ago.

She said: **Joe is in hospital.**

Later that day you meet Joe in the street. You say:

Hi, Joe. I didn't expect to see you. Sonia said you **were** in hospital.
(*not* 'Sonia said you are in hospital', because clearly he is not)



Hi, Joe.
Sonia said
you **were**
in hospital.



JOE

C

Say and tell

If you say *who* somebody is talking to, use **tell**:

- Sonia **told me** that you were in hospital. (*not* Sonia said me)
- What did you **tell the police?** (*not* say the police)

Otherwise use **say**:

- Sonia **said** that you were in hospital. (*not* Sonia told that ...)
- What did you **say?**



But you can '**say** something **to** somebody':

- Ann **said** goodbye **to** me and left. (*not* Ann said me goodbye)
- What did you **say to** the police?

D

Tell/ask somebody **to** do something

We also use the infinitive (**to do / to be** etc.) in reported speech, especially with **tell** and **ask** (for orders and requests):

- direct** 'Drink plenty of water,' the doctor said to me.
- reported** The doctor **told me to drink** plenty of water.
- direct** 'Don't be late,' I said to Joe.
- reported** I **told Joe not to be** late.
- direct** 'Can you help me, please,' Jackie said to me.
- reported** Jackie **asked me to help** her.

You can also say 'Somebody **said (not) to** do something':

- Paul **said not to worry** about him. (*but not* Paul said me)

Exercises

48.1 Here are some things that Sarah said to you:



I've never been to the United States.

I can't drive.

I'm working tomorrow evening.

I don't have any brothers or sisters.

I don't like fish.

Jane has a very well-paid job.

Jane is a friend of mine.

Dave is lazy.

But later Sarah says something different to you. What do you say?

Sarah

- 1 Dave works very hard.
- 2 Let's have fish for dinner.
- 3 I'm going to buy a car.
- 4 Jane is always short of money.
- 5 My sister lives in Paris.
- 6 I think New York is a great place.
- 7 Let's go out tomorrow evening.
- 8 I've never spoken to Jane.

You

But you said he was lazy.

But

48.2 Complete the sentences with **say** or **tell** (in the correct form). Use only one word each time.

- 1 Ann ... said ... goodbye to me and left.
- 2 us about your holiday. Did you have a nice time?
- 3 Don't just stand there! something!
- 4 I wonder where Sue is. She she would be here at 8 o'clock.
- 5 Dan me that he was bored with his job.
- 6 The doctor that I should rest for at least a week.
- 7 Don't anybody what I It's a secret just between us.
- 8 'Did she you what happened?' 'No, she didn't anything to me.'
- 9 Gary couldn't help me. He me to ask Chris.
- 10 Gary couldn't help me. He to ask Chris.

48.3 The following sentences are direct speech:

Don't wait for me if I'm late.

Mind your own business.

Don't worry, Sue.

Please slow down!

Can you open your bag, please?

Could you get me a paper?

Hurry up!

Will you marry me?

Do you think you could give me a hand, Tom?

Now choose one of these to complete each of the sentences below. Use reported speech.

- 1 Will was taking a long time to get ready, so I told him to hurry up
- 2 Sarah was driving too fast, so I asked
- 3 Sue was nervous about the situation. I told
- 4 I couldn't move the piano alone, so I
- 5 The security guard looked at me suspiciously and
- 6 Tom was going to the shop, so I
- 7 The man started asking me personal questions, so I
- 8 John was in love with Marianne, so he
- 9 I didn't want to delay Helen, so I

Questions 1

A

In questions we usually put the subject after the first verb:

subject + verb verb + subject

Tom	will	→	will	Tom?
you	have	→	have	you?
the house	was	→	was	the house?

- Will Tom be here tomorrow?
- Have you been working hard?
- When was the house built?

Remember that the subject comes after the *first* verb:

- Is Katherine working today? (not Is working Katherine)

B

In present simple questions, we use do/does:

you	live	→	do	you live?
the film	starts	→	does	the film start?

- Do you live near here?
- What time does the film start?

In past simple questions, we use did:

you	sold	→	did	you sell?
the train	stopped	→	did	the train stop?

- Did you sell your car?
- Why did the train stop?

But do not use do/does/did if who/what etc. is the subject of the sentence. Compare:

who object

Emma phoned somebody.

Who did Emma phone?

who subject

somebody phoned Emma.

Who phoned Emma?

In these examples, who/what etc. is the subject:

- Who wants something to eat? (not Who does want)
- What happened to you last night? (not What did happen)
- How many people came to the meeting? (not did come)
- Which bus goes to the centre? (not does go)

C

Note the position of prepositions in questions beginning Who/What/Which/Where ... ?:

- | | |
|--|---|
| <input type="checkbox"/> Who do you want to speak to? | <input type="checkbox"/> What was the weather like yesterday? |
| <input type="checkbox"/> Which job has Tina applied for? | <input type="checkbox"/> Where are you from? |

You can use preposition + whom in formal style:

- To whom do you wish to speak?

D

Isn't it ... ? / Didn't you ... ? etc. (negative questions)

We use negative questions especially to show surprise:

- Didn't you hear the doorbell? I rang it three times.

or when we expect the listener to agree with us:

- 'Haven't we met before?' 'Yes, I think we have.'

Note the meaning of yes and no in answers to negative questions:

- Don't you want to go? { Yes. (=Yes, I want to go)
 No. (=No, I don't want to go)

Note the word order in negative questions beginning Why ... ?:

- Why don't we eat out tonight? (not Why we don't eat)
- Why wasn't Emma at work yesterday? (not Why Emma wasn't)

Exercises

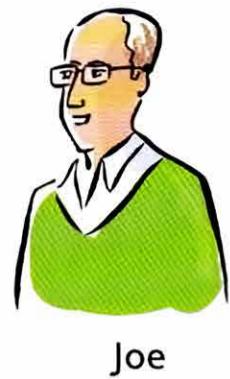
49.1 Ask Joe questions. (Look at his answers before you write the questions.)

- 1 (where / live?) Where do you live?
- 2 (born there?)
- 3 (married?)
- 4 (how long / married?)
- 5 (children?)
- 6 (how old / they?)
- 7 (what / do?)
- 8 (what / wife / do?)

In Manchester.
No, I was born in London.
Yes.
17 years.

Yes, two boys.

12 and 15.
I'm a journalist.
She's a doctor.



49.2 Make questions with who or what.

- 1 Somebody hit me.
- 2 I hit somebody.
- 3 Somebody paid the bill.
- 4 Something happened.
- 5 Diane said something.
- 6 This book belongs to somebody.
- 7 Somebody lives in that house.
- 8 I fell over something.
- 9 Something fell off the shelf.
- 10 This word means something.
- 11 I borrowed the money from somebody.
- 12 I'm worried about something.

- Who hit you?
Who did you hit?
Who
What

49.3 Put the words in brackets in the correct order. All the sentences are questions.

- 1 (when / was / built / this house) When was this house built?
- 2 (how / cheese / is / made)
- 3 (when / invented / the computer / was)
- 4 (why / Sue / working / isn't / today)
- 5 (what time / coming / your friends / are)
- 6 (why / was / cancelled / the trip)
- 7 (where / your mother / was / born)
- 8 (why / you / to the party / didn't / come)
- 9 (how / the accident / did / happen)
- 10 (why / this machine / doesn't / work)

49.4 Write negative questions from the words in brackets. In each situation you are surprised.

- 1 A: We won't see Lisa this evening.
B: Why not? (she / not / come / out with us?) Isn't she coming out with us?
- 2 A: I hope we don't meet Luke tonight.
B: Why? (you / not / like / him?)
- 3 A: Don't go and see that film.
B: Why not? (it / not / good?)
- 4 A: I'll have to borrow some money.
B: Why? (you / not / have / any?)

Questions 2 (Do you know where ... ? / He asked me where ...)

A Do you **know where** ... ? / I **don't know why** ... / Could you tell me **what** ... ? etc.

We say: Where **has Tom gone?**



but Do you know where **Tom has** gone? (not Do you know where **has Tom** gone?)

When the question (**Where has Tom gone?**) is part of a longer sentence (**Do you know ... ? / I don't know ... / Can you tell me ... ? etc.**), the word order changes. We say:

- What time **is it?**
- Who **are those people?**
- Where **can I find Louise?**
- How much **will it cost?**

- but **Do you know what time it is?**
- I don't know who those people are.**
- Can you tell me where I can find Louise?**
- Do you have any idea how much it will cost?**

Be careful with **do/does/did** questions. We say:

- What time **does the film start?**
- What **do you mean?**
- Why **did she leave** early?

- but **Do you know what time the film starts?**
(not does the film start)
- Please explain what you mean.**
- I wonder why she left** early.

Use **if** or **whether** where there is no other question word (**what, why** etc.):

- Did anybody see you?

- but **Do you know if anybody saw you?**
or ... **whether anybody saw you?**

B He asked me where ... (reported questions)

The same changes in word order happen in reported questions. Compare:

- direct** The police officer said to us 'Where **are you going** ?'
- reported** The police officer asked us where **we were going**.
- direct** Clare said 'What time **do the banks close** ?'
- reported** Clare wanted to know what time **the banks closed**.

In reported speech the verb usually changes to the past (**were, closed** etc.). See Unit 47.

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:



Are you willing to travel?

Why did you apply for the job?

What do you do in your spare time?

Can you speak any other languages?

How long have you been working in your present job?

Do you have a driving licence?

Later you tell a friend what the interviewer asked you. You use *reported speech*:

- She asked if (or whether) **I was** willing to travel.
- She wanted to know what **I did** in my spare time.
- She asked how long **I had** been working in my present job.
- She asked why **I had** applied for the job. (or ... why **I applied**)
- She wanted to know if (or whether) **I could** speak any other languages.
- She asked if (or whether) **I had** a driving licence.

Exercises

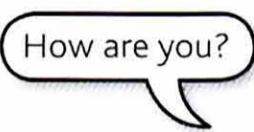
50.1 Which is right? Tick (✓) the correct alternative.

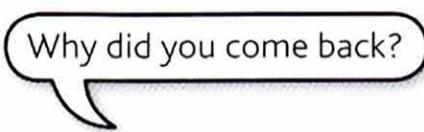
- 1 a Do you know what time the film starts? ✓
b Do you know what time does the film start?
c Do you know what time starts the film?
- 2 a Why Amy does get up so early every day?
b Why Amy gets up so early every day?
c Why does Amy get up so early every day?
- 3 a I want to know what this word means.
b I want to know what does this word mean.
c I want to know what means this word.
- 4 a I can't remember where did I park the car.
b I can't remember where I parked the car.
c I can't remember where I did park the car.
- 5 a Why you didn't phone me yesterday?
b Why didn't you phone me yesterday?
c Why you not phoned me yesterday?
- 6 a Do you know where does Helen work?
b Do you know where Helen does work?
c Do you know where Helen works?
- 7 a How much it costs to park here?
b How much does it cost to park here?
c How much it does cost to park here?
- 8 a Tell me what you want.
b Tell me what you do want.
c Tell me what do you want.

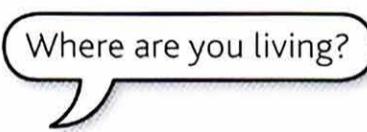
50.2 Put the words in the correct order.

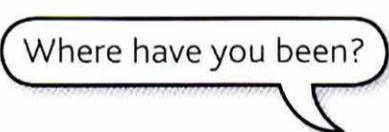
- 1 (don't / Tom / where / know / gone / has) I ... don't know where Tom has gone
- 2 (is / to the airport / far / it) How ... don't know where Tom has gone
- 3 (wonder / is / how / old / Tom) I ... don't know where Tom has gone
- 4 (Lisa / on holiday / going / is) When ... don't know where Tom has gone
- 5 (tell / the post office / you / me / is / where)
Could ?
- 6 (in the accident / injured / anyone / don't / whether / know / was)
I ?
- 7 (what / tomorrow / know / time / will / arrive / you / you)
Do ?

50.3 You have been away for a while and have just come back to your home town. You meet Tony, a friend of yours. He asks you a lot of questions:

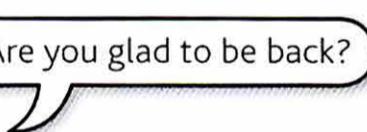
1  How are you?

5  Why did you come back?

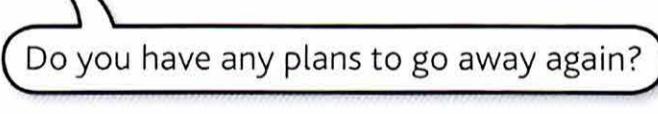
6  Where are you living?

2  Where have you been?



7  Are you glad to be back?

3  How long have you been back?

8  Do you have any plans to go away again?

4  What are you doing now?

9  Can you help me find a job?

Now you tell another friend what Tony asked you. Use reported speech.

- 1 He asked me how I was.
- 2 He asked me
- 3 He
- 4
- 5
- 6
- 7
- 8
- 9

Auxiliary verbs (**have/do/can** etc.)

I think so / I hope so etc.

A

In each of these sentences there is an auxiliary verb and a main verb:

I	have	lost	my keys.
She	can't	come	to the party.
The hotel	was	built	ten years ago.
Where	do you	live?	

In these examples **have/can't/was/do** are auxiliary (= helping) verbs.

You can use an auxiliary verb when you don't want to repeat something:

- 'Have you locked the door?' 'Yes, I **have**.' (= I have *locked the door*)
- Gary wasn't working, but Laura **was**. (= Laura was *working*)
- Jessica could lend me the money, but she **won't**. (= she *won't lend me the money*)

Use **do/does/did** for the present and past simple:

- 'Do you like onions?' 'Yes, I **do**.' (= I *like onions*)
- 'Does Simon live in London?' 'He **did**, but he **doesn't** any more.'

You can use auxiliary verbs to deny what somebody says (= say it is not true):

- 'You're sitting in my place.' 'No, I'm **not**.' (= I'm not *sitting in your place*)
- 'You didn't lock the door before you left.' 'Yes, I **did**.' (= I *locked the door*)

B

We use **have you? / isn't she? / do they?** etc. to show interest in what somebody has said, or to show surprise:

- 'I've just seen Stephen.' 'Oh, **have you?** How is he?'
- 'Lisa isn't very well today.' 'Oh, **isn't she?** What's wrong with her?'
- 'It rained every day during our holiday.' '**Did it?** What a shame!'
- 'James and Tanya are getting married.' '**Are they?** Really?'

C

We use auxiliary verbs with **so** and **neither**:

- 'I'm tired.' '**So am I.**' (= I'm tired too)
- 'I never read newspapers.' '**Neither do I.**' (= I never read newspapers either)
- Sarah hasn't got a car and **neither has Mark.**

Note the word order after **so** and **neither** (verb before subject):

- I passed the exam and **so did Paul.** (not so Paul did)

Instead of **neither**, you can use **nor**. You can also use **not ... either**:

- 'I don't know.' '**Neither do I.**' or '**Nor do I.**' or 'I don't either.'

D

I think so / I hope so etc.

After some verbs we use **so** when we don't want to repeat something:

- 'Are those people Korean?' '**I think so.**' (= I think *they are Korean*)
- 'Will you be at home this evening?' '**I expect so.**' (= I expect *I'll be at home ...*)
- 'Do you think Kate has been invited to the party?' '**I suppose so.**'

In the same way we say: **I hope so, I guess so** and **I'm afraid so**.

The usual negative forms are:

- | | | |
|--|---|---|
| I think so / I expect so | → | I don't think so / I don't expect so |
| I hope so / I'm afraid so / I guess so | → | I hope not / I'm afraid not / I guess not |
| I suppose so | → | I don't suppose so or I suppose not |

- 'Is that woman American?' '**I think so.** / I don't think so.'
- 'Do you think it will rain?' '**I hope so.** / I hope not.' (not I don't hope so)

Exercises

- 51.1** Complete each sentence with an auxiliary verb (**do/was/could** etc.). Sometimes the verb must be negative (**don't/wasn't** etc.).

- 1 I wasn't tired, but my friends were
- 2 I like hot weather, but Ann
- 3 'Is Andy here?' 'He five minutes ago, but I think he's gone home now.'
- 4 Liz said she might call me later this evening, but I don't think she
- 5 'Are you and Chris coming to the party?' 'I , but Chris
- 6 I don't know whether to apply for the job or not. Do you think I
- 7 'Please don't tell anybody what I said.' 'Don't worry. I
- 8 'You never listen to me.' 'Yes, I !'
- 9 I thought it was going to rain, but it
- 10 'Please help me.' 'I'm sorry. I if I, but I

- 51.2** You never agree with Sue. Answer in the way shown.

- 1
- 2
- 3
- 4
- 5 Sue
- 6

I'm hungry.
I'm not tired.
I like football.
I didn't enjoy the film.
I've never been to Australia.
I thought the exam was easy.

Are you? I'm not.
Aren't you? I am.

You

- 51.3** You are talking to Tina. If you're in the same position as Tina, reply with **So ...** or **Neither ...**, as in the first example. Otherwise, ask questions as in the second example.

- 1
- 2
- 3
- 4
- 5 Tina
- 6
- 7

I'm tired.
I work hard.
I watched television last night.
I won't be at home tomorrow.
I like reading. I read a lot.
I'd like to live somewhere else.
I can't go out tonight.

So am I.
Do you? What do you do?

You

- 51.4** In these conversations, you are B. Read the information in brackets and then answer with **I think so**, **I hope not** etc.

- 1 (You don't like rain.)
A: Is it going to rain? B: (hope) I hope not.
- 2 (You need more money quickly.)
A: Do you think you'll get a pay rise soon? B: (hope)
- 3 (You think Katherine will probably get the job that she applied for.)
A: Do you think Katherine will get the job? B: (expect)
- 4 (You're not sure whether Amy is married – probably not.)
A: Is Amy married? B: (think)
- 5 (You are the receptionist at a hotel. The hotel is full.)
A: Have you got a room for tonight? B: (afraid)
- 6 (You're at a party. You have to leave early.)
A: Do you have to leave already? B: (afraid)
- 7 (Ann normally works every day, Monday to Friday. Tomorrow is Wednesday.)
A: Is Ann working tomorrow? B: (suppose)
- 8 (You are going to a party. You can't stand John.)
A: Do you think John will be at the party? B: (hope)
- 9 (You're not sure what time the concert is – probably 7.30.)
A: Is the concert at 7.30? B: (think)

Question tags (**do you?** **isn't it?** etc.)

A

Study these examples:

You haven't seen Lisa today, **have you?**



No, I haven't.



It was a good film, **wasn't it?**



Yes, it was great.

Have you? and **wasn't it?** are *question tags* (= mini-questions that we often put on the end of a sentence in spoken English). In question tags, we use an auxiliary verb (**have/was/will** etc.). We use **do/does/did** for the present and past simple (see Unit 51):

- 'Karen plays the piano, **doesn't she?**' 'Well, yes, but not very well.'
- 'You didn't lock the door, **did you?**' 'No, I forgot.'

B

Normally we use a *negative question tag* after a *positive sentence*:

<i>positive sentence +</i>	<i>negative tag</i>
Kate will be here soon,	won't she?
There was a lot of traffic,	wasn't there?
Joe should pass the exam,	shouldn't he?

... and a *positive question tag* after a *negative sentence*:

<i>negative sentence +</i>	<i>positive tag</i>
Kate won't be late,	will she?
They don't like us,	do they?
You haven't eaten yet,	have you?

Notice the meaning of **yes** and **no** in answer to a negative sentence:

- You're **not** going out today, **are you?** { **Yes.** (= Yes, I am going out)
No. (= No, I am not going out)

C

The meaning of a question tag depends on how you say it. If your voice goes *down*, you are not really asking a question; you are only inviting the listener to agree with you:

- 'It's a nice day, **isn't it?**' 'Yes, beautiful.'
- 'Paul doesn't look well today, **does he?**' 'No, he looks very tired.'
- 'Lisa's very funny. She's got a great sense of humour, **hasn't she?**' 'Yes, she has.'

But if the voice goes *up*, it is a real question:

- 'You haven't seen Lisa today, **have you?**' 'No, I haven't.'
(= Have you by chance seen Lisa today?)

You can use a *negative sentence + positive tag* to ask for things or information, or to ask somebody to do something. The voice goes *up* at the end of the tag in sentences like these:

- 'You haven't got a pen, **have you?**' 'Yes, here you are.'
- 'You couldn't do me a favour, **could you?**' 'It depends what it is.'
- 'You don't know where Karen is, **do you?**' 'Sorry, I have no idea.'

D

After **Let's ...**, the question tag is **shall we**:

- Let's go for a walk, shall we?** (the voice goes *up*)

After **Don't ...**, the question tag is **will you**:

- Don't be late, will you?** (the voice goes *down*)

After **I'm ...**, the negative question tag is **aren't I** (= am I not):

- I'm right, **aren't I?** 'Yes, you are.'

Exercises

52.1 Put a question tag on the end of these sentences.

1	Kate won't be late,will she.....	?	No, she's never late.
2	You're tired,aren't you.....	?	Yes, a little.
3	You travel a lot,	?	Yes, I love travelling.
4	You weren't listening,	?	Yes, I was!
5	Sarah doesn't know Ann,	?	No, they've never met.
6	Jack's on holiday,	?	Yes, he's in Australia.
7	Kate's been to China before,	?	Yes, two or three times.
8	You can speak German,	?	Yes, but not fluently.
9	They won't mind if I take a photo,	?	No, of course they won't.
10	There are a lot of people here,	?	Yes, more than I expected.
11	Let's go out tonight,	?	Yes, that would be great.
12	This isn't very interesting,	?	No, not really.
13	I'm too impatient,	?	Yes, you are sometimes.
14	You wouldn't tell anyone,	?	No, of course not.
15	Ann has lived here a long time,	?	Yes, 20 years.
16	I shouldn't have lost my temper,	?	No, but that's all right.
17	He'd never met her before,	?	No, that was the first time.
18	Don't drop that vase,	?	Don't worry. I won't.

52.2 Read the situation and write a sentence with a question tag. In each situation you are asking your friend to agree with you.

- 1 You look out of the window. The sky is blue and the sun is shining. What do you say to your friend? (beautiful day) It's a beautiful day, isn't it?
- 2 You're with a friend outside a restaurant. You're looking at the prices, which are very high. What do you say? (expensive) It.....
- 3 You and a colleague have just finished a training course. You really enjoyed it. What do you say to your colleague? (great) The course.....
- 4 Your friend's hair is much shorter than when you last met. What do you say to her/him? (have / your hair / cut) You.....
- 5 You and a friend are listening to a woman singing. You like her voice very much. What do you say to your friend? (a good voice) She.....
- 6 You are trying on a jacket in a shop. You look in the mirror and you don't like what you see. What do you say to your friend? (not / look / very good) It.....
- 7 You and a friend are walking over a small wooden bridge. The bridge is very old and some parts are broken. What do you say? (not / very safe) This bridge.....

52.3 In these situations you are asking for information, asking people to do things etc.

- 1 You need a pen. Perhaps Jane has got one. Ask her.
Jane, you haven't got a pen, have you?
- 2 You have to move a heavy table. You want Joe to give you a hand with it. Ask him.
Joe, you.....
- 3 You're looking for Sarah. Perhaps Kate knows where she is. Ask her.
Kate, you.....
- 4 You need a bicycle pump. Perhaps Helen has got one. Ask her.
Helen,.....
- 5 Ann has a car and you need a lift to the station. Perhaps she'll take you. Ask her.
Ann,.....
- 6 You're looking for your keys. Perhaps Robert has seen them. Ask him.
Robert,.....

Verb + -ing (enjoy doing / stop doing etc.)

A

Look at these examples:

- I **enjoy reading**. (*not I enjoy to read*)
- Would you **mind closing** the door?
(*not mind to close*)
- Chris **suggested going** to the cinema.
(*not suggested to go*)

After **enjoy**, **mind** and **suggest**, we use **-ing** (*not to ...*).Some more verbs that are followed by **-ing**:

stop	postpone	admit	avoid	imagine
finish	consider	deny	risk	fancy



- Suddenly everybody **stopped talking**. There was silence.
- I'll do the shopping when I've **finished cleaning** the flat.
- He tried to **avoid answering** my question.
- I don't **fancy going** out this evening. (= I'm not enthusiastic about it)
- Have you ever **considered going** to live in another country?
- They said they were innocent. They **denied doing** anything wrong.

The negative form is **not -ing**:

- When I'm on holiday, I enjoy **not having** to get up early.

B

We also use **-ing** after:

give up (= stop)
put off (= postpone)
go on or carry on (= continue)
keep or keep on (= do something continuously or repeatedly)

- I've **given up reading** newspapers. I think it's a waste of time.
- Catherine doesn't want to retire. She wants to **go on working**. (or ... to **carry on working**.)
- You **keep interrupting** when I'm talking! or You **keep on interrupting** ...

C

With some verbs you can use the structure **verb + somebody + -ing**:

- I can't **imagine George riding** a motorbike.
- You can't **stop me doing** what I want.
- Did you really say that? I don't **remember you saying** that.
- 'Sorry to **keep you waiting** so long.' 'That's all right.'

Note the passive form (**being done/seen/kept** etc.):

- I don't **mind being kept** waiting. (= I don't mind **people keeping** me ...)

D

When you are talking about finished actions, you can say **having done/stolen/said** etc. :

- They admitted **having stolen** the money.

But it is not necessary to use **having** (done). You can also say:

- They admitted **stealing** the money.
- I now regret **saying** (or **having said**) what I said.

E

After some of the verbs on this page (especially **admit/deny/suggest**) you can also use **that** ... :

- They **denied that** they had stolen the money. (or They **denied stealing** ...)
- Chris **suggested that** we went to the cinema. (or Sam **suggested going** ...)

Exercises

53.1 Complete the sentences for each situation using -ing.

1

What shall we do?



We could go to the zoo.

She suggested going to the zoo.

2

Do you want to play tennis?



No, not really.

He didn't fancy

3

You were driving too fast.



You're right. Sorry!

She admitted

4

Let's go swimming.



Good idea!

She suggested

5

You broke the DVD player.



No, I didn't!

He denied

6

Can you wait a few minutes?



Sure, no problem.

They didn't mind

53.2 Complete each sentence with one of the following verbs (in the correct form):

~~answer~~
~~lose~~

~~apply~~
~~make~~

~~be~~
~~pay~~

~~forget~~
~~read~~

~~listen~~
~~try~~

~~live~~
~~use~~

- 1 He tried to avoid answering my question.
- 2 Could you please stop so much noise?
- 3 I enjoy to music.
- 4 I considered for the job, but in the end I decided against it.
- 5 Have you finished the newspaper yet?
- 6 We need to change our routine. We can't go on like this.
- 7 I don't mind you my phone, but please ask me first.
- 8 My memory is getting worse. I keep things.
- 9 I've put off this bill so many times. I really must do it today.
- 10 What a stupid thing to do! Can you imagine anybody so stupid?
- 11 I've given up to lose weight – it's impossible.
- 12 If you gamble, you risk your money.

53.3 Complete the sentences so that they mean the same as the first sentence.

1 I can do what I want and you can't stop me.

You can't stop me doing what I want.

2 It's not a good idea to travel during the rush hour.

It's better to avoid during the rush hour.

3 Shall we paint the kitchen next weekend instead of this weekend?

Shall we postpone until next weekend?

4 Could you turn the music down, please?

Would you mind , please?

5 Please don't interrupt all the time.

Would you mind all the time?

53.4 Use your own ideas to complete these sentences. Use -ing.

- 1 She's a very interesting person. I always enjoy talking to her
- 2 I'm not feeling very well. I don't fancy
- 3 I'm afraid there aren't any chairs. I hope you don't mind
- 4 It was a beautiful day, so I suggested
- 5 It was very funny. I couldn't stop
- 6 My car isn't very reliable. It keeps

Verb + **to** ... (decide to ... / forget to ... etc.)**A**

offer	decide	hope	deserve	promise
agree	plan	manage	afford	threaten
refuse	arrange	fail	forget	learn

After these verbs you can use **to** ... (*infinitive*):

- It was late, so we **decided to take** a taxi home.
- Simon was in a difficult situation, so I **agreed to help** him.
- How old were you when you **learnt to drive**? (or learnt **how** to drive)
- I waved to Karen, but **failed to attract** her attention.

The negative is **not to** ... :

- We **decided not to go** out because of the weather.
- I **promised not to be** late.

After some verbs **to** ... is not possible. For example, **enjoy/think/suggest**:

- I **enjoy reading**. (not enjoy to read)
- Andy **suggested meeting** for coffee. (not suggested to meet)
- Are you **thinking of buying** a car? (not thinking to buy)

For verb + **-ing**, see Unit 53. For verb + preposition + **-ing**, see Unit 62.**B**After **dare** you can use the infinitive with or without **to**:

- I wouldn't **dare to tell** him. or I wouldn't **dare tell** him.

But after **dare not** (or **daren't**), you must use the infinitive without **to**:

- I **daren't tell** him what happened. (not I daren't to tell him)

CWe also use **to** ... after:

seem appear tend pretend claim

For example:

- They **seem to have** plenty of money.
- I like Dan, but I think he **tends to talk** too much.
- Ann **pretended not to see** me when she passed me in the street.

There is also a *continuous* infinitive (**to be doing**) and a *perfect* infinitive (**to have done**):

- I **pretended to be reading** the paper. (= I pretended that I **was reading**)
- You **seem to have lost** weight. (= it seems that you **have lost** weight)
- Joe **seems to be enjoying** his new job. (= it seems that he **is enjoying** it)

DAfter some verbs you can use a question word (**what/whether/how** etc.) + **to**

We use this structure especially after:

ask decide know remember forget explain learn understand wonder

We asked	how	to get	to the station.
Have you decided	where	to go	for your holidays?
I don't know	whether	to apply	for the job or not.
Do you understand	what	to do?	

Also

show/tell/ask/advise/teach somebody **what/how/where** to do something:

- Can somebody **show me how to use** this camera?
- Ask Jack. He'll **tell you what to do**.

Exercises

54.1 Complete the sentences for these situations.

1

Shall we get married?



Yes, let's.

2

Please help me.



OK.

They decided ... to get ...
married.

She agreed ...

3

Can I carry your bag for you?



No, thanks. I can manage.

He offered ...

4

Let's meet at 8 o'clock.



OK, fine.

They arranged ...

5

What's your name?



I'm not going to tell you.

She refused ...

6

Please don't tell anyone.



I won't. I promise.

She promised ...

54.2 Complete each sentence with a suitable verb.

1 Don't forget ... to lock ... the door when you go out.

2 There was a lot of traffic, but we managed ... to the airport in time.

3 We couldn't afford ... in London. It's too expensive.

4 We've got new computer software in our office. I haven't learnt ... it yet.

5 Mark doesn't know what happened. I decided not ... him.

6 We were all afraid to speak. Nobody dared ... anything.

54.3 Put the verb into the correct form, to ... or -ing. (See Unit 53 for verbs + -ing.)

1 When I'm tired, I enjoy ... watching ... television. It's relaxing. (watch)

2 I've decided ... for another job. I need a change. (look)

3 Let's get a taxi. I don't fancy ... home. (walk)

4 I'm not in a hurry. I don't mind (wait)

5 Tina ran in a marathon last week, but she failed (finish)

6 I wish that dog would stop It's driving me crazy. (bark)

7 Our neighbour threatened ... the police if we didn't stop the noise. (call)

8 We were hungry, so I suggested ... dinner early. (have)

9 Hurry up! I don't want to risk ... the train. (miss)

10 They didn't know I was listening to them. I pretended ... asleep. (be)

54.4 Make a new sentence using the verb in brackets.

1 You've lost weight. (seem) You seem to have lost weight.

2 Tom is worried about something. (appear) Tom appears ...

3 You know a lot of people. (seem) You ...

4 My English is getting better. (seem) ...

5 That car has broken down. (appear) ...

6 David forgets things. (tend) ...

7 They have solved the problem. (claim) ...

54.5 Complete each sentence using what/how/where/whether + these verbs:

do get go put ride use

1 Do you know ... how to get ... to John's house?

2 Would you know ... if there was a fire in the building?

3 You'll never forget ... a bicycle once you've learnt.

4 I've been invited to the party, but I haven't decided ... or not.

5 My room is very untidy. I've got so many things and I don't know ... them.

6 I have some clothes to wash. Can you show me ... the washing machine?

Verb (+ object) + to ... (I want you to ... etc.)

A

want	ask	help	would like
expect	beg	mean (= intend)	would prefer

These verbs are followed by **to** ... (*infinitive*). The structure can be:

verb + to ...

or

verb + object + to ...

- We **expected to be** late.
- Would you like to go** now?
- He doesn't **want to know**.

- We expected **Dan to be** late.
- Would you like **me to go** now?
- He doesn't want **anybody to know**.

Do not say 'want that':

- Do you **want me to come** with you? (*not Do you want that I come*)

After **help** you can use the infinitive with or without **to**. So you can say:

- Can you help me **to move** this table? or Can you help me **move** this table?

B

tell	remind	force	encourage	teach	enable
order	warn	invite	persuade	get (= persuade)	

These verbs have the structure **verb + object + to** ... :

- Can you **remind me to call** Sam tomorrow?
- Who **taught you to drive**?
- I didn't move the piano by myself. I **got somebody to help** me.
- Joe said the switch was dangerous and **warned me not to touch** it.

In the next example, the verb is **passive** (**I was warned / we were told** etc.):

- I was warned not to touch** the switch.

You cannot use **suggest** with the structure **verb + object + to** ... :

- Jane **suggested that I ask** your advice. (*not Jane suggested me to ask*)

C

After **advise** and **allow**, two structures are possible. Compare:

verb + -ing (without an object)

- I wouldn't **advise staying** in that hotel.
- They don't **allow parking** in front of the building.

verb + object + to ...

- I wouldn't **advise anybody to stay** in that hotel.
- They don't **allow people to park** in front of the building.

Study these examples with **(be) allowed** (**passive**):

- Parking **isn't allowed** in front of the building.
- You **aren't allowed to park** in front of the building.

D

Make and **let**

These verbs have the structure **verb + object + infinitive** (without **to**):

- I **made him promise** that he wouldn't tell anybody what happened. (*not to promise*)
- Hot weather **makes me feel** tired. (= causes me to feel tired)
- Her parents wouldn't **let her go** out alone. (= wouldn't allow her to go out)
- Let me **carry** your bag for you.

We say '**make** somebody **do**' (*not to do*), but in the **passive** we say '**made to do**' (*with to*):

- We were **made to wait** for two hours. (= They **made us wait** ...)

Exercises

- 55.1** Complete the questions. Use **do you want me to ... ?** or **would you like me to ... ?** with these verbs (+ any other necessary words):

come lend repeat show shut wait

- 1 Do you want to go alone, or do you want me to come with you ?
- 2 Do you have enough money, or do you want lend ?
- 3 Shall I leave the window open, or would you like me to ?
- 4 Do you know how to use the machine, or would you like me to ?
- 5 Did you hear what I said, or do you want me to repeat ?
- 6 Can I go now, or do you want me to wait ?

- 55.2** Complete the sentences for these situations.

- 1  Meet me at the station. OK. She told him to meet her at the station.
- 2  Why don't you come and stay with us? That would be nice. They invited him.
- 3  Don't forget to call Joe. No, I won't forget. He reminded her.
- 4  Be careful. Don't worry. I will. She warned.
- 5  Can you give me a hand? Sure. He asked.

- 55.3** Complete each second sentence so that the meaning is similar to the first sentence.

- 1 My father said I could use his car. My father allowed me to use his car.
- 2 I was surprised that it rained. I didn't expect it to rain.
- 3 Don't stop him doing what he wants. Let him do what he wants.
- 4 Tim looks older when he wears glasses. Tim's glasses make him look older.
- 5 I think you should know the truth. I want you to know the truth.
- 6 At first I didn't want to apply for the job, but Sarah persuaded me. Sarah persuaded me to apply for the job.
- 7 My lawyer said I shouldn't say anything to the police. My lawyer advised me not to say anything to the police.
- 8 I was told that I shouldn't believe everything he says. I was warned not to believe everything he says.
- 9 If you've got a car, you are able to get around more easily. Having a car enables you to get around more easily.

- 55.4** Put the verb into the correct form: infinitive (**do/make/eat** etc.), to + infinitive, or -ing.

- 1 They don't allow people to park in front of the building. (park)
- 2 I've never been to Hong Kong, but I'd like to go there. (go)
- 3 I'm in a difficult position. What do you advise me to do ? (do)
- 4 The film was very sad. It made me cry. (cry)
- 5 Lisa's parents always encouraged her hard at school. (study)
- 6 If you want to get a cheap flight, I'd advise you to book early. (book)
- 7 Sarah wouldn't let me borrow her car. She doesn't trust me. (borrow)
- 8 If you enter a country with a tourist visa, you are normally not allowed there. (work)
- 9 'I don't think Alex likes me.' 'What makes you think that?' (think)

Verb + -ing or to ... 1 (remember/regret etc.)

A

Some verbs are followed by -ing and some are followed by to

Verbs usually followed by -ing:

admit	fancy	postpone
avoid	finish	risk
consider	imagine	stop
deny	keep (on)	suggest
enjoy	mind	

For examples, see Unit 53.

Verbs usually followed by to ... :

afford	fail	offer
agree	forget	plan
arrange	hope	promise
decide	learn	refuse
deserve	manage	threaten

For examples, see Unit 54.

B

Some verbs can be followed by -ing or to ... with a difference of meaning:

rememberI **remember doing** something = I did it and now I remember this.You **remember doing** something *after* you have done it.

- I know I locked the door. I clearly **remember locking** it.
(= I locked it, and now I remember this)
- He could **remember driving** along the road just before the accident, but he couldn't remember the accident itself.

I **remembered to do** something = I remembered that I had to do it, so I did it. You **remember to do** something *before* you do it.

- I **remembered to lock** the door, but I forgot to shut the windows.
(= I remembered that I had to lock it, and so I locked it)
- I must **remember to pay** the electricity bill. (= I must not forget to pay it)

regretI **regret doing** something = I did it and now I'm sorry about it:

- I now **regret saying** what I said. I shouldn't have said it.
- Do you **regret not going** to college?

I **regret to say / to tell you / to inform** you = I'm sorry that I have to say (etc.):

- (*from a formal letter*) We **regret to inform** you that your application has been unsuccessful.

go onGo on **doing** something = continue with the same thing:

- The president paused for a moment and then **went on talking**.
- We need to change. We can't **go on living** like this.

Go on **to do** something = do or say something new:

- After discussing the economy, the president then **went on to talk** about foreign policy.

C

The following verbs can be followed by -ing or to ... with no difference of meaning:

begin start continue intend bother

So you can say:

- It **started raining**. or It **started to rain**.
- Andy **intends buying** a house. or Andy **intends to buy** ...
- Don't **bother locking** the door. or Don't **bother to lock** ...

But normally we do not use -ing after -ing:

- It's **starting to rain**. (*not* It's starting raining)

Exercises

56.1 Put the verb into the correct form, -ing or to

- 1 They denied stealing the money. (steal)
- 2 I don't enjoy very much. (drive)
- 3 I can't afford out tonight. I don't have enough money. (go)
- 4 Has it stopped yet? (rain)
- 5 We were unlucky to lose the game. We deserved (win)
- 6 Why do you keep me questions? Can't you leave me alone? (ask)
- 7 Please stop me questions! (ask)
- 8 I refuse any more questions. (answer)
- 9 The driver of one of the cars admitted the accident. (cause)
- 10 Mark needed our help, and we promised what we could. (do)
- 11 I don't mind alone, but it's better to be with other people. (be)
- 12 The wall was quite high, but I managed over it. (climb)
- 13 'Does Sarah know about the meeting?' 'No, I forgot her.' (tell)
- 14 I've enjoyed to you. I hope you again soon. (talk, see)

56.2 Tom can remember some things about his childhood, but he can't remember others. Complete the sentences.

- 1 He was in hospital when he was a small child. He can still remember this.
He can remember being in hospital when he was a small child.
- 2 He went to Paris with his parents when he was eight. He remembers this.
He remembers with his parents when he was eight.
- 3 He cried on his first day at school. He doesn't remember this.
He doesn't on his first day at school.
- 4 Once he fell into the river. He can remember this.
He
- 5 He said he wanted to be a doctor. He can't remember this.
..... to be a doctor.
- 6 Once he was bitten by a dog. He doesn't remember this.
..... a dog.

56.3 Complete each sentence with a verb in the correct form, -ing or to Sometimes either form is possible.

- 1 a Please remember to lock the door when you go out.
b A: You lent me some money a few months ago.
B: Did I? Are you sure? I don't remember you any money.
c A: Did you remember your sister?
B: Oh no, I completely forgot. I'll phone her tomorrow.
d When you see Steve, remember hello to him from me.
e Someone must have taken my bag. I clearly remember it by the window and now it has gone.
- 2 a I believe that what I said was right. I don't regret it.
b I knew they were in trouble, but I regret I did nothing to help them.
c It started to get cold, and he regretted not his coat.
- 3 a Ben joined the company nine years ago. He became assistant manager after two years, and a few years later he went on manager of the company.
b I can't go on here any more. I want a different job.
c When I came into the room, Lisa was reading a newspaper. She looked up and said hello, and then went on her newspaper.
- 4 a If the company continues money, the factory may be closed.
b Julia has been ill, but now she's beginning better.
c The baby started in the middle of the night.

Verb + -ing or to ... 2 (try/need/help)

A Try to ... and try -ing

Try to do = attempt to do, make an effort to do:

- I was very tired. I **tried to keep** my eyes open, but I couldn't.
- Please **try to be** quiet when you come home. Everyone will be asleep.

Try also means 'do something as an experiment or test'. For example:

- These cakes are delicious. You should **try** one.
(= you should have one to see if you like it)
- We couldn't find anywhere to stay. We **tried** every hotel in the town, but they were all full.
(= we went to every hotel to see if they had a room)

If **try** (with this meaning) is followed by a verb, we say **try -ing**:

- A: The photocopier doesn't seem to be working.
- B: **Try pressing** the green button.
(= press the green button – perhaps this will help to solve the problem)

Compare:

- I **tried to move** the table, but it was too heavy. (so I couldn't move it)
- I didn't like the way the furniture was arranged, so I **tried moving** the table to the other side of the room. But it didn't look right, so I moved it back again.

B Need to ... and need -ing

I need to do something = it is necessary for me to do it:

- I **need to get** more exercise.
- He **needs to work** harder if he wants to make progress.
- I don't **need to come** to the meeting, do I?

Something **needs doing** = it needs to be done:

- My phone **needs charging**.
(= it needs to be charged)
- Do you think this jacket **needs cleaning**?
(= ... needs to be cleaned)
- It's a difficult problem. It **needs thinking** about very carefully. (= it needs to be thought about)



C Help and can't help

You can say **help to do** or **help do** (with or without **to**):

- Everybody **helped to clean** up after the party. or
Everybody **helped clean** up ...
- Can you **help me to move** this table? or
Can you **help me move** ...



I can't help doing something = I can't stop myself doing it:

- I don't like him, but he has a lot of problems. I **can't help feeling** sorry for him.
- She tried to be serious, but she **couldn't help laughing**.
(= she couldn't stop herself laughing)
- I'm sorry I'm so nervous. I **can't help it**.
(= I can't help **being** nervous)

She **couldn't help laughing**.

Exercises

57.1 Make suggestions. Use **try** + one of the following:

phone his office
turn it the other way

restart it
take an aspirin

~~change the batteries~~

- 1 The radio isn't working.
- 2 I can't open the door. The key won't turn.
- 3 The computer isn't working properly.
- 4 Fred isn't answering his phone. What shall I do?
- 5 I've got a terrible headache. I wish it would go.

Have you tried changing the batteries?

Try

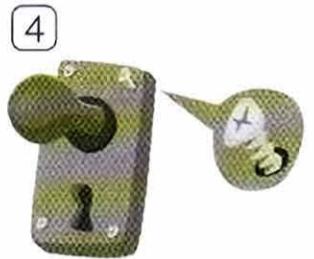
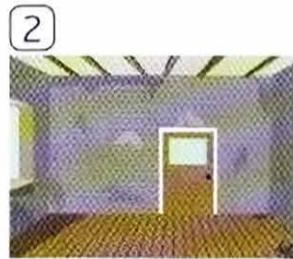
Have you tried

You could

Have you

57.2 For each picture, write a sentence with **need(s)** + one of the following verbs:

-clean cut empty paint tighten



- 1 This jacket is dirty. It needs cleaning.

- 2 The room isn't very nice. It

- 3 The grass is very long.

- 4 The screws are loose.

- 5 The bin is full.

57.3 Put the verb into the correct form.

- 1 a I was very tired. I tried ... to keep ... (keep) my eyes open, but I couldn't.
b I rang the doorbell, but there was no answer. Then I tried (knock) on the door, but there was still no answer.
c We tried (put) the fire out but without success. We had to call the fire brigade.
d Sue needed to borrow some money. She tried (ask) Gary, but he was short of money too.
e I tried (reach) the shelf, but I wasn't tall enough.
f Please leave me alone. I'm trying (concentrate).
- 2 a I need a change. I need (go) away for a while.
b My grandmother isn't able to look after herself any more. She needs (look) after.
c The windows are dirty. They need (clean).
d Your hair is getting very long. It needs (cut).
e You don't need (iron) that shirt. It doesn't need (iron).
- 3 a They were talking very loudly. I couldn't help (overhear) what they said.
b Can you help me (get) the dinner ready?
c He looks so funny. Whenever I see him, I can't help (smile).
d The fine weather helped (make) it a really nice holiday.

Verb + -ing or to ... 3 (like / would like etc.)

A Like / love / hate

When you talk about repeated actions, you can use -ing or to ... after these verbs.

So you can say:

- Do you **like getting** up early? or Do you **like to get** up early?
- Stephanie **hates flying**. or Stephanie **hates to fly**.
- I **love meeting** people. or I **love to meet** people.
- I don't **like being** kept waiting. or ... **like to be** kept waiting.
- I don't **like** friends **calling** me at work. or ... friends **to call** me at work.

but

- (1) We use -ing (*not to ...*) when we talk about a situation that already exists (or existed).

For example:

- Paul lives in Berlin now. He **likes living** there. (He **likes living** in Berlin = He lives there and he likes it)
- Do you **like being** a student? (You are a student – do you like it?)
- The office I worked in was horrible. I **hated working** there. (I worked there and I hated it)

- (2) There is sometimes a difference between **I like to do** and **I like doing**:

I like doing something = I do it and I enjoy it:

- I **like cleaning** the kitchen. (= I enjoy it.)

I like to do something = I think it is a good thing to do, but I don't necessarily enjoy it:

- It's not my favourite job, but I **like to clean** the kitchen as often as possible.

Note that **enjoy** and **mind** are always followed by -ing (*not to ...*):

- I **enjoy cleaning** the kitchen. (*not I enjoy to clean*)
- I **don't mind cleaning** the kitchen. (*not I don't mind to clean*)

B Would like / would love / would hate / would prefer

Would like / would love etc. are usually followed by **to ...**:

- I'd **like** (= I **would like**) to go away for a few days.
- Would you like to come** to dinner on Friday?
- I **wouldn't like to go** on holiday alone.
- I'd **love to meet** your family.
- Would you prefer to have** dinner now or later?

Compare **I like** and **I would like** (I'd like):

- I **like playing** tennis. / I **like to play** tennis. (= I like it in general)
- I'd **like to play** tennis today. (= I want to play today)

Would mind is always followed by -ing (*not to ...*):

- Would you mind closing** the door, please?

C

I would like **to have done** something = I regret now that I didn't or couldn't do it:

- It's a shame we didn't see Anna when we were in London. I **would like to have seen** her again.
- We'd **like to have gone** away, but we were too busy at home.

You can use the same structure after **would love / would hate / would prefer**:

- Poor David! I **would hate to have been** in his position.
- I'd **love to have gone** to the party, but it was impossible.

Exercises

- 58.1** Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence:

like / don't like	love	hate	enjoy	don't mind
-------------------	------	------	-------	------------

1 (fly) I don't like flying. or I don't like to fly.

2 (play cards)

3 (be alone)

4 (go to museums)

5 (cook)

- 58.2** Make sentences from the words in brackets. Use -ing or to Sometimes either form is possible.

1 Paul lives in Berlin now. It's nice. He likes it.

(he / like / live / there) He likes living there.

2 Jane is a biology teacher. She likes her job.

(she / like / teach / biology) She

3 Joe always has his camera with him and takes a lot of pictures.

(he / like / take / pictures)

4 I used to work in a supermarket. I didn't like it much.

(I / not / like / work / there)

5 Rachel is studying medicine. She likes it.

(she / like / study / medicine)

6 Dan is famous, but he doesn't like it.

(he / not / like / be / famous)

7 Jennifer is a very careful person. She doesn't take many risks.

(she / not / like / take / risks)

8 I don't like surprises.

(I / like / know / things / in advance)

- 58.3** Complete each sentence with a verb in the correct form, -ing or to In one sentence either form is possible.

1 It's good to visit other places – I enjoy travelling.

2 'Would you like down?' 'No, thanks. I'll stand.'

3 I'm not quite ready yet. Would you mind a little longer?

4 When I was a child, I hated to bed early.

5 When I have to catch a train, I'm always worried that I'll miss it. So I like to the station in plenty of time.

6 I enjoy busy. I don't like it when there's nothing to do.

7 I would love to your wedding, but I'm afraid it isn't possible.

8 I don't like in this part of town. I want to move somewhere else.

9 Do you have a minute? I'd like to you about something.

10 If there's bad news and good news, I like the bad news first.

- 58.4** Write sentences using **would ... to have (done)**. Use the verbs in brackets.

1 It's a shame I couldn't go to the party. (like) I would like to have gone to the party.

2 It's a shame I didn't see the programme. (like)

3 I'm glad I didn't lose my watch. (hate)

4 It's too bad I didn't meet your parents. (love)

5 I'm glad I wasn't alone. (not / like)

6 It's a shame I couldn't travel by train. (prefer)

Prefer and would rather

A Prefer to do and prefer doing

You can use 'prefer to (do)' or 'prefer -ing' to say what you prefer in general:

- I don't like cities. I **prefer to live** in the country. *or* I **prefer living** in the country.

Study the differences in structure after **prefer**. We say:

I prefer	something	to something else.
I prefer	doing something	to doing something else.
<i>but</i>	to do something	rather than (do) something else.

- I **prefer** this coat to the coat you were wearing yesterday.
- I **prefer driving to travelling** by train.
- but* I **prefer to drive rather than travel** by train.
- Sarah **prefers to live** in the country **rather than (live)** in a city.

B Would prefer (I'd prefer ...)

We use **would prefer** to say what somebody wants in a specific situation (not in general):

- 'Would you **prefer** tea or coffee?' 'Coffee, please.'

We say 'would prefer **to do** something' (*not usually* would prefer doing):

- 'Shall we go by train?' '**I'd prefer to drive.**' (*not* I'd prefer driving)
- I'd **prefer to stay** at home tonight **rather than go** to the cinema.

C Would rather (I'd rather ...)

Would rather (do) = **would prefer (to do)**. We use **would rather + infinitive** (without **to**).

Compare:

- 'Shall we go by train?' **{ 'I'd prefer to drive.'**
'I'd rather drive.' (*not* to drive)
- 'Would you **rather have** tea or coffee?' 'Coffee, please.'

The negative is '**I'd rather not** (do something)':

- I'm tired. **I'd rather not go** out this evening, if you don't mind.
- 'Do you want to go out this evening?' '**I'd rather not.**'

We say '**would rather do** something **than do** something else':

- I'd **rather stay** at home tonight **than go** to the cinema.

D I'd rather somebody **did** something

We say '**I'd rather you did** something' (*not* I'd rather you do). For example:

- 'Who's going to drive, you or me?' '**I'd rather you drove.**' (= I would prefer this)
- 'Jack says he'll repair your bike tomorrow, OK?' '**I'd rather he did it today.**'
- Are you going to tell Anna what happened, or **would you rather I told** her?

In this structure we use the *past* (**drove**, **did** etc.), but the meaning is present *not* past.

Compare:

- I'd rather **make** dinner now.
I'd rather **you made** dinner now. (*not* I'd rather you make)

I'd rather you didn't (do something) = I'd prefer you not to do it:

- I'd rather you didn't tell** anyone what I said.
- 'Are you going to tell Anna what happened?' 'No. **I'd rather she didn't know.**'
- 'Shall I tell Anna what happened?' '**I'd rather you didn't.**'

Exercises

- 59.1** Which do you prefer? Write sentences using 'I prefer (something) to (something else)'. Put the verb into the correct form where necessary.

1 (drive / travel by train)

I prefer driving to travelling by train.

2 (basketball / football)

I prefer

3 (go to the cinema / watch DVDs at home)

I to at home.

4 (be very busy / have nothing to do)

I

Now rewrite sentences 3 and 4 using the structure 'I prefer to (do something)'.

5 (1) I prefer to drive rather than travel by train.

6 (3) I prefer to

7 (4)

- 59.2** Complete the sentences. Sometimes you need one word, sometimes more.

A

- 1 Shall we walk home?
- 2 Do you want to eat now?
- 3 Would you like to watch TV?
- 4 Do you want to go to a restaurant?
- 5 Let's leave now.
- 6 What about a game of tennis?
- 7 I think we should decide now.
- 8 Would you like to sit down?
- 9 Do you want me to come with you?

B

- I'd rather get a taxi.
 I'd prefer to wait till later.
 I'd to listen to some music.
 I'd rather at home.
 wait a few minutes.
 I'd prefer for a swim.
 I'd think about it for a while.
 to stand.
 I'd rather alone.

Now use the same ideas to complete these sentences using **than** and **rather than**.

10 I'd rather get a taxi than walk home.

11 I'd prefer for a swim

12 I'd rather at home

13 I'd prefer about it for a while

14 I'd rather some music

- 59.3** Complete the sentences using **would you rather I ...**

1 Are you going to make dinner or would you rather I made it ?

2 Are you going to tell Anna what happened or would you rather

3 Are you going to do the shopping or

4 Are you going to phone Tanya or

- 59.4** Use your own ideas to complete these sentences.

1 'Shall I tell Anna what happened?' 'No, I'd rather she didn't know.'

2 Do you want me to go now or would you rather I here?

3 Do you want to go out this evening or would you rather at home?

4 This is a private matter. I'd rather you tell anybody else.

5 I don't want to make a decision without Jack and Sue. I'd rather they here.

6 A: Do you mind if I put some music on?

B: I'd rather you I'm trying to study.

Preposition (in/for/about etc.) + -ing

A

If a preposition (in/for/about etc.) is followed by a verb, the verb ends in -ing:

	preposition	verb (-ing)	
Are you interested	in	working	for us?
I'm not good	at	learning	languages.
Sue must be fed up	with	studying	
What are the advantages	of	having	a car?
Thanks very much	for	inviting	me to your party.
How	about	meeting	for lunch tomorrow?
Why don't you go out	instead of	sitting	at home all the time?
Amy went to work	in spite of	feeling	ill.

You can also say 'instead of **somebody** doing something', 'fed up with **people** doing something' etc. :

- I'm fed up with **people** telling me what to do.

B

Note the use of the following prepositions + -ing:

before -ing and **after -ing**:

- Before going** out, I phoned Sarah. (not Before to go out)
- What did you do **after finishing** school?

You can also say '**Before I went** out ...' and '... **after you finished** school'.

by -ing (to say *how* something happens):

- The burglars got into the house **by breaking** a window and **climbing** in.
- You can improve your English **by reading** more.
- She made herself ill **by** not **eating** properly.
- Many accidents are caused **by** people **driving** too fast.

without -ing:

- We ran ten kilometres **without stopping**.
- It was a stupid thing to say. I said it **without thinking**.
- She needs to work **without** people **disturbing** her. (or ... **without being** disturbed.)
- I have enough problems of my own **without having** to worry about yours.

C

To -ing (look forward **to doing** something etc.)

To is often part of the *infinitive* (**to do** / **to see** etc.):

- We decided **to travel** by train.
- Would you like **to meet** for lunch tomorrow?

But **to** is also a *preposition* (like **in/for/about/with** etc.). For example:

- We went from Paris **to Geneva**.
- I prefer tea **to coffee**.
- Are you looking forward **to the weekend**?

If a preposition is followed by a verb, the verb ends in -ing:

- I'm fed up **with travelling** by train.
- How **about going** away this weekend?

So, when **to** is a preposition and it is followed by a verb, you must say **to -ing**:

- I prefer driving **to travelling** by train. (not to travel)
- Are you looking forward **to going** on holiday? (not looking forward to go)

Exercises

60.1 Complete the second sentence so that it means the same as the first.

- 1 Why is it useful to have a car?
What are the advantages of having a car ?
- 2 I don't intend to apply for the job.
I have no intention of
- 3 Helen has a good memory for names.
Helen is good at
- 4 You probably won't win the lottery. You have little chance.
You have little chance of
- 5 Did you get into trouble because you were late?
Did you get into trouble for
- 6 We didn't eat at home. We went to a restaurant instead.
Instead of
- 7 We got into the exhibition. We didn't have to queue.
We got into the exhibition without
- 8 We played very well, but we lost the game.
We lost the game despite

60.2 Complete the sentences using **by -ing**. Use the following (with the verb in the correct form):

borrow too much money
put some pictures on the walls

~~**break a window**~~
stand on a chair

drive too fast
turn a key

- 1 The burglars got into the house by breaking a window
- 2 I was able to reach the top shelf
- 3 You start the engine of a car
- 4 Kevin got himself into financial trouble
- 5 You can put people's lives in danger
- 6 We made the room look nicer

60.3 Complete the sentences with a suitable word. Use only one word each time.

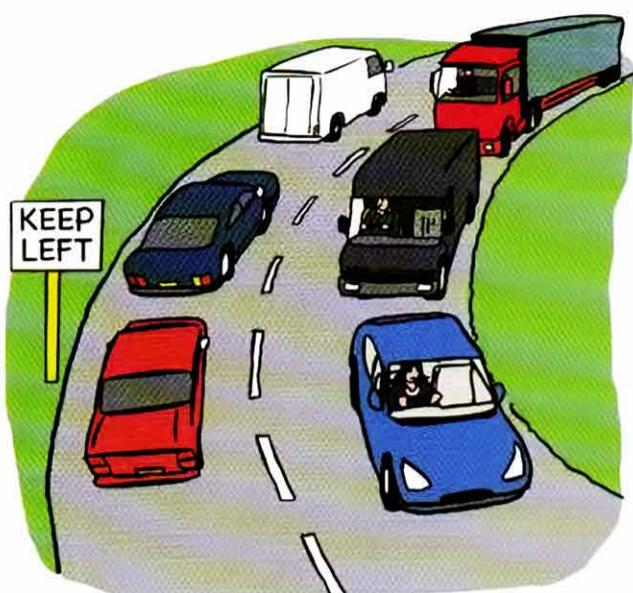
- 1 We ran ten kilometres without stopping
- 2 He left the hotel without his bill.
- 3 It's a nice morning. How about for a walk?
- 4 We were able to translate the letter into English without a dictionary.
- 5 Before to bed, I like to have a hot drink.
- 6 It was a long trip. I was very tired after on a train for 36 hours.
- 7 I was annoyed because the decision was made without anybody me.
- 8 After the same job for ten years, I felt I needed a change.
- 9 We got lost because we went straight on instead of left.
- 10 I like these pictures you took. You're good at pictures.

60.4 For each situation, write a sentence with **I'm (not) looking forward to**.

- 1 You are going on holiday next week. How do you feel?
I'm looking forward to going on holiday.
- 2 Kate is a good friend of yours and she is coming to visit you soon. So you will see her again soon. How do you feel? I'm
- 3 You are going to the dentist tomorrow. You don't enjoy going to the dentist. How do you feel?
I'm not
- 4 Rachel hates school, but she's leaving next summer. How does she feel?
.....
- 5 You've arranged to play tennis tomorrow. You haven't played for a while and you like tennis a lot. How do you feel?
.....

Be/get used to something (I'm used to ...)**A**

Study this example situation:



Lisa is American, but she lives in Britain. When she first drove a car in Britain, she found it very difficult because she had to drive on the left, not on the right. Driving on the left was strange and difficult for her because:

She **wasn't used to it**.

She **wasn't used to driving** on the left.

But after a lot of practice, driving on the left became less strange. So:

She **got used to driving** on the left.

Now it's no problem for Lisa:

She **is used to driving** on the left.

B

'I'm used to something = it is not new or strange for me:

- Paul lives alone. He doesn't mind this because he has lived alone for 15 years. It is not strange for him. He **is used to it**. He **is used to living** alone.
- I bought some new shoes. They felt a bit strange at first because I **wasn't used to them**.
- Our new apartment is on a very busy street. I expect we'll **get used to the noise**, but at the moment it's very disturbing.
- Helen has a new job. She has to get up much earlier now than before – at 6.30. She finds this difficult because she **isn't used to getting** up so early.
- Katherine's husband is often away from home. She doesn't mind this. She **is used to him being** away.

CAfter **be/get used** you cannot use the infinitive (**to do / to drive** etc.). We say:

- She is used **to driving** on the left. (*not* She is used to drive)

When we say '**I am used to** something', **to** is a *preposition*, not a part of the infinitive.

So we say:

- We're not used **to the noise**. / We're not used **to it**.
- Paul is used **to living** alone. (*not* Paul is used to live)
- Lisa had to get used **to driving** on the left. (*not* get used to drive)

DDo not confuse **I am used to doing** and **I used to do**:

I am used to (doing) something = it isn't strange or new for me:

- I **am used to the weather** in this country.
- I **am used to driving** on the left because I've lived in Britain a long time.

I used to do something = I did it regularly in the past but no longer do it. You can use this only for the past, not for the present. (See Unit 18.)

The structure is '**I used to do**' (*not* I **am** used to do):

- I **used to drive** to work every day, but these days I usually go by bike.
- We **used to live** just outside the town, but now we live near the centre.

Exercises

61.1 Look again at the situation in Section A on the opposite page ('Lisa is American ...').

The following situations are similar. Complete the sentences using **used to**.

- 1 Jack has to drive two hours to his work every morning. Many years ago, when he first had to do this, it was difficult for him. But now it's OK.

When Jack started working in this job, he wasn't driving two hours to work every morning, but after some time he it. Now it's no problem for him. He two hours every morning.

- 2 Julia is a nurse. A year ago she started working nights. At first she found it hard and didn't like it.

She nights and it took her a few months to it. Now, after a year, it's OK for her. She nights.

61.2 What do you say in these situations? Use **I'm (not) used to**

- 1 You live alone. You don't mind this. You have always lived alone.

FRIEND: Do you get lonely sometimes?

YOU: No, I'm used to living alone.

- 2 You sleep on the floor. You don't mind this. You have always slept on the floor.

FRIEND: Wouldn't you prefer to sleep in a bed?

YOU: No, I

- 3 You have to work long hours in your job. This is not a problem for you. You have always worked long hours.

FRIEND: You have to work very long hours in your job, don't you?

YOU: Yes, but I don't mind that. I

- 4 You usually go to bed early. Last night you went to bed very late (for you) and as a result you are very tired this morning.

FRIEND: You look tired this morning.

YOU: Yes,

61.3 Read the situations and complete the sentences using **get/got used to**.

- 1 Some friends of yours have just moved into an apartment on a busy street. It is very noisy. They'll have to get used to the noise.

- 2 The children at school got a new teacher. She was different from the teacher before her, but this wasn't a problem for the children. They soon

- 3 Sue moved from a big house to a much smaller one. She found it strange at first. She had to in a much smaller house.

- 4 Some people you know from Britain are going to live in your country. What will they have to get used to?

They'll have to

61.4 Complete the sentences using only one word each time (see Section C).

- 1 Lisa had to get used to driving on the left.

- 2 Dan used to a lot of coffee. Now he prefers tea.

- 3 I feel very full after that meal. I'm not used to so much.

- 4 I wouldn't like to share an office. I'm used to my own office.

- 5 I used to a car, but I sold it a few months ago.

- 6 When we were children, we used to swimming very often.

- 7 There used to a school here, but it was knocked down a few years ago.

- 8 I'm the boss here! I'm not used to told what to do.

- 9 We used to in a village. We moved to London a few years ago and had to get used to in a big city.

Verb + preposition + -ing (succeed in -ing / accuse somebody of -ing etc.)

A

Many verbs have the structure *verb + preposition (in/for/about etc.) + object*.

For example:

verb + preposition + object

We talked	about	the problem.
You must apologise	for	what you said.

If the *object* is another verb, it ends in **-ing**:

verb + preposition + object

We talked	about	going to South America.
You must apologise	for	not telling the truth.

Some more verbs with this structure:

approve (of)
decide (against)
dream (of)
feel (like)
insist (on)
look forward (to)
succeed (in)
think (of/about)

He doesn't approve	of	swearing.
We have decided	against	moving to London.
I wouldn't dream	of	asking them for money.
Do you feel	like	going out tonight?
They insisted	on	paying for the meal.
I'm looking forward	to	meeting her.
Have you succeeded	in	finding a job yet?
I'm thinking	of/about	buying a house.

You can also say 'approve of **somebody** doing something', 'look forward to **somebody** doing something' etc :

- I don't approve **of people killing** animals for fun.
- We are all looking forward **to Andy coming** home.

B

The following verbs can have the structure *verb + object + preposition + -ing*:

verb + + object preposition + -ing (object)

accuse (of)
congratulate (on)
excuse (for)
prevent (from)
stop (from)
suspect (of)
thank (for)

They accused	us	of	telling lies.
We all congratulated	Lisa	on	winning the first prize.
Excuse	me	for	phoning you so late.
What prevented	you	from	coming to see us?
The rain didn't stop	us	from	enjoying our holiday.
Nobody suspected	the general	of	being a spy.
I forgot to thank	them	for	helping me.

You can say '**stop** somebody **doing**' or '**stop** somebody **from doing**':

- You can't **stop** me **doing** what I want. or You can't **stop** me **from doing** what I want.

The following examples are with **not -ing**:

- They accused us of **not telling** the truth.
- Excuse me for **not replying** to your email until now.

Some of these verbs are often used in the *passive*. For example:

- We **were accused of telling** lies.
- The general **was suspected of being** a spy.

Note that we say '**apologise to somebody for ...**':

- I apologised **to them** for keeping them waiting. (*not I apologised them*)

Exercises

62.1 Complete each sentence using only one word.

- 1 Our neighbours apologised for making so much noise.
- 2 I feel lazy. I don't feel like doing any work.
- 3 I wanted to go out alone, but Joe insisted on going with me.
- 4 Where are you thinking of taking your holiday this year?
- 5 We have decided against buying a car because we can't really afford it.
- 6 It's good Dan and Amy are coming to stay with us. I'm looking forward to seeing them again.
- 7 Some parents don't approve of their children watching a lot of TV.
- 8 It took us a long time, but we finally succeeded in solving the problem.
- 9 I've always dreamed of owning a small house by the sea.

62.2 Complete each sentence using a preposition + one of the following verbs (in the correct form):

be	cause	do	eat	escape	go
interrupt	invite	tell	use	walk	wear

- 1 Do you feel like going out this evening?
- 2 The driver of the other car accused me of causing the accident.
- 3 There's a fence around the lawn to stop people from walking on the grass.
- 4 Excuse me interrupting you, but may I ask you something?
- 5 The man who has been arrested is suspected of wearing a false passport.
- 6 I'm fed up with my job. I'm thinking about doing something else.
- 7 The guards weren't able to prevent the prisoner from escaping.
- 8 I didn't want to hear the story, but Dan insisted on telling me.
- 9 I'm getting hungry. I'm really looking forward to eating something.
- 10 I think you should apologise to Sue for being so rude to her.
- 11 I'm sorry I can't come to your party, but thank you very much for inviting me.
- 12 The police stopped the car because they suspected the driver of driving without a seat belt.

62.3 Complete the sentences on the right.

- 1   It was nice of you to help me. Thanks very much. Kevin thanked me for helping him.
- 2   I'll take you to the station. I insist. Tom insisted me for taking him to the station.
- 3   I hear you got married. Congratulations! Dan congratulated me for getting married.
- 4   It was nice of you to come to see me. Thank you. Jenny thanked me for coming to see her.
- 5   I'm sorry I didn't phone earlier. Kate apologised me for not phoning earlier.
- 6   You're selfish. Jane accused me of being selfish.

Expressions + -ing

A

When these expressions are followed by a verb, the verb ends in -ing:

It's no use / It's no good ...

- There's nothing you can do about the situation, so **it's no use worrying** about it.
- It's no good trying** to persuade me. You won't succeed.

There's no point in ...

- There's no point in having** a car if you never use it.
- There was no point in waiting** any longer, so we left.

But we usually say '**the point of doing** something':

- What's the point of having** a car if you never use it?

B

It's (not) worth ...

- I live only a short walk from here, so **it's not worth taking** a taxi.
- Our flight was very early in the morning, so **it wasn't worth going** to bed.

You can say that a film is **worth seeing**, a book is **worth reading** etc. :

- What was the film like? Was it **worth seeing**?
- Thieves broke into the house, but didn't take anything. There was nothing **worth stealing**.

C

Have trouble -ing, have difficulty -ing etc.

Have **trouble / difficulty / a problem doing** something:

- I had no **trouble finding** a place to stay. (*not trouble to find*)
- Did you have any **difficulty getting** a visa?
- People sometimes have **problems reading** my writing.

D

Spend time / waste time / be busy

spend/waste (time) doing something:

- He **spent** hours **trying** to repair the clock.
- I **waste** a lot of time **doing** nothing.

(be) **busy doing** something:

- She said she couldn't see me. She was too **busy doing** other things.

E

Go swimming / go fishing etc.

We use **go -ing** for a number of activities (especially sports).

For example, you can say:



go sailing
go camping
go riding



go swimming
go surfing
go hiking



go fishing
go scuba diving
go sightseeing



go skiing
go jogging
go shopping

- How often do you **go swimming**?
- I'd like to **go skiing**.
- When was the last time you **went shopping**?
- I've never **been sailing**. (For **gone** and **been**, see Unit 7D.)

Exercises

63.1 Make sentences beginning **There's no point**

- 1 Why have a car if you never use it?
There's no point in having a car if you never use it.
- 2 Why work if you don't need money?
- 3 Don't try to study if you feel tired.
- 4 Why hurry if you've got plenty of time?

63.2 Complete the sentences on the right.

- 1 Shall we get a taxi home?
- 2 If you need help, why don't you ask David?
- 3 I don't really want to go out tonight.
- 4 Shall I phone Lisa now?
- 5 Are you going to complain about what happened?
- 6 Do you want to keep these old clothes?

No, it isn't far. It's not worth getting a taxi.
 It's no use He won't be able to do anything.
 Well, stay at home! There's no point if you don't want to.
 No, it's no good now. She won't be at home.
 No, it's not worth Nobody will do anything about it.
 No, let's throw them away. They're not worth

63.3 Complete the sentences.

- 1 I managed to get a visa, but it was difficult.
I had difficulty getting a visa.
- 2 I find it hard to remember people's names.
I have a problem
- 3 Lucy managed to get a job. It wasn't a problem.
She had no trouble
- 4 It won't be difficult to get a ticket for the game.
You won't have any problem
- 5 Do you find it difficult to understand him?
Do you have difficulty ?

63.4 Complete the sentences. Use only one word each time.

- 1 I waste a lot of time doing nothing.
- 2 Every morning I spend about an hour the newspaper.
- 3 'What's Karen doing?' 'She's going away tomorrow, so she's busy
- 4 I think you waste too much time TV.
- 5 There's a beautiful view from that hill. It's worth to the top.
- 6 Just stay calm. There's no point in angry.

63.5 Complete these sentences with the following (with the verb in the correct form):

go riding go sailing go shopping go skiing go swimming

- 1 Ben lives by the sea and he's got a boat, so he often goes sailing
- 2 It was a very hot day, so we in the lake.
- 3 There's plenty of snow in the mountains, so we'll be able to
- 4 Helen has got two horses. She regularly.
- 5 'Where's Dan?' 'He's There were a few things he needed to buy.'

To ... , for ... and so that ...

A

Study these examples:

- I phoned the restaurant **to reserve** a table.
- What do you need **to make** bread?
- We shouted **to warn** everybody of the danger.
- This letter is **to confirm** the decisions we made at our meeting last week.
- The president has a team of bodyguards **to protect** him.

In these examples **to** ... (**to reserve** ... / **to make** ... etc.) tells us the *purpose* of something: why somebody does something, has something, needs something etc., or why something exists.

BWe say 'a place **to park**', 'something **to eat**', 'work **to do**' etc. :

- It's difficult to find **a place to park** in the centre. (= a place where you can park)
- Would you like **something to eat**? (= something that you can eat)
- Do you have **much work to do**? (= work that you must do)
- I get lonely if there's **nobody to talk to**.
- I need **something to open** this bottle **with**.

Also **money/time/chance/opportunity/energy/courage** (etc.) **to** do something:

- They gave us **money to buy** food.
- Do you have **much opportunity to practise** your English?
- I need **a few days to think** about your proposal.

CCompare **for** ... and **to** ... :**for + noun**

- We stopped **for petrol**.
- I had to run **for the bus**.

to + verb

- We stopped **to get** petrol.
- I had to run **to catch** the bus.

You can say '**for** somebody **to do** something':

- There weren't any chairs **for us to sit on**, so we sat on the floor.

You can use **for -ing** or **to** ... to talk about the *general* purpose of something, or what it is generally used for:

- I use this brush **for washing** the dishes. *or* ... **to wash** the dishes.

But we do not use **for -ing** to say why somebody does something:

- I went into the kitchen **to wash** the dishes. (*not* for washing)

You can use **What ... for?** to ask about purpose:

- What** is this switch **for**?
- What** did you do that **for**?

D**So that**We use **so that** (*not to* ...) especiallywhen the purpose is *negative* (**so that** ... **won't/wouldn't**):

- I hurried **so that** I **wouldn't** be late. (= because I didn't want to be late)
- Eat something now **so that** you **won't** (*or don't*) **get** hungry later.

with **can** and **could** (**so that** ... **can/could**):

- She's learning English **so that** she **can** study in Canada.
- We moved to London **so that** we **could** see our friends more often.

You can leave out **that**. So you can say:

- I hurried **so that** I wouldn't be late. *or* I hurried **so** I wouldn't be late.

Exercises

64.1 Choose from Box A and Box B to make a new sentence with **to**

- A
- 1 I shouted
 - 2 I opened the box
 - 3 I'm saving money
 - 4 I need a knife
 - 5 I'm wearing two sweaters
 - 6 I phoned the police

- B
- I want to keep warm
 - I want to go to Canada
 - I wanted to report the accident
 - ~~I wanted to warn people of the danger~~
 - I want to chop these onions
 - I wanted to see what was in it

- 1 I shouted to warn people of the danger.
- 2 I opened the box
- 3 I
- 4
- 5
- 6

64.2 Complete these sentences using **to** + a suitable verb.

- 1 The president has a team of bodyguards ... to protect ... him.
- 2 I didn't have enough time the newspaper today.
- 3 I came home by taxi. I didn't have the energy
- 4 'Would you like something ?' 'Yes, please. A cup of coffee.'
- 5 We need a bag these things in.
- 6 There will be a meeting next week the problem.
- 7 Do you need a visa to the United States?
- 8 I saw Helen at the party, but we didn't have a chance to each other.
- 9 I need some new clothes. I don't have anything nice
- 10 They've just passed their exams. They're having a party
- 11 I can't do all this work alone. I need somebody me.

64.3 Put in **to** or **for**.

- 1 We stopped ... for ... petrol.
- 2 You need a lot of experience this job.
- 3 You need a lot of experience do this job.
- 4 We'll need more time make a decision.
- 5 I went to the dentist a check-up.
- 6 I had to put on my glasses read the paper.
- 7 Do you have to wear glasses reading?
- 8 I wish we had a garden the children play in.

64.4 Make one sentence from two, using **so that**.

- 1 I hurried. I didn't want to be late. I hurried ... so that I wouldn't be late.
- 2 I wore warm clothes. I didn't want to be cold.
I wore warm clothes
- 3 I gave Dan my phone number. I wanted him to be able to contact me.
I gave Dan my phone number
- 4 We whispered. We didn't want anybody else to hear our conversation.
We whispered nobody
- 5 Please arrive early. We want to be able to start the meeting on time.
Please arrive early
- 6 We made a list of things to do. We didn't want to forget anything.
We made a list of things to do
- 7 I slowed down. I wanted the car behind me to be able to overtake.
I slowed down

Adjective + to ...

A

Difficult to understand etc.

Compare sentences (a) and (b):

- James doesn't speak very clearly. { (a) **It** is difficult to understand **him**.
 (b) **He** is **difficult to understand**.

Sentences (a) and (b) have the same meaning. Note that we say:

- He is difficult to understand.** (*not He is difficult to understand him.*)

You can use the same structures with:

easy	nice	safe	cheap	exciting	impossible
hard	good	dangerous	expensive	interesting	

- Do you think it is **safe** (for us) **to drink this water?**
 Do you think this water is **safe** (for us) **to drink?** (*not to drink it*)
- The questions in the exam were very difficult. It was **impossible to answer them.**
 The questions in the exam were very difficult. They were **impossible to answer.**
 (*not to answer them*)
- Nicola has lots of interesting ideas. It's **interesting to talk** to her.
 Nicola is **interesting to talk to.** (*not to talk to her*.)

You can also use this structure with *adjective + noun*:

- This is a **difficult question** (for me) **to answer.** (*not to answer it*)

B

Nice of (you) to ...

You can say 'It's **nice** of somebody **to do something**':

- It was **nice of you to take** me to the airport. Thank you very much.

You can use many other adjectives in this way. For example:

kind	(in)considerate	generous	mean	careless	silly	stupid	unfair
-------------	------------------------	-----------------	-------------	-----------------	--------------	---------------	---------------

- It's **silly of Ruth to give** up her job when she needs the money.
- I think it was **unfair of him to criticise** me.

C

Sorry to ... / surprised to ... etc.

You can use *adjective + to ...* to say how somebody reacts to something:

- I'm **sorry to hear** that your mother isn't well.

You can use many other adjectives in this way. For example:

glad	pleased	relieved	surprised	amazed	sad	disappointed
-------------	----------------	-----------------	------------------	---------------	------------	---------------------

- Was Julia **surprised to see** you?
- It was a long and tiring journey. We were **glad to get** home.

D

The first / the next (etc.) + to ...

You can use **to ...** after **the first/second/third** etc., and also after **the last / the next / the only ...**:

- If I have any more news, you will be **the first** (person) **to know.**
- The next** train **to arrive** at platform 4 will be the 10.50 to Liverpool.
- Everybody was late except me. I was **the only** one **to arrive** on time.

E

You can say that something is **sure/certain/likely/bound to** happen:

- Carla is a very good student. She's **bound to pass** the exam. (= she is sure to pass)
- I'm **likely to get** home late tonight. (= I will probably get home late)

Exercises

65.1

(Section A) Write these sentences in another way, beginning as shown.

- 1 It's difficult to understand him.
- 2 It's easy to use this machine.
- 3 It was very difficult to open the window.
- 4 It's impossible to translate some words.
- 5 It's expensive to maintain a car.
- 6 It's not safe to stand on that chair.

He is difficult to understand.

This machine is

The window

Some words

A

That

65.2

(Section A) Complete the second sentence. Use the adjective in brackets and **to ...** as in the example.

- 1 I couldn't answer the question. (difficult) It was a difficult question to answer.
- 2 Everybody makes that mistake. (easy) It's an
- 3 I like living in this place. (nice) It's a
- 4 We enjoyed watching the game. (good) It was a

65.3

(Section B) Make a new sentence beginning **It ...**. Use one of these adjectives each time:

careless inconsiderate kind nice

- 1 Sue has offered to help me. It's kind of Sue to offer to help me.
- 2 You make the same mistake again and again.
It
- 3 Dan and Jenny invited me to stay with them.
- 4 The neighbours make so much noise.

65.4

(Section C) Use the following words to complete these sentences:

+ / sorry / hear I / glad / hear pleased / meet we / surprised / see

- 1 I'm sorry to hear that your mother isn't well. I hope she gets better soon.
- 2 I got your message. that you're keeping well.
- 3 Paula at the party last night. We didn't expect her to come.
- 4 'Tom, this is Chris.' 'Hi Chris. you.'

65.5

(Section D) Complete the second sentence using the words in brackets + **to ...**.

- 1 Nobody spoke before me. (the first) I was the first person to speak.
- 2 Everybody else arrived before Paul.
(the last) Paul was the
- 3 Emily passed the exam. All the other students failed.
(the only) Emily was
- 4 I complained to the restaurant manager about the service. Another customer had already complained.
(the second) I was
- 5 Neil Armstrong walked on the moon in 1969. Nobody had done this before him.
(the first) Neil Armstrong was

65.6

(Section E) Complete these sentences using the words in brackets and a suitable verb.

- 1 Carla is a very good student. She is bound to pass the exam. (bound)
- 2 I'm not surprised you're tired. After such a long journey you tired.
(bound)
- 3 Andy has a very bad memory. He what you tell him. (sure)
- 4 I don't think you need to take an umbrella. It (not likely)
- 5 The holidays begin this weekend. There a lot of traffic on the roads. (likely)

To ... (afraid to do) and preposition + -ing (afraid of -ing)

A

Afraid to (do) and afraid of (do)ing

I am **afraid to do** something = I don't want to do it because it is dangerous or the result could be bad.

We use **afraid to do** for things we do intentionally; we can choose to do them or not:

- This part of town is dangerous. People are **afraid to walk** here at night.
(= they don't want to walk here because it is dangerous – so they don't)
- James was **afraid to tell** his parents what had happened.
(= he didn't want to tell them because he knew they would be angry or worried)

I am **afraid of** something **happening** = it is possible that something bad will happen (for example, an accident).

We do not use **afraid of -ing** for things we do intentionally:

- The path was icy, so we walked very carefully. We were **afraid of falling**.
(= it was possible that we would fall – *not* we were afraid to fall)
- I don't like dogs. I'm always **afraid of being bitten**. (*not* afraid to be bitten)

So, you are **afraid to do** something because you are **afraid of something happening** as a result:

- I was **afraid to go** near the dog because I **was afraid of being** bitten.

B

Interested in (do)ing and interested to (do)

I'm **interested in doing** something = I'm thinking of doing it, I would like to do it:

- Let me know if you're **interested in joining** the club. (*not* to join)
- I tried to sell my car, but nobody was **interested in buying** it. (*not* to buy)

We use **interested to ...** to say how somebody reacts to what they **hear/see/read/learn/know/find**.

For example, 'I was **interested to hear** it' = I heard it and it was interesting for me:

- I was **interested to hear** that Tanya left her job.
- Ask Mike for his opinion. I would be **interested to know** what he thinks. (= it would be interesting for me to know it)

This structure is the same as **surprised to ... / glad to ...** etc. (see Unit 65C):

- I was **surprised to hear** that Tanya left her job.

C

Sorry to (do) and sorry for/about (do)ing

We use **sorry to ...** to say we regret something that happens (see Unit 65C):

- I was **sorry to hear** that Nicky lost her job. (= I was sorry when I heard that ...)
- I've enjoyed my stay here. I'll be **sorry to leave**.

We also say **sorry to ...** to apologise at the time we do something:

- I'm **sorry to phone** you so late, but I need to ask you something.

You can use **sorry for** or **sorry about** (doing something) to apologise for something you did before:

- I'm **sorry for (or about) shouting** at you yesterday. (*not* sorry to shout)

You can also say:

- I'm **sorry I shouted** at you yesterday.

D

We say:

I want to (do) / I'd like to (do)	but	I'm thinking of (do)ing / I dream of (do)ing
I failed to (do)	but	I succeeded in (do)ing
I allowed them to (do)	but	I prevented them from (do)ing I stopped them from (do)ing

For examples, see Units 54–55 and 62.

Exercises

66.1 Use the words in brackets to write sentences. Use **afraid to ...** or **afraid of -ing**.

- 1 The streets are unsafe at night.
(a lot of people / afraid / go / out) A lot of people are afraid to go out.
- 2 We walked very carefully along the icy path.
(we / afraid / fall) We were afraid of falling.
- 3 I don't usually carry my passport with me.
(I / afraid / lose / it)
- 4 I thought she would be angry if I told her what had happened.
(I / afraid / tell / her)
- 5 We rushed to the station.
(we / afraid / miss / our train)
- 6 In the middle of the film there was an especially horrifying scene.
(we / afraid / look)
- 7 The vase was very valuable, so I held it carefully.
(I / afraid / drop / it)
- 8 I thought the food on my plate didn't look fresh.
 - a (I / afraid / eat / it)
 - b (I / afraid / get / sick)

66.2 Complete the sentences using **in ...** or **to ...**. Use these verbs:

buy get know look read start

- 1 I'm trying to sell my car, but nobody is interested in buying it.
- 2 Julia is interested in her own business.
- 3 I was interested in your article in the newspaper last week. It was very well written.
- 4 Ben wants to stay single. He's not interested in married.
- 5 I heard from Mark recently. You'll be interested in that he's now working in Paris.
- 6 I don't enjoy sightseeing. I'm not interested in old buildings.

66.3 Complete each sentence using **sorry for/about ...** or **sorry to ...**. Use the verb in brackets.

- 1 I'm sorry to phone you so late, but I need to ask you something. (phone)
- 2 I was sorry about that you didn't get the job you applied for. (hear)
- 3 I'm sorry for all those bad things about you. I didn't mean them. (say)
- 4 I'm sorry to you, but do you have a pen I could borrow? (disturb)
- 5 I'm sorry to the book you lent me. I'll buy you another one. (lose)

66.4 Complete each sentence using the verb in brackets.

- 1 a We wanted to leave the building. (leave)
b We weren't allowed to leave the building. (leave)
c We were prevented from leaving the building. (leave)
- 2 a Peter failed to solve the problem. (solve)
b Chris succeeded in solving the problem. (solve)
- 3 a I'm thinking of going away next week. (go)
b I'm hoping to go away next week. (go)
c I'd like to go away next week. (go)
d I'm looking forward to going away next week. (go)
- 4 a Helen wanted to buy me lunch. (buy)
b Helen insisted on buying me lunch. (buy)
c Helen promised to buy me lunch. (buy)
d Helen wouldn't dream of buying me lunch. (buy)

See somebody do and see somebody doing

A

Study this example situation:

Tom got into his car and drove away. You saw this.

You can say:

- I saw Tom **get** into his car and **drive** away.

In this structure we use **get/drive/do** etc.

(*not to get / to drive / to do*).



Somebody **did** something + I saw this

I saw somebody **do** something

But after a **passive** ('he **was seen**' etc.), we use **to**:

- He was seen **to** get in the car.

B

Study this example situation:

Yesterday you saw Kate. She was waiting for a bus.

You can say:

- I saw Kate **waiting** for a bus.

In this structure we use **-ing** (**waiting/doing** etc.):

Somebody **was doing** something + I saw this

I saw somebody **doing** something



C

Study the difference in meaning between the two structures:

I saw him **do** something = he **did** something (*past simple*) and I saw this. I saw the complete action from beginning to end:

- He **fell** off the wall. I saw this. → I saw him **fall** off the wall.
- The accident **happened**. Did you see it? → Did you see the accident **happen**?

I saw him **doing** something = he **was doing** something (*past continuous*) and I saw this. I saw him when he was in the middle of doing it. This does not mean that I saw the complete action:

- He **was walking** along the street.
I saw this when I drove past in my car. } I saw him **walking** along the street.

Sometimes the difference is not important and you can use either form:

- I've never seen her **dance**. or I've never seen her **dancing**.

D

We use these structures with **see** and **hear**, and a number of other verbs:

- I didn't **hear** you **come** in. (you came in – I didn't hear this)
- Lisa suddenly **felt** somebody **touch** her on the shoulder.
- Did you **notice** anyone **go** out?
- I could **hear** it **raining**. (it was raining – I could hear it)
- A man was **seen running** away a short time after the break-in.
- Listen to the birds **singing**!
- Can you **smell** something **burning**?
- We looked everywhere for Paul, and finally we **found** him **sitting** under a tree in the garden and **eating** an apple.

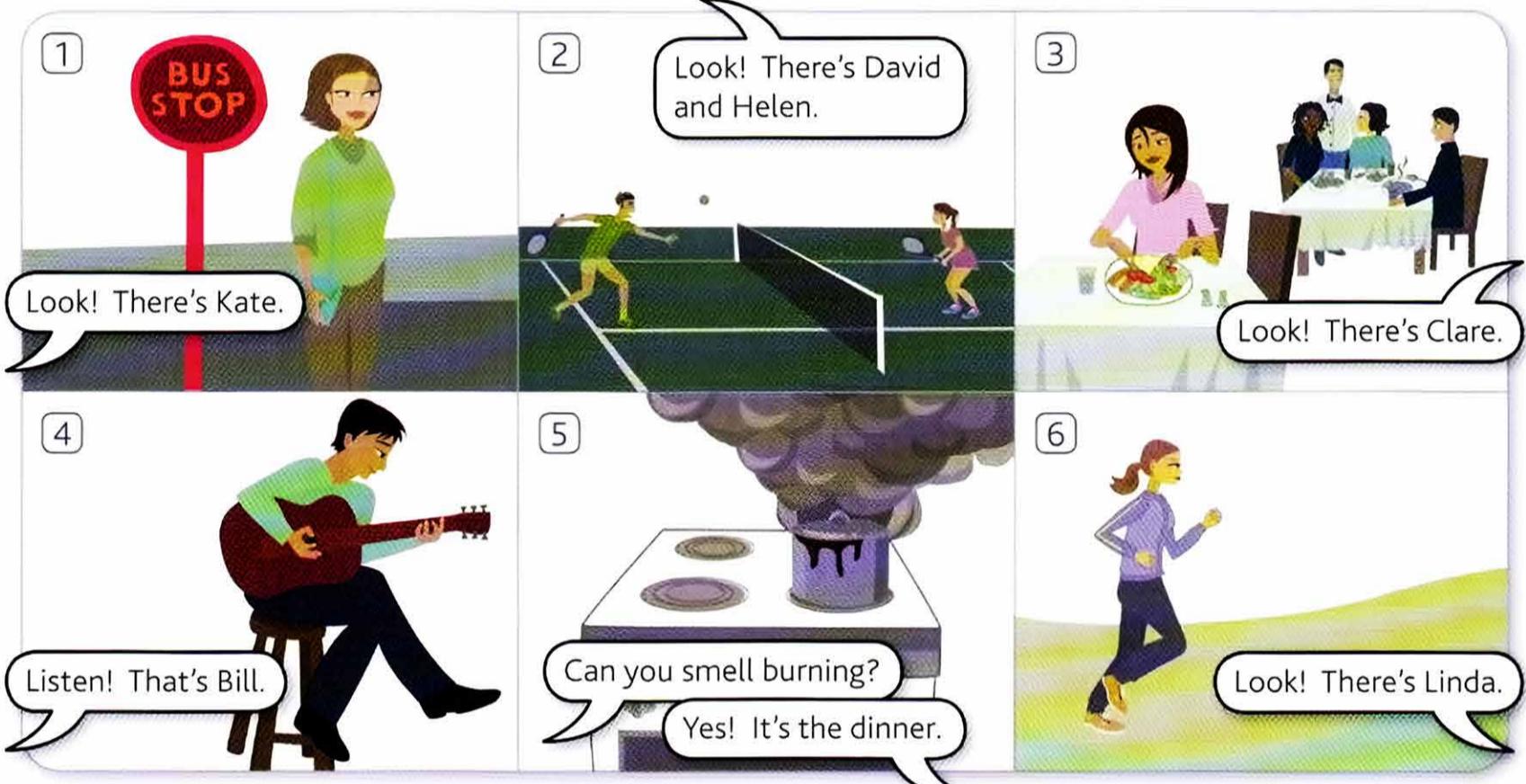
Exercises

67.1 Complete the answers to the questions.

- 1 Did anybody go out?
- 2 Has Sarah arrived yet?
- 3 How do you know I took the money?
- 4 Did the doorbell ring?
- 5 Can Tom play the piano?
- 6 Did I lock the door when I went out?
- 7 How did the woman fall?

I don't think so. I didn't see anybody go out.
 Yes, I think I heard her
 I know because I saw you
 I don't think so. I didn't hear
 I've never heard
 Yes, I saw
 I don't know. I didn't see

67.2 In each of these situations you and a friend saw, heard or smelt something. Look at the pictures and complete the sentences.



- 1 We saw Kate waiting for a bus
- 2 We saw David and Helen
- 3 We saw in a restaurant.
- 4 We heard
- 5 We could
- 6

67.3 Complete these sentences. Use the following verbs (in the correct form):

climb	come	crawl	cry	explode	ride
run	say	sing	slam	sleep	tell

- 1 Listen to the birds singing !
- 2 I didn't hear you come in.
- 3 We listened to the old man his story from beginning to end.
- 4 Listen! Can you hear a baby ?
- 5 I looked out of the window and saw Dan his bike along the road.
- 6 I thought I heard somebody 'Hi', so I looked round.
- 7 We watched two men across the garden and through an open window into the house.
- 8 Everybody heard the bomb It was a tremendous noise.
- 9 Oh! I can feel something up my leg! It must be an insect.
- 10 I heard somebody the door in the middle of the night. It woke me up.
- 11 When we got home, we found a cat on the kitchen table.

-ing clauses (Feeling tired, I went to bed early.)**A**

Study these situations:

Joe was playing football. He hurt his knee.

You can say:

- Joe hurt his knee **playing football**.

You were feeling tired. So you went to bed early.

You can say:

- Feeling tired**, I went to bed early.



'Playing football' and 'feeling tired' are -ing clauses.

If the -ing clause is at the beginning of the sentence (as in the second example), we write a comma (,) after it.

B

When two things happen at the same time, you can use an -ing clause:

- Kate is in the kitchen **making coffee**.
(= she is in the kitchen *and* she is making coffee)
- A man ran out of the house **shouting**.
(= he ran out of the house *and* he was shouting)
- Do something! Don't just stand there **doing nothing**!

We also use -ing when one action happens during another action. We use -ing for the longer action:

- Joe hurt his knee **playing football**. (= while he was playing)
- Did you cut yourself **shaving**? (= while you were shaving)

You can also use -ing after **while** or **when**:

- Joe hurt his knee **while playing** football.
- Be careful **when crossing** the road. (= when you are crossing)

CWhen one action happens before another action, we use **having (done)** for the first action:

- Having found** a hotel, we looked for somewhere to have dinner.
- Having finished** her work, she went home.

You can also say **after -ing**:

- After finishing** her work, she went home.

If one short action follows another short action, you can use the simple -ing form (**doing** instead of **having done**) for the first action:

- Taking** a key out of his pocket, he opened the door.

These structures are used more in written English than in spoken English.

D

You can use an -ing clause to explain something, or to say why somebody does something.

The -ing clause usually comes at the beginning of the sentence:

- Feeling tired**, I went to bed early. (= because I felt tired)
- Being unemployed**, he doesn't have much money. (= because he is unemployed)
- Not having** a car, she finds it difficult to get around.
(= because she doesn't have a car)

Use **having (done)** for something that happened before something else:

- Having already seen** the film twice, I didn't want to see it again.
(= because I had already seen it twice)

These structures are used more in written English than in spoken English.

Exercises

68.1 Choose from Box A and Box B to make sentences. Use an -ing clause.

A 1 ~~Kate was in the kitchen.~~

- 2 Amy was sitting in an armchair.
- 3 Sue opened the door carefully.
- 4 Sarah went out.
- 5 Lisa was in London for two years.
- 6 Anna walked around the town.

B She was trying not to make a noise.

- She looked at the sights and took pictures.
- She said she would be back in an hour.
- She was reading a book.
- ~~She was making coffee.~~
- She worked in a bookshop.

1 Kate was in the kitchen making coffee.

2 Amy was sitting

3 Sue

4

5

6

68.2 Make one sentence from two using an -ing clause.

1 Joe was playing football. He hurt his knee. Joe hurt his knee playing football.

2 I was watching TV. I fell asleep. I

3 A friend of mine slipped and fell. He was getting off a bus.

A friend of mine

4 I was walking home in the rain. I got very wet.

I

5 Laura was driving to work yesterday. She had an accident.

6 Two people were overcome by smoke. They were trying to put out the fire.

68.3 Make sentences beginning **Having** Put the words in the correct order.

1 (went / she / work / her / home / finished)

Having finished her work, she went home .

2 (tickets / the theatre / bought / into / our / went / we)

Having,

3 (journey / their / had / they / lunch / continued)

Having,

4 (the / coffee / shopping / I / a cup / went / done / for / of)

Having,

68.4 Make one sentence from two. Begin with -ing or Not -ing (like the examples in Section D).

Sometimes you need to begin with **Having** (done something).

1 I felt tired. So I went to bed early.

Feeling tired, I went to bed early.

2 I thought they might be hungry. So I offered them something to eat.

....., I offered them something to eat.

3 Robert is a vegetarian. So he doesn't eat any kind of meat.

....., Robert doesn't eat any kind of meat.

4 I didn't know his email address. So I wasn't able to contact him.

....., I wasn't able to contact him.

5 Sarah has travelled a lot. So she knows a lot about other countries.

....., Sarah knows a lot about other countries.

6 I wasn't able to speak the local language. So I had trouble communicating.

....., I had trouble communicating.

7 We had spent nearly all our money. So we couldn't afford to stay at a hotel.

....., we couldn't afford to stay at a hotel.

Countable and uncountable 1

A

A noun can be *countable* or *uncountable*:

Countable

- I eat **a banana** every day.
- I like **bananas**.



Banana is a *countable* noun.

A countable noun can be singular (**banana**) or plural (**bananas**).

We can use numbers with countable nouns. So we can say 'one banana', 'two bananas' etc.

Examples of nouns usually countable:

- Kate was singing **a song**.
- There's **a nice beach** near here.
- Do you have **a ten-pound note**?
- It wasn't your fault. It was **an accident**.
- There are no **batteries** in the radio.
- We don't have enough **cups**.

Uncountable

- I eat **rice** every day.
- I like **rice**.



Rice is an *uncountable* noun.

An uncountable noun has only one form (**rice**).

We cannot use numbers with uncountable nouns. We cannot say 'one rice', 'two rices' etc.

Examples of nouns usually uncountable:

- Kate was listening to (some) **music**.
- There's **sand** in my shoes.
- Do you have any **money**?
- It wasn't your fault. It was bad **luck**.
- There is no **electricity** in this house.
- We don't have enough **water**.

B

You can use **a/an** with singular countable nouns:

a beach **a student** **an umbrella**

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- I want **a banana**. (not I want banana)
- There's been **an accident**. (not There's been accident)

You can use *plural* countable nouns alone:

- I like **bananas**. (= bananas in general)
- Accidents** can be prevented.

You cannot normally use **a/an** with uncountable nouns. We do not say 'a sand', 'a music', 'a rice'.

But you can often use **a ... of**. For example:
a bowl / a packet / a grain of rice

You can use uncountable nouns alone (without **the/my/some** etc.):

- I eat **rice** every day.
- There's **blood** on your shirt.
- Can you hear **music**?

C

You can use **some** and **any** with plural countable nouns:

- We sang **some songs**.
- Did you buy **any apples**?

We use **many** and **few** with plural countable nouns:

- We didn't take **many pictures**.
- I have a **few things** to do.

You can use **some** and **any** with uncountable nouns:

- We listened to **some music**.
- Did you buy **any apple juice**?

We use **much** and **little** with uncountable nouns:

- We didn't do **much shopping**.
- I have a **little work** to do.

Exercises

69.1 Some of these sentences need **a/an**. Correct the sentences where necessary.

- 1 Joe goes everywhere by bike. He hasn't got car.
- 2 Helen was listening to music when I arrived.
- 3 We went to very nice restaurant last weekend.
- 4 I brush my teeth with toothpaste.
- 5 I use toothbrush to brush my teeth.
- 6 Can you tell me if there's bank near here?
- 7 My brother works for insurance company in Frankfurt.
- 8 I don't like violence.
- 9 Can you smell paint?
- 10 When we were in Rome, we stayed in big hotel.
- 11 We need petrol. I hope we come to petrol station soon.
- 12 I wonder if you can help me. I have problem.
- 13 I like your suggestion. It's very interesting idea.
- 14 John has interview for job tomorrow.
- 15 I like volleyball. It's good game.
- 16 Lisa doesn't usually wear jewellery.
- 17 Jane was wearing beautiful necklace.

He hasn't got a car.

OK

69.2 Complete the sentences using the following words. Use **a/an** where necessary.

accident	biscuit	blood	coat	decision	electricity
interview	key	moment	music	question	sugar

- 1 It wasn't your fault. It was an accident.
- 2 Listen! Can you hear music?
- 3 I couldn't get into the house because I didn't have
- 4 It's very warm today. Why are you wearing?
- 5 Do you take in your coffee?
- 6 Are you hungry? Would you like with your coffee?
- 7 Our lives would be very difficult without
- 8 'I had for a job yesterday.' 'Did you? How did it go?'
- 9 The heart pumps through the body.
- 10 Excuse me, but can I ask you?
- 11 I'm not ready yet. Can you wait, please?
- 12 We can't delay much longer. We have to make soon.

69.3 Complete the sentences using the following words. Sometimes the word needs to be plural (-s), and sometimes you need to use **a/an**.

air	day	friend	joke	language	meat
patience	people	picture	queue	space	umbrella

- 1 I had my camera, but I didn't take any pictures.
- 2 There are seven in a week.
- 3 A vegetarian is a person who doesn't eat
- 4 Outside the cinema there was of people waiting to see the film.
- 5 I'm not very good at telling
- 6 Last night I went out with some of mine.
- 7 There were very few in town today. The streets were almost empty.
- 8 I'm going out for a walk. I need some fresh
- 9 Gary always wants things quickly. He doesn't have much
- 10 I think it's going to rain. Do you have I could borrow?
- 11 Do you speak any foreign?
- 12 Our flat is very small. We don't have much