

Present continuous (I am doing)

A

Study this example situation:

Sarah is in her car. She is on her way to work.
She is driving to work.

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

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

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

**B**

I am doing something = I'm in the middle of doing it; I've started doing it and I haven't finished yet:

- Please don't make so much noise. I'm trying to work. (*not* I try)
- 'Where's Mark?' 'He's having a shower.' (*not* He has a shower)
- Let's go out now. It isn't raining any more. (*not* It doesn't rain)
- (at a party) Hello, Jane. Are you enjoying the party? (*not* Do you enjoy)
- What's all that noise? What's going on? (= What's happening?)

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

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



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

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

Some more examples:

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

C

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

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

D

We use the present continuous when we talk about changes happening around now, especially with these verbs:

get change become increase rise fall grow improve begin start

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

Present simple (I do)

A

Study this example situation:



Alex is a bus driver, but now he is in bed asleep.

He is not driving a bus. (He is asleep.)

but He drives a bus. (He is a bus driver.)

Drive(s)/work(s)/do(es) etc. is the *present simple*:

I/we/you/they drive/work/do etc.

he/she/it drives/works/does etc.

B

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

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

Remember:

I work ... *but* He works ... They teach ... *but* My sister teaches ...

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

C

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

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

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

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

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

D

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

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

E

I promise / I apologise etc.

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

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

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

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

A

Compare:

Present continuous (I am doing)

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

I am doing		
past	now	future

- The water is boiling. Can you turn it off?
- Listen to those people. What language are they speaking?
- Let's go out. It isn't raining now.
- 'I'm busy.' 'What are you doing?'
- I'm getting hungry. Let's go and eat.
- Kate wants to work in Italy, so she's learning Italian.
- The population of the world is increasing very fast.

We use the continuous for *temporary* situations:

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

See Unit 1 for more information.

Present simple (I do)

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

I do		
past	now	future

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

We use the simple for *permanent* situations:

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

See Unit 2 for more information.

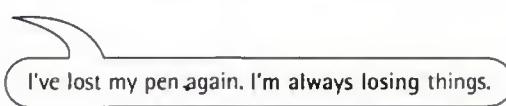
B

I always do and I'm always doing

I always do (something) = I do it every time:

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

'I'm always doing something' has a different meaning. For example:



I'm always losing things = I lose things very often, perhaps too often, or more often than normal.

Two more examples:

- You're always watching television. You should do something more active.
(= You watch television too often)
- Tim is never satisfied. He's always complaining. (= He complains too much)

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

A

We use continuous forms for actions and happenings that have started but not finished (they are eating / it is raining etc.). Some verbs (for example, know and like) are not normally used in this way. We don't say 'I am knowing' or 'they are liking'; we say 'I know', 'they like'.

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

like	love	hate	want	need	prefer
know	realise	suppose	mean	understand	believe
belong	fit	contain	consist	seem	

- I'm hungry. I want something to eat. (*not* I'm wanting)
- Do you understand what I mean?
- Ann doesn't seem very happy at the moment.

B

Think

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

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

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

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

C

He is selfish and He is being selfish

He's being = He's behaving / He's acting. Compare:

- I can't understand why he's being so selfish. He isn't usually like that.
(being selfish = behaving selfishly at the moment)
- He never thinks about other people. He is very selfish. (*not* He is being)
(= He is selfish generally, not only at the moment)

We use am/is/are being to say how somebody is *behaving*. It is not usually possible in other sentences:

- It's hot today. (*not* It is being hot)
- Sarah is very tired. (*not* is being tired)

D

See hear smell taste

We normally use the present simple (not continuous) with these verbs:

- Do you see that man over there? (*not* Are you seeing)
- This room smells. Let's open a window.

We often use can + see/hear/smell/taste:

- I can hear a strange noise. Can you hear it?

E

Look feel

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

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

but

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

Past simple (I did)

A

Study this example:

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

Lived/started/wrote/was/died are all *past simple*.

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

- I work in a travel agency now. Before that I worked in a department store.
- We invited them to our party, but they decided not to come.
- The police stopped me on my way home last night.
- Laura passed her examination because she studied very hard.

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

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

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

For a list of irregular verbs, see Appendix 1.

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

I	enjoyed	did	you	enjoy?	I	she	didn't	enjoy
she	saw		she	see?	she	they	see	
they	went		they	go?	they		go	

- A: Did you go out last night?
B: Yes, I went to the cinema, but I didn't enjoy the film much.
- 'When did Mr Thomas die?' 'About ten years ago.'
- They didn't invite her to the party, so she didn't go.
- 'Did you have time to write the letter?' 'No, I didn't.'

In the following examples, **do** is the main verb in the sentence (did ... do / didn't do):

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

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

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

Note that we do not use **did** in negatives and questions with **was/were**:

- I was angry because they were late.
- Was the weather good when you were on holiday?
- They weren't able to come because they were so busy.
- Did you go out last night or were you too tired?

Past continuous (I was doing)

A Study this example situation:



Yesterday Karen and Jim played tennis. They began at 10 o'clock and finished at 11.30.
So, at 10.30 they were playing tennis.

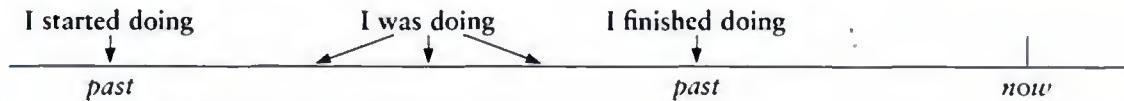
They were playing = they were in the middle of playing. They had not finished playing.

Was/were -ing is the *past continuous*:

I/he/she/it was we/you/they were	playing doing working etc.
-------------------------------------	----------------------------------

B

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



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

C

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

Past continuous (in the middle of an action)

- I was walking home when I met Dave.
(in the middle of an action)
- Kate was watching television when . . . we arrived.

Past simple (complete action)

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

D

We often use the past simple and the past continuous together to say that something happened in the middle of something else:

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

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

- I was walking along the road when I saw Dave. So I stopped, and we had a chat.

Compare:

- | | |
|---|--|
| <input type="checkbox"/> When Karen arrived, we were having dinner. (= we had already started before she arrived) | <input type="checkbox"/> When Karen arrived, we had dinner.
(= Karen arrived, and then we had dinner) |
|---|--|

E

Some verbs (for example, know and want) are not normally used in the continuous (see Unit 4A):

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

Present perfect 1 (I have done)

A

Study this example situation:



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

He has lost his key = He lost it recently, and he still doesn't have it.

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

I/we/they/you have (= I've etc.)	finished lost done been etc.
he/she/it has (= he's etc.)	

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

For a list of irregular verbs, see Appendix 1.

B

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

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

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

- 'Where's your key?' 'I don't know. I've lost it.' (= I don't have it **now**)
- He told me his name, but I've forgotten it. (= I can't remember it **now**)
- 'Is Sally here?' 'No, she's gone out.' (= she is out **now**)
- I can't find my bag. Have you seen it? (= Do you know where it is **now**?)

C

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

Just = a short time ago:

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

We use **already** to say that something happened sooner than expected:

- 'Don't forget to send the letter.' 'I've already sent it.'
- 'What time is Mark leaving?' 'He's already gone.'

Yet = until now. Yet shows that the speaker is expecting something to happen. Use **yet** only in questions and negative sentences:

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

D

Note the difference between **gone (to)** and **been (to)**:

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

Present perfect 2 (I have done)

A

Study this example conversation:

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

Jane's life
(a period until now)

past now

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

Some more examples:

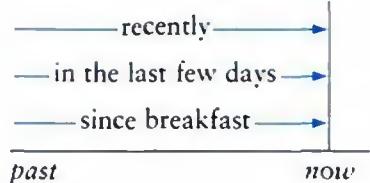
- Have you ever eaten caviar? (in your life)
- We've never had a car.
- 'Have you read Hamlet?' 'No, I haven't read any of Shakespeare's plays.'
- Susan really loves that film. She's seen it eight times!
- What a boring film! It's the most boring film I've ever seen.

Been (to) = visited:

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

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

- Have you heard from Brian recently?
- I've met a lot of people in the last few days.
- Everything is going well. We haven't had any problems so far.
- I'm hungry. I haven't eaten anything since breakfast.
(= from breakfast until now)
- It's good to see you again. We haven't seen each other for a long time.



B

We use the present perfect with **today / this evening / this year** etc. when these periods are not finished at the time of speaking (see also Unit 14B):

- I've drunk four cups of coffee today.
- Have you had a holiday this year (yet)?
- I haven't seen Tom this morning. Have you?
- Rob hasn't studied very hard this term.



C

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

- Don is having a driving lesson. It's his first one.
It's the first time he has driven a car. (*not drives*)
- or He has never driven a car before.
- Sarah has lost her passport again. This is the second time this has happened. (*not happens*)
- Bill is phoning his girlfriend again. That's the third time he's phoned her this evening.



Present perfect continuous (I have been doing)

A

It has been raining

Study this example situation:



Is it raining?

No, but the ground is wet.

It has been raining.

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

I/we/they/you have (= I've etc.)	been	doing
he/she/it has (= he's etc.)		waiting playing etc.

We use the present perfect continuous for an activity that has recently stopped or just stopped. There is a connection with *now*:

- You're out of breath. Have you been running? (= you're out of breath *now*)
- Paul is very tired. He's been working very hard. (= he's tired *now*)
- Why are your clothes so dirty? What have you been doing?
- I've been talking to Amanda about the problem and she agrees with me.
- Where have you been? I've been looking for you everywhere.

B

It has been raining for two hours.

Study this example situation:



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

How long has it been raining?

It has been raining for two hours.

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

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

You can use the present perfect continuous for actions repeated over a period of time:

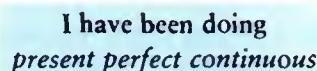
- Debbie is a very good tennis player. She's been playing since she was eight.
- Every morning they meet in the same café. They've been going there for years.

C

Compare I am doing (see Unit 1) and I have been doing:



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



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

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

A

Study this example situation:



Kate's clothes are covered in paint.
She has been painting the ceiling.

Has been painting is the *present perfect continuous*.

We are interested in the activity. It does not matter whether something has been finished or not. In this example, the activity (painting the ceiling) has not been finished.



The ceiling was white. Now it is red.
She has painted the ceiling.

Has painted is the *present perfect simple*.

Here, the important thing is that something has been finished. **Has painted** is a completed action. We are interested in the result of the activity (the painted ceiling), not the activity itself.

Compare these examples:

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

- The car is OK again now. I've repaired it.
- Somebody has eaten all my chocolates. The box is empty.
- Where's the book I gave you? What have you done with it?
- Have you ever played tennis?

B

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

- How long have you been reading that book?
- Lisa is still writing letters. She's been writing letters all day.
- They've been playing tennis since 2 o'clock.
- I'm learning Spanish, but I haven't been learning it very long.

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

- How much of that book have you read?
- Lisa has written ten letters today.
- They've played tennis three times this week.
- I'm learning Spanish, but I haven't learnt very much yet.

C

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

- I've known about it for a long time. (*not* I've been knowing)

For a list of these verbs, see Unit 4A. But note that you *can* use want and mean in the present perfect continuous:

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

How long have you (been) ... ?

A

Study this example situation:



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

They have been married for 20 years.

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

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

They have been married for 20 years.

(not They are married for 20 years)

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

- | | |
|--|------------------------|
| <input type="checkbox"/> Bill is in hospital.
but He has been in hospital since Monday.
<i>(not Bill is in hospital since Monday)</i> | <i>present</i> |
| <input type="checkbox"/> Do you know each other well?
but Have you known each other for a long time?
<i>(not Do you know)</i> | <i>present perfect</i> |
| <input type="checkbox"/> She's waiting for somebody.
but She's been waiting all morning. | <i>now</i> |
| <input type="checkbox"/> Do they have a car?
but How long have they had their car? | |

B

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

I have been learning / been waiting / been doing etc. is the *present perfect continuous*.

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

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

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

- How long have you known Jane? (*not* have you been knowing)
- I've had a pain in my stomach all day. (*not* I've been having)

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

C

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

- Julia has been living / has lived in Paris for a long time.
- How long have you been working / have you worked here?

But we use the simple (I've lived / I've done etc.) with *always*:

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

D

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

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

For and since

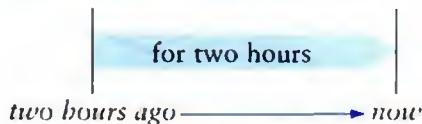
When ... ? and How long ... ?

A

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

We use for + a period of time (two hours, six weeks etc.):

- I've been waiting for two hours.

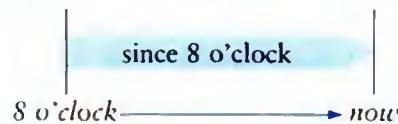


	for	
two hours	a long time	a week
20 minutes	six months	ages
five days	50 years	years

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

We use since + the start of a period (8 o'clock, Monday, 1999 etc.):

- I've been waiting since 8 o'clock.



	since	
8 o'clock	April	lunchtime
Monday	1985	we arrived
12 May	Christmas	I got up

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

It is possible to leave out for (but not usually in negative sentences):

- They've been married (for) ten years. (with or without for)
- They haven't had a holiday for ten years. (you must use for)

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

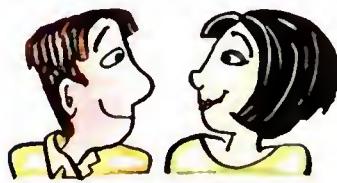
- I've lived here all my life. (*not* for all my life)

B

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



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



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

C

We say 'It's (a long time / two years etc.) since something happened':

- It's two years since I last saw Joe. (= I haven't seen Joe for two years)
- It's ages since we went to the cinema. (= We haven't been to the cinema for ages)

You can ask 'How long is it since ... ?':

- How long is it since you last saw Joe? (= When did you last see Joe?)
- How long is it since Mrs Hill died? (= When did Mrs Hill die?)

You can also say 'It's been (= It has been) ... since ...':

- It's been two years since I last saw Joe.

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

A

Study this example situation:



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

He has lost his key. (*present perfect*)This means that he doesn't have his key *now*.

Ten minutes later:



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

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

Did he lose his key? Yes, he did.

He lost his key (*past simple*)but now he has found it. (*present perfect*)

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

The past simple (something happened) tells us only about the *past*. If somebody says 'Tom lost his key', this doesn't tell us whether he has the key now or not. It tells us only that he lost his key at some time in the past.

Do not use the present perfect if the situation now is different. Compare:

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

B

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

- 'I've repaired the TV. It's working OK now.' 'Oh, that's good.'
- Have you heard the news? Sally **has won** the lottery!

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

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

Compare:

- Did you know that somebody **has invented** a new type of washing machine?
- Who **invented** the telephone? (*not* has invented)

C

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

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

Present perfect and past 2

(I have done and I did)

A

Do not use the present perfect (I have done) when you talk about a *finished* time (for example, yesterday / ten minutes ago / in 1999 / when I was a child). Use a past tense:

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

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

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

Compare:

Present perfect

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

Past simple

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

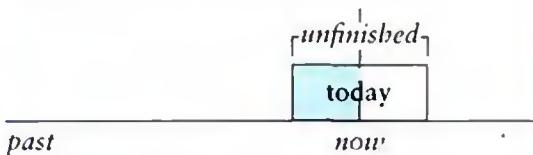
B

Compare:

Present perfect (have done)

- I've done a lot of work today.

We use the present perfect for a period of time that continues *until now*. For example: today / this week / since 1985.

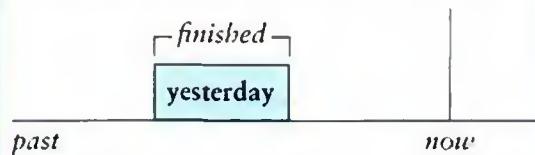


- It hasn't rained this week.
- Have you seen Anna this morning? (it is still morning)
- Have you seen Tim recently?
- I don't know where Lisa is. I haven't seen her. (= I haven't seen her recently)
- We've been waiting for an hour. (we are still waiting now)
- Ian lives in London. He has lived there for seven years.
- I have never played golf. (in my life)
- It's the last day of your holiday. You say: It's been a really good holiday. I've really enjoyed it.

Past simple (did)

- I did a lot of work yesterday.

We use the past simple for a *finished* time in the past. For example: yesterday / last week / from 1995 to 2001.



- It didn't rain last week.
- Did you see Anna this morning? (it is now afternoon or evening)
- Did you see Tim on Sunday?
- A: Was Lisa at the party on Sunday?
B: I don't think so. I didn't see her.
- We waited (or were waiting) for an hour. (we are no longer waiting)
- Ian lived in Scotland for ten years. Now he lives in London.
- I didn't play golf last summer.
- After you come back from holiday you say: It was a really good holiday. I really enjoyed it.

Past perfect (I had done)

A

Study this example situation:

at 10.30



at 11.00



PAUL

SARAH

Sarah went to a party last week. Paul went to the party too, but they didn't see each other. Paul left the party at 10.30 and Sarah arrived at 11 o'clock. So: When Sarah arrived at the party, Paul wasn't there. He had gone home.

Had gone is the *past perfect (simple)*:

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

Sometimes we talk about something that happened in the past:

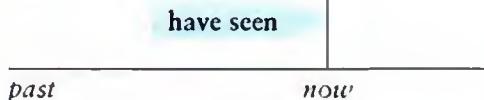
- Sarah arrived at the party.

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

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

Some more examples:

- When we got home last night, we found that somebody had broken into the flat.
- Karen didn't want to go to the cinema with us because she'd already seen the film.
- At first I thought I'd done the right thing, but I soon realised that I'd made a big mistake.
- The man sitting next to me on the plane was very nervous. He hadn't flown before.
or ... He had never flown before.

BCompare the *present perfect* (have seen etc.) and the *past perfect* (had seen etc.):*Present perfect*

- Who is that woman? I've never seen her before.
- We aren't hungry. We've just had lunch.
- The house is dirty. They haven't cleaned it for weeks.

Past perfect

- I didn't know who she was. I'd never seen her before. (= before that time)
- We weren't hungry. We'd just had lunch.
- The house was dirty. They hadn't cleaned it for weeks.

CCompare the *past simple* (left, was etc.) and the *past perfect* (had left, had been etc.):

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

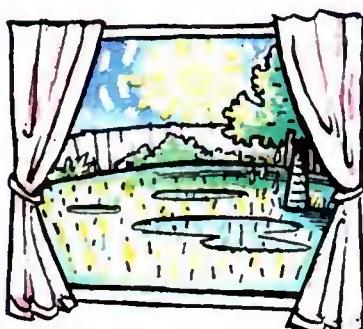
- A: Was Tom there when you arrived?
B: No, he had already left.
- Kate had just got home when I phoned. She had been at her mother's house.

Past perfect continuous (I had been doing)

A

Study this example situation:

yesterday morning



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

It had been raining.

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

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

I/we/you/they he/she/it	had	(= I'd etc.) (= he'd etc.)	been	doing working playing etc.
----------------------------	-----	-------------------------------	------	----------------------------------

Some more examples:

- When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They'd been fighting.
- I was very tired when I got home. I'd been working hard all day.
- When I went to Madrid a few years ago, I stayed with a friend of mine. She'd been living there only a short time but knew the city very well.

B

You can say that something **had been** happening for a period of time before something else happened:

- We'd been playing tennis for about half an hour when it started to rain heavily.
- George went to the doctor last Friday. He hadn't been feeling well for some time.

C

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

Present perfect continuous

I have been -ing

past

now

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

Past perfect continuous

I had been -ing

past

now

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

D

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

- It wasn't raining when we went out. The sun was shining. But it **had been** raining, so the ground was wet.
- Cathy was sitting in an armchair resting. She was tired because she'd **been** working very hard.

E

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

- We were good friends. We **had known** each other for years. (*not had been knowing*)

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

Have got and have

A

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

You can use have got or have (without got). There is no difference in meaning:

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

With these meanings (possession etc.), you cannot use continuous forms (am having etc.):

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

For the past we use had (without got):

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

B

In questions and negative sentences there are three possible forms:

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

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

- Did you have a car when you were living in London?
- I didn't have a watch, so I didn't know the time.
- Lisa had long hair, didn't she?

C

Have breakfast / have a bath / have a good time etc.

We also use have (*but not* have got) for many actions and experiences. For example:

have	breakfast / dinner / a cup of coffee / something to eat etc. a bath / a shower / a swim / a break / a rest / a party / a holiday an accident / an experience / a dream a look (at something) a chat / a conversation / a discussion (with somebody) difficulty / trouble / fun / a good time etc. a baby (= give birth to a baby)
------	---

Have got is *not* possible in the expressions in the box. Compare:

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

You can use continuous forms (am having etc.) with the expressions in the box:

- We're enjoying our holiday. We're having a great time. (*not* We have)
- Mike is having a shower at the moment. He has a shower every day.

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

- I don't usually have a big breakfast. (*not* I usually haven't)
- What time does Jenny have lunch? (*not* has Jenny lunch)
- Did you have difficulty finding a place to live?

Used to (do)

A

Study this example situation:



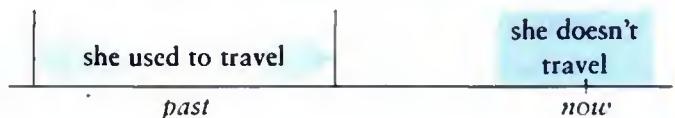
Diane doesn't travel much these days.

She prefers to stay at home.

But she used to travel a lot.

She used to go away two or three times a year.

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



B

Something used to happen = it happened regularly in the past, but no longer happens:

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

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

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

C

'I used to do something' is past. There is no present form. You cannot say 'I use to do'. To talk about the present, use the present simple (I do).

Compare:

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

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

D

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

- Did you use to eat a lot of sweets when you were a child?

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

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

E

Compare I used to do and I was doing:

- I used to watch TV a lot. (= I watched TV regularly in the past, but I no longer do this)
- I was watching TV when Mike called. (= I was in the middle of watching TV)

F

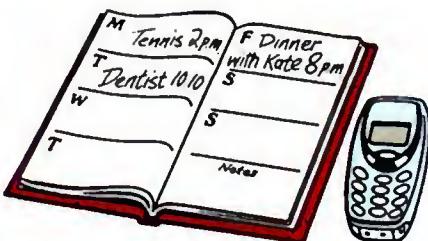
Do not confuse I used to do and I am used to doing (see Unit 61). The structures and meanings are different:

- I used to live alone. (= I lived alone in the past, but I no longer live alone.)
- I am used to living alone. (= I live alone, and I don't find it strange or difficult because I've been living alone for some time.)

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

A

Present continuous (I am doing) with a future meaning



This is Ben's diary for next week.

He is playing tennis on Monday afternoon.
He is going to the dentist on Tuesday morning.
He is having dinner with Kate on Friday.

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

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

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

'I'm going to (do)' is also possible in these sentences:

- What are you going to do on Saturday evening?

But the present continuous is more natural for arrangements. See also Unit 20B.

Do not use will to talk about what you have arranged to do:

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

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

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

B

Present simple (I do) with a future meaning

We use the present simple when we talk about timetables, programmes etc. (for public transport, cinemas etc.):

- My train leaves at 11.30, so I need to be at the station by 11.15.
- What time does the film begin this evening?
- It's Wednesday tomorrow. / Tomorrow is Wednesday.

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

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

But the continuous is more usual for personal arrangements:

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

Compare:

Present continuous

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

Present simple

- What time does the train arrive?
- The film begins at 8.15 (this evening).

(I'm) going to (do)

A

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

- A: Are you going to watch the late film on TV tonight?
B: No, I'm going to have an early night.
- A: I hear Sarah has won some money. What is she going to do with it?
B: She's going to buy a new car.
- I'm just going to make a quick phone call. Can you wait for me?
- This cheese looks horrible. I'm not going to eat it.

B

I am doing and I am going to do

We use **I am doing** (*present continuous*) when we say what we have *arranged* to do – for example, arranged to meet somebody, arranged to go somewhere:

- What time are you meeting Ann this evening?
- I'm leaving tomorrow. I've got my plane ticket.

I am going to do something = I've decided to do it (but perhaps not *arranged* to do it):

- 'Your shoes are dirty.' 'Yes, I know. I'm going to clean them.' (= I've decided to clean them, but I haven't *arranged* to clean them)
- I've decided not to stay here any longer. Tomorrow I'm going to look for somewhere else to stay.

Often the difference is very small and either form is possible.

C

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



The man can't see the wall in front of him.

He is going to walk into the wall.

When we say that 'something is going to happen', the situation *now* makes this clear. The man is walking towards the wall now, so we can see that he is going to walk into it.



going to



future happening

Some more examples:

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

D

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

- We were going to travel by train, but then we decided to go by car instead.
- Peter was going to do the exam, but he changed his mind.
- I was just going to cross the road when somebody shouted 'Stop!'

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

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

Will/shall 1

A

We use I'll (= I will) when we decide to do something at the time of speaking:

- Oh, I've left the door open. I'll go and shut it.
- 'What would you like to drink?' 'I'll have an orange juice, please.'
- 'Did you phone Lucy?' 'Oh no, I forgot. I'll phone her now.'

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

- I'll go and shut the door. (*not* I go and shut)

We often use I think I'll ... and I don't think I'll ... :

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

In spoken English the negative of will is usually won't (= will not):

- I can see you're busy, so I won't stay long.

B

Do not use will to talk about what you have already decided or arranged to do (see Units 19–20):

- I'm going on holiday next Saturday. (*not* I'll go)
- Are you working tomorrow? (*not* Will you work)

C

We often use will in these situations:

Offering to do something

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

Agreeing to do something

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

Promising to do something

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

Asking somebody to do something (Will you ... ?)

- Will you please turn the stereo down? I'm trying to concentrate.

**D**

Shall I ... ? Shall we ... ?

Shall is used mostly in the questions shall I ... ? / shall we ... ?

We use shall I ... ? / shall we ... ? to ask somebody's opinion (especially in offers or suggestions):

- Shall I open the window? (= Do you want me to open the window?)
- I've got no money. What shall I do? (= What do you suggest?)
- 'Shall we go?' 'Just a minute. I'm not ready yet.'
- Where shall we go this evening?

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

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

Will/shall 2

A

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

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

For 'is working' and 'Are you going to ...?', see Units 19–20.

But often, when we talk about the future, we are *not* talking about what somebody has decided to do. For example:

Kate is doing an exam next week. Chris and Joe are talking about it.



She'll pass does *not* mean 'she has decided to pass'. Joe is saying what he knows or thinks will happen. He is *predicting* the future.

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

Some more examples:

- Jill has been away a long time. When she returns, she'll find a lot of changes here.
- 'Where will you be this time next year?' 'I'll be in Japan.'
- That plate is hot. If you touch it, you'll burn yourself.
- Tom won't pass the exam. He hasn't studied hard enough.
- When will you get your exam results?

B

We often use will ('ll) with:

probably	<input type="checkbox"/> I'll probably be home late tonight.
I expect	<input type="checkbox"/> I haven't seen Carol today. I expect she'll phone this evening.
(I'm) sure	<input type="checkbox"/> Don't worry about the exam. I'm sure you'll pass.
(I) think	<input type="checkbox"/> Do you think Sarah will like the present we bought her?
(I) don't think	<input type="checkbox"/> I don't think the exam will be very difficult.
I wonder	<input type="checkbox"/> I wonder what will happen.

After I hope, we generally use the present (will is also possible):

- I hope Kate passes the exam. (*or* I hope Kate will pass ...)
- I hope it doesn't rain tomorrow.

C

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

For example:

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

D

I shall ... / we shall ...

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

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

- I shall be late this evening. (*or* I will be)
- We shall probably go to Scotland in the summer. (*or* We will probably go)

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

- We'll probably go to Scotland.

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

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

Do not use shall with he/she/it/you/they:

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

I will and I'm going to

A

Future actions

Study the difference between will and (be) going to:

Sue is talking to Helen:

Let's have a party.

*That's a great idea.
We'll invite lots of people.*

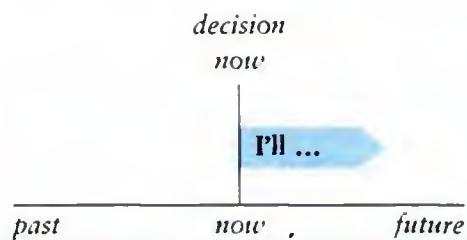


SUE



HELEN

will ('ll): We use **will** when we decide to do something at the time of speaking. The speaker has not decided before. The party is a new idea.



Later that day, Helen meets Dave:

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

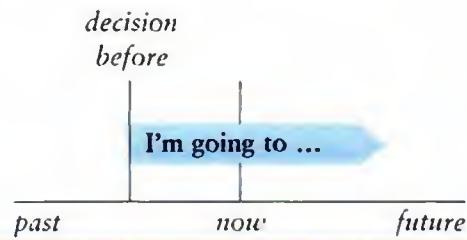


HELEN



DAVE

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



Compare:

- 'Gary phoned while you were out.' 'OK. I'll call him back.'
- 'Gary phoned while you were out.' 'Yes, I know. I'm going to call him back.'
- 'Ann is in hospital.' 'Oh really? I didn't know. I'll go and visit her.'
- 'Ann is in hospital.' 'Yes, I know. I'm going to visit her this evening.'

B

Future happenings and situations (predicting the future)

Sometimes there is not much difference between will and going to. For example, you can say:

- I think the weather will be nice this afternoon.
- I think the weather is going to be nice this afternoon.

When we say something is going to happen, we think this is because of the situation *now* (see Unit 20C). For example:

- Look at those black clouds. It's going to rain. (*not* It will rain)
(We can see that it is going to rain from the clouds that are in the sky *now*.)
- I feel terrible. I think I'm going to be sick. (*not* I think I'll be sick)
(I think I'm going to be sick because I feel terrible *now*.)

Do not use will in this type of situation.

In other situations, use will:

- Tom will probably get here at about 8 o'clock.
- I think Sarah will like the present we bought for her.
- These shoes are very well-made. They'll last a long time.

Will be doing and will have done

A

Study this example situation:

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



now

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



half an hour from now

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



three hours from now

B

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

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

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

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

Compare will be -ing with other continuous forms:

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

C

We also use will be -ing in a different way: to talk about complete actions in the future.

For example:

- The government will be making a statement about the crisis later today.
- Will you be going away this summer?
- Later in the programme, I'll be talking to the Minister of Education ...
- Our best player is injured and won't be playing in the game on Saturday.

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



In these examples will be -ing is similar to (be) going to

D

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

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

Compare will have (done) with other perfect forms:

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

When I do / When I've done When and if

A

Study this example:



'I'll phone you when I get home' is a sentence with two parts:

the main part: 'I'll phone you'
and the when-part: 'when I get home'

The time in the sentence is future ('tomorrow'), but we use a *present tense* (I get) in the when-part of the sentence.

We do *not* use will in the when-part of the sentence.

Some more examples:

- We'll go out **when** it stops raining. (*not* when it will stop)
- When** you are in London again, come and see us. (*not* When you will be)
- (*said to a child*) What do you want to be **when** you grow up? (*not* will grow)

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

- I'm going to read a lot **while** I'm on holiday. (*not* while I will be)
- I'll probably go back home on Sunday. **Before** I go, I'd like to visit the museum.
- Wait here **until** (*or till*) I come back.

B

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

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

If you use the present perfect, one thing must be complete *before* the other (so the two things do *not* happen together):

- When** I've phoned Kate, we **can** have dinner.
(= First I'll phone Kate and *after that* we can have dinner.)

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

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

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

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

C

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

- It's raining hard. We'll get wet **if** we go out. (*not* if we will go)
- I'll be angry **if** it happens again. (*not* if it will happen)
- Hurry up! If we don't hurry, we'll be late.

D

Compare **when** and **if**:

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

- I'm going shopping later. (*for sure*) **When** I go shopping, I'll buy some food.

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

- I might go shopping later. (*it's possible*) **If** I go shopping, I'll buy some food.
- If it is raining this evening, I won't go out. (*not When it is raining*)
- Don't worry **if** I'm late tonight. (*not when I'm late*)
- If they don't come soon, I'm not going to wait. (*not When they don't come*)

Can, could and (be) able to

A

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

- We can see the lake from our bedroom window.
- 'I haven't got a pen.' 'You can use mine.'
- Can you speak any foreign languages?
- I can come and see you tomorrow if you like.
- The word 'play' can be a noun or a verb.

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

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

B

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

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

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

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

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

C

Could

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

see hear smell taste feel remember understand

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

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

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

D

Could and was able to

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

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

Compare:

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

but Mike and Pete played tennis yesterday. Pete played very well, but Mike **managed to beat** him. (= he **managed to beat** him in this particular game)

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

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

Could (do) and could have (done)

A

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

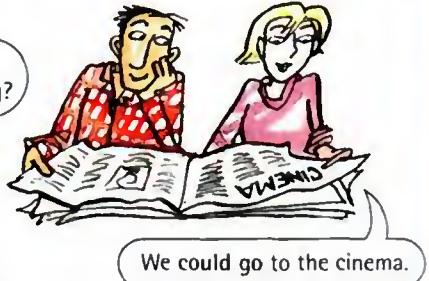
- Listen. I can hear something. (*now*)
- I listened. I could hear something. (*past*)

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

For example:

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

Can is also possible in these sentences ('We can go to the cinema.' etc.). With could, the suggestion is less sure.

**B**

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

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

Compare can and could:

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

C

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

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

D

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

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

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

- Why did you stay at a hotel when you were in Paris? You could have stayed with Julia. (you didn't stay with her)
- I didn't know that you wanted to go to the concert. I could have got you a ticket. (I didn't get you a ticket)
- Dave was lucky. He could have hurt himself when he fell, but he's OK.

E

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

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

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

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

Must and can't

A

Study this example:



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

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

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

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

Study the structure:

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

B

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

Study this example:



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

- I didn't hear the phone. I **must** have been asleep.
- 'I've lost one of my gloves.' 'You **must** have dropped it somewhere.'
- Sue hasn't contacted me. She **can't** have got my message.
- Tom walked into a wall. He **can't** have been looking where he was going.

Study the structure:

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

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

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

Can't ('I can't swim' etc.) → Unit 26 Must ('I must go' etc.) → Units 31–32

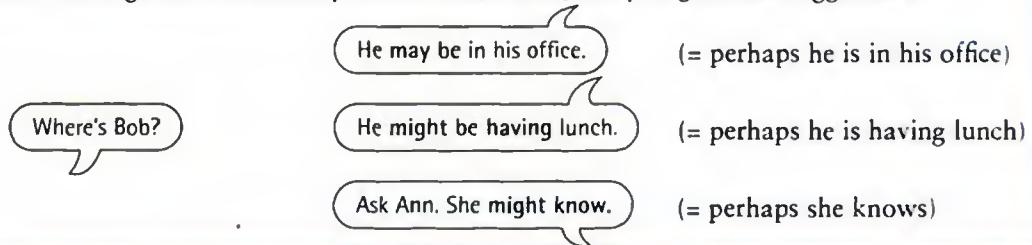
Modal verbs (can/could/will/would etc.) → Appendix 4 American English → Appendix 7

May and might 1

A

Study this example situation:

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



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

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

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

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

Study the structure:

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

B

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

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

Study the structure:

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

C

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

- It's a strange story, but it **could be** true. (= it **may/might** be true)
- You **could have left** your bag in the shop. (= you **may/might** have left it)

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

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

May and might 2

A

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

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

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

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

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

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

B

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

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

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

- If I were in Tom's position, I **might** look for another job.

The situation here is not real because I am *not* in Tom's position (so I'm not going to look for another job). **May** is not possible in this example.

C

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

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

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

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

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

D

Might as well

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

What shall we do? Shall we walk?
We might as well. It's a nice day and I don't want to wait here for an hour.



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

May as well is also possible.

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

Have to and must

A

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

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

You have to turn left here.



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

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

You can use have to with will and might/may:

- If the pain gets worse, you'll have to go to the doctor.
- I might have to work late tomorrow evening. or I may have to work ...
(= it's possible that I will have to)

B

Must is similar to have to:

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

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

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

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

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

But must is often used in written rules and instructions:

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

You cannot use must to talk about the past:

- We had to leave early. (*not* we must)

C

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

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

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

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

- You don't have to tell him, but you can if you want to.
- I don't have to be at the meeting, but I think I'll go anyway.

D

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

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

Must mustn't needn't

A

Must mustn't needn't

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

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

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

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

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

- You can come with me if you like, but you **needn't** come if you don't want to. (= it is not necessary for you to come)
- We've got plenty of time. We **needn't** hurry. (= it is not necessary to hurry)

B

Instead of **needn't**, you can use **don't/doesn't need to**. So you can say:

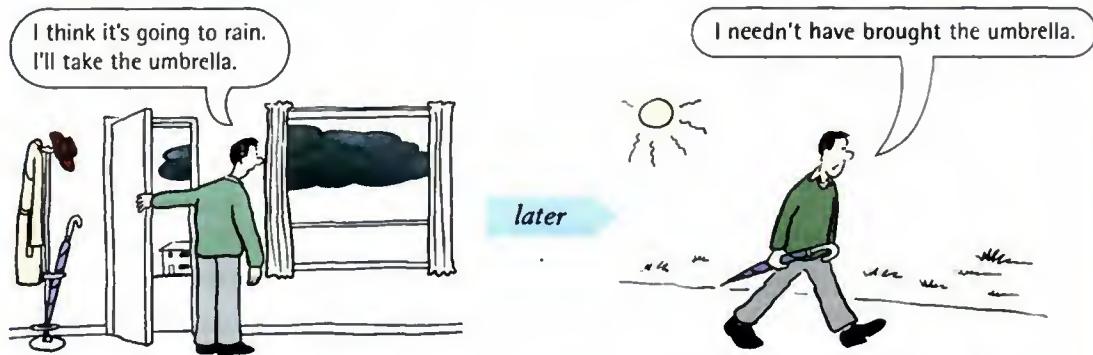
- We **needn't** hurry. or We **don't need to** hurry.

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

C

Needn't have (done)

Study this example situation:



Paul had to go out. He thought it was going to rain, so he took the umbrella.

But it didn't rain, so the umbrella was not necessary. So he **needn't have taken** it.

He needn't have taken the umbrella = He took the umbrella, but this was not necessary.

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

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

D

Didn't need to (do) and needn't have (done)

I **didn't need to** ... = it was not necessary for me to ... (and I knew this at the time):

- I **didn't need to** get up early, so I didn't.
- I **didn't need to** get up early, but it was a lovely morning, so I did.

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

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

- I got up very early because I had to get ready to go away. But in fact it didn't take me long to get ready. So, I **needn't have got** up so early. I could have stayed in bed longer.

Should 1

A

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

- You look tired. You should go to bed.
- The government should do more to reduce crime.
- ‘Should we invite Susan to the party?’ ‘Yes, I think we should.’

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

- I think the government should do more to reduce crime.
- I don’t think you should work so hard.
- ‘Do you think I should apply for this job?’ ‘Yes, I think you should.’

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

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

Should is not as strong as must or have to:

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

B

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

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



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

- She’s been studying hard for the exam, so she should pass. (= I expect her to pass)
- There are plenty of hotels in the town. It shouldn’t be difficult to find somewhere to stay.
(= I don’t expect it to be difficult)

C

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

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

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

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

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

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

D

Ought to ...

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

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

Should 2

A

You can use should after a number of verbs, especially:

demand insist propose recommend suggest

- They insisted that we should have dinner with them.
- I demanded that he should apologise.
- What do you suggest I should do?
- I insist that something should be done about the problem.

We also say 'It's important/vital/necessary/essential that ... should ...':

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

B

You can also leave out should in all the sentences in Section A:

- It's essential that everyone be here on time. (= that everyone should be here)
- I demanded that he apologise. (= that he should apologise)
- What do you suggest I do?
- I insist that something be done about the problem.

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

You can also use normal present and past tenses:

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

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

- What do you suggest we should do?
- or What do you suggest we do? (*but not* What do you suggest us to do?)
- Jane suggested that I (should) buy a car.
- or Jane suggested that I bought a car. (*but not* Jane suggested me to buy)

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

C

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

strange odd funny typical natural interesting surprised surprising

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

D

If ... should ...

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

- If Tom should phone while I'm out, tell him I'll call him back later.

'If Tom should phone' is similar to 'If Tom phones'. With should, the speaker feels that the possibility is smaller. Another example:

- We have no jobs at present. But if the situation should change, we'll let you know.

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

- Should Tom phone, tell him I'll call him back later.

E

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

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

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

Two more examples:

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

Had better It's time ...

A

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

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

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

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

- 'Are you going out tonight?' 'I'd better not. I've got a lot to do.'
- You don't look very well. You'd better not go to work today.

Remember that:

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

- I'd better phone Carol, hadn't I?

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

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

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

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

B

Had better and should

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

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

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

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

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

C

It's time ...

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

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

But you can also say:

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

Here we use the past (went), but the meaning is present, *not* past:

- It's 10 o'clock and he's still in bed. It's time he got up. (*not* It's time he gets up)

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

- It's time the children were in bed. It's long after their bedtime.
- You're very selfish. It's time you realised that you're not the most important person in the world.

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

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

Would

A

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

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



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

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

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

- I would phone Sue, but I haven't got her number. (*now*)
I would have phoned Sue, but I didn't have her number. (*past*)
- I'm not going to invite them to the party. They wouldn't come anyway.
I didn't invite them to the party. They wouldn't have come anyway.

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

- I would phone Sue if I had her number.
- I would have phoned Sue if I'd had her number.

B

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

- I'll stay a bit longer. I've got plenty of time.
I'd stay a bit longer, but I really have to go now. (so I can't stay longer)
- I'll phone Sue. I've got her number.
I'd phone Sue, but I haven't got her number. (so I can't phone her)

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

present

- TOM: I'll phone you on Sunday.
- ANN: I promise I won't be late.
- LIZ: Damn! The car won't start.

past

- Tom said he'd phone me on Sunday.
- Ann promised that she wouldn't be late.
- Liz was annoyed because her car wouldn't start.

C

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

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

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

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

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

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

Can/Could/Would you ... ? etc. (Requests, offers, permission and invitations)

A

Asking people to do things (requests)

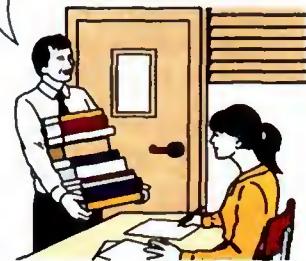
We use can or could to ask people to do things:

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

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

- Do you think you could lend me some money until next week?

Could you open the door, please?



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

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

B

Asking for things

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

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

May I have ... ? is also possible:

- May I have these postcards, please?

C

Asking to do things

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

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

May is more formal than can or could.

To ask to do something, you can also say Do you mind if I ... ? or Is it all right / Is it OK if I ... ?:

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

D

Offering to do things

To offer to do something, you can use Can I ... ?:

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

E

Offering and inviting

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

- 'Would you like a cup of coffee?' 'Yes, please.'
- 'Would you like to come to dinner tomorrow evening?' 'I'd love to.'

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

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

If I do ... and If I did ...

A

Compare these examples:

(1) Lisa has lost her watch. She tells Sue:

LISA: I've lost my watch. Have you seen it anywhere?

SUE: No, but if I find it, I'll tell you.

In this example, Sue feels there is a real possibility that she will find the watch. So she says:
if I find ... , I'll

(2) Joe says:

If I found a wallet in the street, I'd take it to the police station.

This is a different type of situation. Here, Joe doesn't expect to find a wallet in the street; he is *imagining* a situation that will probably not happen. So he says:

if I found ... , I'd (= I would) (not if I find ... , I'll ...)

When you imagine something like this, you use if + *past*

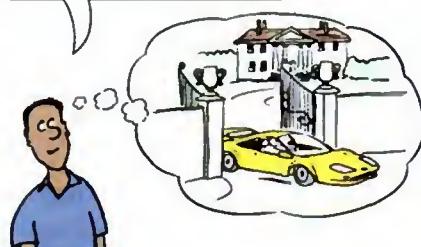
(if I found / if there was / if we didn't etc.).

But the meaning is *not* past:

- What would you do if you won a million pounds?
(we don't really expect this to happen)
- I don't really want to go to their party, but I probably will go. They'd be upset if I didn't go.
- If there was (or were) an election tomorrow, who would you vote for?

For if ... was/were, see Unit 39C.

If I won a million pounds ...



B

We do not normally use **would** in the if-part of the sentence:

- I'd be very frightened if somebody pointed a gun at me. (not if somebody would point)
- If I didn't go to their party, they'd be upset. (not If I wouldn't go)

But you can use if ... would when you ask somebody to do something:

- (from a formal letter) I would be grateful if you would let me know your decision as soon as possible.

C

In the other part of the sentence (not the if-part) we use **would** ('d) / **wouldn't**:

- If you took more exercise, you'd (= you would) feel better.
- I'm not tired. If I went to bed now, I wouldn't sleep.
- Would you mind if I used your phone?

Could and might are also possible:

- If you took more exercise, you might feel better. (= it is possible that you would feel better)
- If it stopped raining, we could go out. (= we would be able to go out)

D

Do not use **when** in sentences like those on this page:

- They'd be upset if I didn't go to their party. (not when I didn't go)
- What would you do if you were bitten by a snake? (not when you were bitten)

If I knew ... I wish I knew ...

A

Study this example situation:

Sarah wants to phone Paul, but she can't do this because she doesn't know his number.

She says:

If I knew his number, I would phone him.

Sarah says: If I knew his number This tells us that she *doesn't* know his number. She is imagining the situation. The *real* situation is that she *doesn't* know his number.



When you imagine a situation like this, you use if + past (if I knew / if you were / if we didn't etc.). But the meaning is present, *not* past:

- Tom would read more if he had more time. (but he doesn't have much time)
- If I didn't want to go to the party, I wouldn't go. (but I want to go)
- We wouldn't have any money if we didn't work. (but we work)
- If you were in my position, what would you do?
- It's a pity you can't drive. It would be useful if you could.

B

We use the past in the same way after wish (I wish I knew / I wish you were etc.). We use wish to say that we regret something, that something is not as we would like it to be:

- I wish I knew Paul's phone number.
(= I don't know it and I regret this)
- Do you ever wish you could fly?
(you can't fly)
- It rains a lot here. I wish it didn't rain so often.
- It's very crowded here. I wish there weren't so many people. (there are a lot of people)
- I wish I didn't have to work tomorrow, but unfortunately I do.



C

If I were / if I was

After if and wish, you can use were instead of was (if I were ... / I wish it were etc.). I was / it was are also possible. So you can say:

- | | | |
|---|----|---------------------------|
| <input type="checkbox"/> If I were you, I wouldn't buy that coat. | or | If I was you, ... |
| <input type="checkbox"/> I'd go out if it weren't so cold. | or | ... if it wasn't so cold. |
| <input type="checkbox"/> I wish Carol were here. | or | I wish Carol was here. |

D

We do not normally use would in the if-part of the sentence or after wish:

- If I were rich, I would have a yacht. (*not* If I would be rich)
- I wish I had something to read. (*not* I wish I would have)

Sometimes wish ... would is possible: I wish you would listen. See Unit 41.

E

Could sometimes means 'would be able to' and sometimes 'was/were able to':

- You could get a better job (you could get = you would be able to get)
- if you could use a computer. (you could use = you were able to use)

If I had known ... I wish I had known ...

A

Study this example situation:

Last month Gary was in hospital for a few days. Rachel didn't know this, so she didn't go to visit him. They met a few days ago. Rachel said:

If I had known you were in hospital, I would have gone to see you.

Rachel said: If I had known you were in hospital This tells us that she *didn't* know he was in hospital.

We use if + had ('d) ... to talk about the past (if I had known/been/done etc.):

- I didn't see you when you passed me in the street. If I'd seen you, of course I would have said hello. (but I didn't see you)
- I decided to stay at home last night. I would have gone out if I hadn't been so tired. (but I was tired)
- If he had been looking where he was going, he wouldn't have walked into the wall. (but he wasn't looking)
- The view was wonderful. If I'd had a camera with me, I would have taken some photographs. (but I didn't have a camera)

Compare:

- I'm not hungry. If I was hungry, I would eat something. (*now*)
- I wasn't hungry. If I had been hungry, I would have eaten something. (*past*)

B

Do not use would in the if-part of the sentence. We use would in the other part of the sentence:

- If I had seen you, I would have said hello. (*not* If I would have seen you)

Note that 'd can be would or had:

- If I'd seen you, (I'd seen = I had seen)
I'd have said hello. (I'd have said = I would have said)

C

We use had (done) in the same way after wish. I wish something had happened = I am sorry that it didn't happen:

- I wish I'd known that Gary was ill. I would have gone to see him. (but I didn't know)
- I feel sick. I wish I hadn't eaten so much cake. (I ate too much cake)
- Do you wish you had studied science instead of languages? (you didn't study science)

Do not use would have ... after wish:

- The weather was cold while we were away. I wish it had been warmer. (*not* I wish it would have been)

D

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

- If I had gone to the party last night, I would be tired now. (I am not tired now – *present*)
- If I had gone to the party last night, I would have met lots of people. (I didn't meet lots of people – *past*)

Compare would have, could have and might have:

- If the weather hadn't been so bad, {
 we would have gone out.
 we could have gone out.
 (= we would have been able to go out)
 we might have gone out.
 (= perhaps we would have gone out)

Wish

A

You can say 'I wish you luck / every success / a happy birthday' etc. :

- I wish you every success in the future.
- I saw Tim before the exam and he wished me luck.

We say 'wish somebody *something*' (luck / a happy birthday etc.). But you cannot 'wish that something *happens*'. We use **hope** in this situation. For example:

- I hope you get this letter before you go away. (*not* I wish you get)

Compare I wish and I hope:

- I wish you a pleasant stay here.
- I hope you have a pleasant stay here. (*not* I wish you have)

B

We also use wish to say that we regret something, that something is not as we would like it.

When we use wish in this way, we use the *past* (knew/lived etc.), but the meaning is *present*:

- I wish I knew what to do about the problem. (I don't know and I regret this)
- I wish you didn't have to go so soon. (you have to go)
- Do you wish you lived near the sea? (you don't live near the sea)
- Jack's going on a trip to Mexico soon. I wish I was going too. (I'm not going)

To say that we regret something in the past, we use **wish + had ...** (had known / had said) etc. :

- I wish I'd known about the party. I would have gone if I'd known. (I didn't know)
- It was a stupid thing to say. I wish I hadn't said it. (I said it)

For more examples, see Units 39 and 40.

C

I wish I could (do something) = I regret that I cannot do it:

- I'm sorry I have to go. I wish I could stay longer. (but I can't)
- I've met that man before. I wish I could remember his name. (but I can't)

I wish I could have (done something) = I regret that I could not do it:

- I hear the party was great. I wish I could have gone. (but I couldn't go)

D

You can say 'I wish (somebody) would (do something)'. For example:



It's been raining all day. Jill doesn't like it. She says:
I wish it would stop raining.

Jill would like the rain to stop, but this will probably not happen.

We use I wish ... would when we would like something to happen or change. Usually, the speaker doesn't expect this to happen.

We often use I wish ... would to complain about a situation:

- The phone has been ringing for five minutes. I wish somebody would answer it.
- I wish you would do something instead of just sitting and doing nothing.

You can use I wish ... wouldn't ... to complain about things that people do repeatedly:

- I wish you wouldn't keep interrupting me.

We use I wish ... would ... for actions and changes, *not* situations. Compare:

- I wish Sarah would come. (= I want her to come)

but I wish Sarah was (or were) here now. (*not* I wish Sarah would be)

- I wish somebody would buy me a car.

but I wish I had a car. (*not* I wish I would have)

Passive 1 (is done / was done)

A

Study this example:



This house was built in 1935.

Was built is *passive*.

Compare active and passive:

Somebody built **this house** in 1935. (*active*)
 subject object

This house was built in 1935. (*passive*)
 subject

When we use an active verb, we say *what the subject does*:

- My grandfather was a builder. **He** built this house in 1935.
- It's a big company. **It** employs two hundred people.

When we use a passive verb, we say *what happens to the subject*:

- This house is quite old. **It** was built in 1935.
- Two hundred people are employed by the company.

B

When we use the passive, who or what causes the action is often unknown or unimportant:

- A lot of money was stolen in the robbery. (somebody stole it, but we don't know who)
- Is this room cleaned every day? (does somebody clean it? – it's not important who)

If we want to say who does or what causes the action, we use **by ...**:

- This house was built **by my grandfather**.
- Two hundred people are employed **by the company**.

C

The passive is **be (is/was etc.) + past participle (done/cleaned/seen etc.)**:

(be) done (be) cleaned (be) damaged (be) built (be) seen etc.

For irregular past participles (done/seen/known etc.), see Appendix 1.

Study the active and passive forms of the *present simple* and *past simple*:

Present simple

active: clean(s) / see(s) etc.

Somebody cleans **this room** every day.

passive: am/is/are + cleaned/seen etc.

This room is cleaned every day.

- Many accidents are caused by careless driving.
- I'm not often invited to parties.
- How is this word pronounced?

Past simple

active: cleaned/saw etc.

Somebody cleaned **this room** yesterday.

passive: was/were + cleaned/seen etc.

This room was cleaned yesterday.

- We were woken up by a loud noise during the night.
- 'Did you go to the party?' 'No, I wasn't invited.'
- How much money was stolen in the robbery?

Passive 2 (be done / been done / being done)

A

Study the following active and passive forms:

Infinitive

active: (to) do/clean/see etc.

Somebody will clean **the room** later.

passive: (to) be + done/cleaned/seen etc.

The room will be cleaned later.

- The situation is serious. Something must be done before it's too late.
- A mystery is something that can't be explained.
- The music was very loud and could be heard from a long way away.
- A new supermarket is going to be built next year.
- Please go away. I want to be left alone.

B

Perfect infinitive

active: (to) have + done/cleaned/seen etc.

Somebody should have cleaned **the room**.

passive: (to) have been + done/cleaned/seen etc. **The room** should have been cleaned.

- I haven't received the letter yet. It might have been sent to the wrong address.
- If you hadn't left the car unlocked, it wouldn't have been stolen.
- There were some problems at first, but they seem to have been solved.

C

Present perfect

active: have/has + done etc.

The room looks nice. Somebody has cleaned **it**.

passive: have/has been + done etc.

The room looks nice. **It** has been cleaned.

- Have you heard? The concert has been cancelled.
- Have you ever been bitten by a dog?
- 'Are you going to the party?' 'No, I haven't been invited.'

Past perfect

active: had + done etc.

The room looked nice. Somebody had cleaned **it**.

passive: had been + done etc.

The room looked nice. **It** had been cleaned.

- The vegetables didn't taste very good. They had been cooked too long.
- The car was three years old but hadn't been used very much.

D

Present continuous

active: am/is/are + (do)ing

Somebody is cleaning **the room** at the moment.

passive: am/is/are + being (done)

The room is being cleaned at the moment.

- There's somebody walking behind us. I think we are being followed.
- (in a shop) 'Can I help you?' 'No, thank you. I'm being served.'

Past continuous

active: was/were + (do)ing

Somebody was cleaning **the room** when I arrived.

passive: was/were + being (done)

The room was being cleaned when I arrived.

- There was somebody walking behind us. We were being followed.

Passive 3

A

I was offered ... / we were given ... etc.

Some verbs can have two objects. For example, give:

- Somebody gave the police the information. (= Somebody gave the information to the police)

object 1
object 2

So it is possible to make two passive sentences:

- The police were given the information. or
- The information was given to the police.

Other verbs which can have two objects are:

ask offer pay show teach tell

When we use these verbs in the passive, most often we begin with the *person*:

- I was offered the job, but I refused it. (= they offered me the job)
- You will be given plenty of time to decide. (= we will give you plenty of time)
- Have you been shown the new machine? (= has anybody shown you?)
- The men were paid £400 to do the work. (= somebody paid the men £400)

B

I don't like being ...

The passive of doing/seeing etc. is being done / being seen etc. Compare:

active: I don't like people telling me what to do.

passive: I don't like being told what to do.

- I remember being taken to the zoo when I was a child.
(= I remember somebody taking me to the zoo)
- Steve hates being kept waiting. (= he hates people keeping him waiting)
- We managed to climb over the wall without being seen. (= without anybody seeing us)

C

I was born ...

We say 'I was born ...' (*not* I am born):

- I was born in Chicago.
 - Where were you born? (*not* Where are you born?) } past
- but*
- How many babies are born every day? present

D

Get

You can use get instead of be in the passive:

- There was a fight at the party, but nobody got hurt. (= nobody was hurt)
- I don't often get invited to parties. (= I'm not often invited)
- I'm surprised Liz didn't get offered the job. (= Liz wasn't offered the job)

You can use get only when things *happen*. For example, you cannot use get in the following sentences:

- Jill is liked by everybody. (*not* gets liked – this is not a 'happening')
- He was a mystery man. Very little was known about him. (*not* got known)

We use get mainly in informal spoken English. You can use be in all situations.

We also use get in the following expressions (which are not passive in meaning):

get married, get divorced	get lost (= not know where you are)
get dressed (= put on your clothes)	get changed (= change your clothes)

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

A

Study this example situation:



Henry 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 works very hard. | It is said that she works 16 hours a day. | or | She is said to work 16 hours a day. |
| <input type="checkbox"/> The police are looking for a missing boy. | It is believed that the boy is wearing a white pullover and blue jeans. | or | The boy is believed to be wearing a white pullover and blue jeans. |
| <input type="checkbox"/> The strike started three weeks ago. | It is expected that it will end soon. | 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. | 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. | 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. | 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 ... :

- I want to see that film. It's supposed to be good. (= it is said to be good)
- Mark is supposed to have hit a policeman, but I don't believe it.

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:

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

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

- You're not supposed to park your car here. It's private parking only.
- Jeff is much better after his illness, but he's still not supposed to do any heavy work.

Have something done

A

Study this example situation:



The roof of Lisa's house was damaged in a storm.
Yesterday a workman 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	the roof	repaired yesterday.
Where did you have	your hair	cut?
Your hair looks nice. Have you had	it	cut?
Our neighbour has just had	a garage	built.
We are having	the house	painted at the moment.
How often do you have	your car	serviced?
I think you should have	that coat	cleaned.
I don't like having	my photograph	taken.

C

Get something done

You can also say 'get something done' instead of 'have something done' (mainly in informal spoken English):

- 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 all their money stolen while they were on holiday.

This does not mean that they arranged for somebody to steal their money. 'They had all their money stolen' means only: 'All their money was stolen from them'.

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

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

Reported speech 1 (He said that ...)

A

Study this example situation:



You want to tell somebody what Paul said.
There are two ways of doing this:

You can repeat Paul's words (*direct speech*):
Paul said, 'I'm feeling ill.'

Or you can use *reported speech*:
Paul said that he was feeling ill.

Compare:

direct

Paul said, 'I am feeling ill.'

reported

Paul said that he was feeling ill.

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

B

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

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

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

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

In general, the *present* 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 Jenny. Here are some of the things she said in *direct speech*:

'My parents are very well.'

'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 Jenny said.
You use *reported speech*:

- Jenny said that her parents were very well.
- 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.

Reported speech 2

A

It is not always necessary to change the verb in reported speech. If you report something and the situation *hasn't changed*, you do not need to change the verb to the past:

- direct* Paul said, 'My new job is very interesting.'
- reported* Paul said that his new job is very interesting.
(The situation hasn't changed. His job is still interesting.)
- direct* Helen said, 'I want to go to New York next year.'
- reported* Helen told me that she wants to go to New York next year.
(Helen still wants to go to New York next year.)

You can also change the verb to the past:

- Paul said that his new job was very interesting.
- Helen told me that she wanted to go to New York next year.

But if you are reporting a finished situation, 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.' (*direct speech*)

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

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



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)

TELL SOMEBODY

Otherwise use *say*:

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

SAY SOMEBODY

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 stay etc.) in reported speech, especially with *tell* and *ask* (for orders and requests):

- direct* 'Stay in bed for a few days,' the doctor said to me.
- reported* The doctor told me to stay in bed for a few days.
- direct* 'Don't shout,' I said to Jim.
- reported* I told Jim not to shout.
- direct* 'Please don't tell anybody what happened,' Jackie said to me.
- reported* Jackie asked me not to tell anybody what (had) happened.

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

- Jackie said not to tell anyone. (*but not* Jackie said me)

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 Catherine working today? (*not* Is working Catherine)

BIn *present simple* questions, we use do/does:

you	live	→	do	you live?
the film	begins	→	does	the film begin?

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

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 telephoned somebody.

object

Who did Emma telephone?

who subject

Somebody telephoned Emma.

subject

Who telephoned 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 Ann 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 somewhere before?' 'Yes, I think we have.'

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

- Don't you want to go to the party? { 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 go out for a meal tonight? (*not* Why we don't go)
 Why wasn't Mary at work yesterday? (*not* Why Mary wasn't)

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:

- | | |
|--|---|
| <input type="checkbox"/> What time is it? | <i>but</i> Do you know what time it is? |
| <input type="checkbox"/> Who are those people? | I don't know who those people are. |
| <input type="checkbox"/> Where can I find Linda? | Can you tell me where I can find Linda? |
| <input type="checkbox"/> How much will it cost? | Do you have any idea how much it will cost? |

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

- | | |
|---|--|
| <input type="checkbox"/> What time does the film begin? | <i>but</i> Do you know what time the film begins?
(<i>not</i> does the film begin) |
| <input type="checkbox"/> What do you mean? | Please explain what you mean. |
| <input type="checkbox"/> Why did she leave early? | I wonder why she left early. |

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

- | | |
|---|---|
| <input type="checkbox"/> Did anybody see you? | <i>but</i> 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:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> direct | The police officer said to us, 'Where are you going ?' |
| <input type="checkbox"/> reported | The police officer asked us where we were going . |
| <input type="checkbox"/> direct | Clare said, 'What time do the banks close ?' |
| <input type="checkbox"/> 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 foreign 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 foreign languages.
- She asked if (or whether) I had a driving licence.

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*)
- George wasn't working, but Janet was. (= Janet was *working*)
- She 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 Simon.' 'Oh, have you? How is he?'
- 'Liz 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 pity!'
- 'Jim and Nora are getting married.' 'Are they? Really?'

C

We use auxiliary verbs with so and neither:

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

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 you can use so when you don't want to repeat something:

- 'Are those people English?' 'I think so.' (= I think *they are English*)
- '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)

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

A

Study these examples:



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:

positive sentence + negative tag

Kate will be here soon, won't she?

There was a lot of traffic, wasn't there?

Michael should pass the exam, shouldn't he?

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

negative sentence + positive tag

Kate won't be late, will she?

They don't like us, do they?

You haven't got a car, 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.'
- 'Tim doesn't look well today, does he?' 'No, he looks very tired.'
- She's very funny. She's got a great sense of humour, hasn't she?

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

- 'You haven't seen Lisa today, have you?' 'No, I'm afraid 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?):

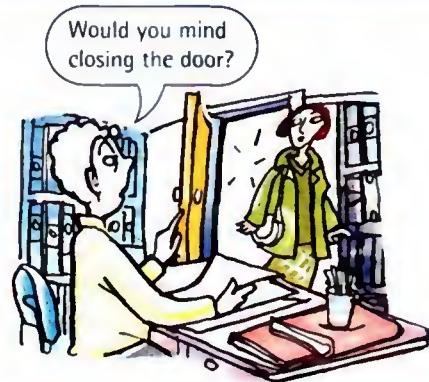
- I'm right, aren't I? 'Yes, you are.'

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?

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 / 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.
- Jenny 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.
- '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.

For **regret**, see Unit 56B.

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** ...)
- Sam suggested **that** we went to the cinema. (or Sam suggested **going** ...)

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)
- Tom suggested going to the cinema. (*not* suggested to go)
- 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

We 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 newspaper. (= I pretended that I was reading)
- You seem to have lost weight. (= it seems that you have lost weight)
- Martin seems to be enjoying his new job. (= it seems that he is enjoying it)

C

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)

D

After 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 change the film in this camera?
- Ask Jack. He'll tell you what to do.

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:

- | | | |
|----------------------|-----------|-------------------------------|
| <i>verb + to ...</i> | <i>or</i> | <i>verb + object + to ...</i> |
|----------------------|-----------|-------------------------------|
- 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, arrange for)	

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

- Can you remind me to phone Sam tomorrow?
- Who taught you to drive?
- I didn't move the piano by myself. I got somebody to help me.
- Jim 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 should ask your advice. (*not* Jane suggested me to ask)

C

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

- | | |
|--|-------------------------------|
| <i>verb + -ing (without an object)</i> | <i>verb + object + to ...</i> |
|--|-------------------------------|
- I wouldn't advise/recommend staying in that hotel.
 - They don't allow parking in front of the building.
 - I wouldn't advise/recommend 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 the **passive** is '(be) made to do' (with **to**):

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

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:

remember

I remember doing something = I did it and now I remember this.

You remember doing something *after* you have done it.

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

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

- I remembered to lock the door, but I forgot to shut the windows.
(= I remembered that I had to lock it, and so I locked it)
- Please remember to post the letter.
(= don't forget to post it)

regret

I 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.
- It began to get cold and he regretted not wearing his coat.

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 we cannot offer you the job.

go on

Go 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 ... :

begin start continue intend bother

So you can say:

- It has started raining. or It has started to rain.
- John intends buying a house. or John 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)

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 still 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 take 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:

- The batteries in the radio need changing.
(= they need to be changed)
- Do you think my 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)

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 (= 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 pity we didn't see Val 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 old David! I would hate to have been in his position.
- I'd love to have gone to the party, but it was impossible.

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>	I prefer 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* 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.'
(<i>not</i> 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 you did something

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

- 'Shall I stay here?' 'I'd rather you came with us.' (= I would prefer this)
- 'I'll repair your bike tomorrow, OK?' 'I'd rather you did it today.'
- 'Are you going to tell them what happened?' 'No. I'd rather they didn't know.'
- Shall I tell them, or would you rather they didn't know?

In this structure we use the *past* (came, 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.
- 'Shall I tell Linda what happened?' 'I'd rather you didn't.'

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

A

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

	<i>preposition</i>	<i>verb (-ing)</i>	
Are you interested	in	working	for us?
I'm not very 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?
Carol 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 leaving school?

You can also say 'Before I went out ...' and '... after you left 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 go out.
- Would you like to meet for lunch tomorrow?

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

- We drove from London to Edinburgh.
- 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:

in doing about meeting without stopping (etc.)

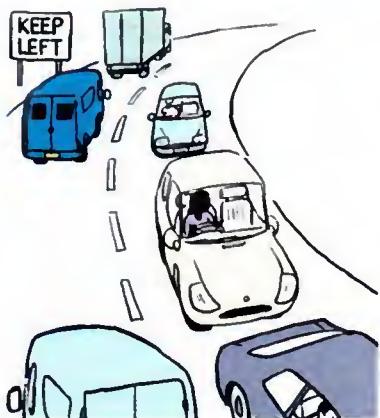
So, when to is a preposition and it is followed by a verb, you must say to -ing:

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

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:

- Frank 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 flat is on a very busy street. I expect we'll get used to the noise, but at the moment it's very disturbing.
- Diane 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.**
- Barbara'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:

- Frank is used to living alone.** (*not* Frank 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.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 in a small village, but now we live in London.**

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:

<i>verb + preposition + object</i>		
We talked	about	the problem.
You must apologise	for	what you said.

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

<i>verb + preposition + -ing (object)</i>		
We talked	about	going to America.
You must apologise	for	not telling the truth.

Some more verbs with this structure:

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

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

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

B

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

<i>verb + object + preposition + -ing (object)</i>			
congratulate (on)	I congratulated	Liz	on getting a new job.
accuse (of)	They accused	us of telling lies.	
suspect (of)	Nobody suspected	the general of being a spy.	
prevent (from)	What prevented	you from coming to see us?	
stop (from)	The rain didn't stop	us from enjoying our holiday.	
thank (for)	I forgot to thank	them for helping me.	
excuse (for)	Excuse	me for being so late.	
forgive (for)	Please forgive	me for not writing to you.	

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.

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*)

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 went.

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

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

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.

B

Have difficulty -ing, have trouble -ing

We say 'have difficulty doing something' (*not* to do):

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

You can also say 'have trouble doing something':

- I had no trouble finding a place to live.

C

We use -ing after:

a waste of money / a waste of time

- It was a waste of time reading that book. It was rubbish.
- It's a waste of money buying things you don't need.

spend/waste (time)

- He spent hours trying to repair the clock.
- I waste a lot of time day-dreaming.

(be) busy

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

D

Go swimming / go fishing etc.

We use **go -ing** for a number of activities (especially sports). For example, you can say:

go swimming go sailing go fishing go climbing go skiing go jogging

Also go shopping, go sightseeing

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

To ... , for ... and so that ... (purpose)

A

We use **to** ... to say why somebody does something (= the purpose of an action):

- ‘Why are you going out?’ ‘To post a letter.’
- A friend of mine phoned to invite me to a party.
- We shouted to warn everybody of the danger.

We use **to** ... to say why something exists (= its purpose):

- This wall is to keep people out of the garden.
- The president has a team of bodyguards to protect him.

B

We use **to** ... to say what can be done or must be done with something:

- It’s difficult to find a place to park in the centre. (= a place where you can park)
- Would you like something to eat?
- Have you got 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 some money to buy some food.
- Do you have much opportunity to practise your English?
- I need a few days to think about your proposal.

C

For ... and to ...

Compare:

for + noun

- I’m going to Spain for a holiday.
- What would you like for dinner?
- Let’s go to the pool for a swim.

to + verb

- I’m going to Spain to learn Spanish.
(not for learn, not for learning)
- What would you like to eat?
- Let’s go to the pool to have a swim.

You can say ‘**for** (somebody) **to** (do something)’:

- There weren’t any chairs for us to sit on, so we had to sit 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:

- Do you use this brush for washing the dishes? (or ... to wash the dishes?)

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

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

D

So that

Sometimes you have to use **so that** for purpose.

We use **so that** (*not to* ...) especially

when 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)
- Leave early so that you won’t (or don’t) miss the bus.

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.

Adjective + to ...

A

Difficult to understand etc.

Compare sentences (a) and (b):

- Jim 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	hard	impossible	dangerous	safe	expensive	cheap	nice
good	interesting	exciting					

- 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)
- Jill has lots of interesting ideas. It's interesting to talk to her.
Jill 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

(It's) 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	clever	sensible	mean	silly	stupid	careless	unfair	considerate
------	--------	----------	------	-------	--------	----------	--------	-------------

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

C

I'm sorry to ... / I was surprised to ... etc.

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

- I was sorry to hear that your father is ill.

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

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

- 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/the last, the next, the only, the second (etc.):

- 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 Cardiff.
- 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 be late home this evening. (= I will probably be late home)

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, worried etc.)

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 has 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 has 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.

See somebody do and see somebody doing

A

Study this example situation:

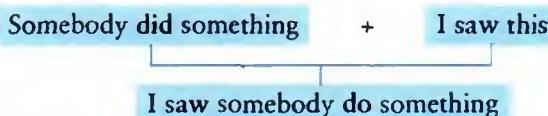
Tom got into his car and drove away. You saw this.

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*).



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

- He was seen to get in the car.

B

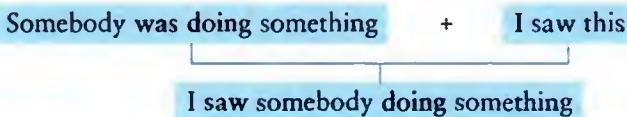
Study this example situation:

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.):

**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)
- Liz 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)
- The missing children were last seen playing near the river.
- Listen to the birds singing!
- Can you smell something burning?
- I found Sue in my room reading my letters.

-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:

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

C

When 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 hasn't got much money. (= because he is unemployed)
- Not having a car, she finds it difficult to get around.
(= because she doesn't have a car)
- Having already seen the film twice, I didn't want to go to the cinema.
(= because I had already seen it twice)

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

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 haven't got 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 haven't got 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 photographs.
- 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.

Countable and uncountable 2

A

Many nouns can be used as countable or uncountable nouns, usually with a difference in meaning. Compare:

Countable

- Did you hear a noise just now?
(= a specific noise)
- I bought a paper to read.
(= a newspaper)
- There's a hair in my soup!
(= one single hair)
- You can stay with us. There is a spare room.
(= a room in a house)
- I had some interesting experiences while I was travelling.
(= things that happened to me)
- Enjoy your trip. Have a good time!

Uncountable

- I can't work here. There's too much noise. (*not* too many noises)
- I need some paper to write on.
(= material for writing on)
- You've got very long hair. (*not* hairs)
(= all the hair on your head)
- You can't sit here. There isn't room.
(= space)
- They offered me the job because I had a lot of experience. (*not* experiences)
- I can't wait. I haven't got time.

Coffee/tea/juice/beer etc. (drinks) are normally uncountable:

- I don't like coffee very much.

But you can say a coffee (= a cup of coffee), two coffees (= two cups) etc. :

- Two coffees and an orange juice, please.

B

The following nouns are usually uncountable:

accommodation	behaviour	damage	luck	permission	traffic
advice	bread	furniture	luggage	progress	weather
baggage	chaos	information	news	scenery	work

You cannot use *a/an* with these nouns:

- I'm going to buy some bread. *or* ... a loaf of bread. (*not* a bread)
- Enjoy your holiday! I hope you have good weather. (*not* a good weather)

These nouns are not usually plural (so we do not say 'breads', 'furnitures' etc.):

- Where are you going to put all your furniture? (*not* furnitures)
- Let me know if you need more information. (*not* informations)

News is uncountable, not plural:

- The news was very depressing. (*not* The news were)

Travel (*noun*) means 'travelling in general' (uncountable). We do not say 'a travel' to mean a trip or a journey:

- They spend a lot of money on travel.
- We had a very good trip/journey. (*not* a good travel)

Compare these countable and uncountable nouns:

Countable

- I'm looking for a job.
- What a beautiful view!
- It's a nice day today.
- We had a lot of bags and cases.
- These chairs are mine.
- That's a good suggestion.

Uncountable

- I'm looking for work. (*not* a work)
- What beautiful scenery!
- It's nice weather today.
- We had a lot of baggage/luggage
- This furniture is mine.
- That's good advice.

Countable nouns with a/an and some

A

Countable nouns can be *singular* or *plural*:

a dog	a child	the evening	this party	an umbrella
dogs	some children	the evenings	these parties	two umbrellas

Before singular countable nouns you can use a/an:

- Goodbye! Have a nice evening.
- Do you need an umbrella?

You cannot use singular countable nouns alone (without a/the/my etc.):

- She never wears a hat. (*not* She never wears hat)
- Be careful of the dog. (*not* Be careful of dog)
- What a beautiful day!
- I've got a headache.

B

We use a/an ... to say what kind of thing or person something/somebody is:

- That's a nice table.

In the plural we use the noun alone (*not* some ...):

- Those are nice chairs. (*not* some nice chairs)

Compare singular and plural:

- | | |
|---|---|
| <input type="checkbox"/> A dog is an animal.
<input type="checkbox"/> I'm an optimist.
<input type="checkbox"/> Tim's father is a doctor.
<input type="checkbox"/> Are you a good driver?
<input type="checkbox"/> Jill is a really nice person.
<input type="checkbox"/> What a lovely dress! | <input type="checkbox"/> Dogs are animals.
<input type="checkbox"/> We're optimists.
<input type="checkbox"/> Most of my friends are students.
<input type="checkbox"/> Are they good students?
<input type="checkbox"/> Jill's parents are really nice people.
<input type="checkbox"/> What awful shoes! |
|---|---|

We say that somebody has a **long nose** / a **nice face** / **blue eyes** / **small hands** etc. :

- | | |
|--|--|
| <input type="checkbox"/> Jack has got a long nose.
<i>(not</i> the long nose) | <input type="checkbox"/> Jack has got blue eyes.
<i>(not</i> the blue eyes) |
|--|--|

Remember to use a/an when you say what somebody's job is:

- Sandra is a nurse. (*not* Sandra is nurse)
- Would you like to be an English teacher?

C

You can use **some** with plural countable nouns. We use **some** in two ways.

(1) **Some** = a number of / a few of / a pair of:

- I've seen some good films recently. (*not* I've seen good films)
- Some friends of mine are coming to stay at the weekend.
- I need some new sunglasses. (= a new pair of sunglasses)

Do *not* use **some** when you are talking about things in general (see Unit 75):

- I love bananas. (*not* some bananas)
- My aunt is a writer. She writes books. (*not* some books)

Sometimes you can make sentences with or without **some** (with no difference in meaning):

- There are (some) eggs in the fridge if you're hungry.

(2) **Some** = some but not all:

- Some children learn very quickly. (but not all children)
- Tomorrow there will be rain in some places, but most of the country will be dry.

A/an and the

A

Study this example:

I had a sandwich and an apple for lunch.

The sandwich wasn't very good, but the apple was nice.

JOE KAREN

Joe says 'a sandwich', 'an apple' because this is the first time he talks about them.

Joe now says 'the sandwich', 'the apple' because Karen knows which sandwich and which apple he means – the sandwich and the apple that he had for lunch.

Compare a and the in these examples:

- A man and a woman were sitting opposite me. The man was American, but I think the woman was British.
- When we were on holiday, we stayed at a hotel. Sometimes we ate at the hotel and sometimes we went to a restaurant.

B

We use the when we are thinking of a specific thing. Compare a/an and the:

- Tim sat down on a chair. (perhaps one of many chairs in the room)
- Tim sat down on the chair nearest the door. (a specific chair)
- Paula is looking for a job. (not a specific job)
- Did Paula get the job she applied for? (a specific job)
- Have you got a car? (not a specific car)
- I cleaned the car yesterday. (= my car)

C

We use the when it is clear in the situation which thing or person we mean. For example, in a room we talk about the light / the floor / the ceiling / the door / the carpet etc. :

- Can you turn off the light, please? (= the light in this room)
- I took a taxi to the station. (= the station in that town)
- (in a shop) I'd like to speak to the manager, please. (= the manager of this shop)

In the same way, we say (go to) the bank, the post office:

- I have to go to the bank and then I'm going to the post office. (The speaker is usually thinking of a specific bank or post office.)

We also say (go to) the doctor / the dentist:

- Caroline isn't very well. She's gone to the doctor. (= her usual doctor)
- I don't like going to the dentist.

Compare the and a:

- I have to go to the bank today.
Is there a bank near here?
- I don't like going to the dentist.
My sister is a dentist.

D

We say 'once a week / three times a day / £1.50 a kilo' etc. :

- 'How often do you go to the cinema?' 'About once a month.'
- 'How much are those potatoes?' '£1.50 a kilo.'
- Helen works eight hours a day, six days a week.

The 1

A

We use **the** when there is only one of something:

- What is **the** longest river in the world? (**there is only one longest river**)
- The earth goes round **the** sun and the moon goes round **the** earth.
- Have you ever crossed **the** equator?
- I'm going away at **the** end of this month.

Don't forget **the**:

- Paris **is** the capital of France. (*not Paris is capital of ...*)

But we use **a/an** to say what kind of thing something is (see Unit 71B). Compare **the** and **a**:

- The sun **is** a star. (= one of many stars)
- The hotel we stayed at **was** a very nice hotel.

B

We say: **the sky, the sea, the ground, the country, the environment**.

- We looked up at all the stars **in** the sky. (*not in sky*)
- Would you like to live **in** the country? (= not in a town)
- We must do more to protect **the** environment. (= the natural world around us)

But we say **space** (without **the**) when we mean 'space in the universe'. Compare:

- There are millions of stars **in** space. (*not in the space*)
- I tried to park my car, but the **space** was too small.

C

We use **the** before **same** (**the same**):

- Your pullover **is** the **same** colour as mine. (*not is same colour*)
- 'Are these keys **the same**?' 'No, they're different.'

D

We say: **(go to) the cinema, the theatre**.

- I go **to** the cinema a lot, but I haven't been **to** the theatre for ages.

When we say **the cinema / the theatre**, we do not necessarily mean a specific cinema or theatre.

We usually say **the radio**, but **television** (without **the**). Compare:

- I listen **to** the radio a lot. *but* I watch television a lot.
- We heard the news **on** the radio. *but* We watched the news **on** television.

The television = the television set:

- Can you turn off **the** television, please?

E

Breakfast lunch dinner

We do *not* normally use **the** with the names of meals (**breakfast, lunch etc.**):

- What did you have **for breakfast**?
- We had **lunch** in a very nice restaurant.
- What time is **dinner**?

But we use **a** if there is an adjective before **breakfast, lunch etc.**:

- We had **a very nice lunch**. (*not We had very nice lunch*)

F

Platform 5 Room 126 etc.

We do *not* use **the** before **noun + number**. For example, we say:

- Our train leaves from **Platform 5**. (*not the Platform 5*)
- (*in a shop*) Have you got these shoes **in size 43**? (*not the size 43*)

In the same way, we say: **Room 126** (in a hotel), **page 29** (of a book), **question 3** (in an exam), **Gate 10** (at an airport) etc.

The 2 (school / the school etc.)

A

Compare school and the school:



Alison is ten years old. Every day she goes to school. She's at school now. School begins at 9 and finishes at 3.

We say a child goes to school or is at school (as a pupil). We are not necessarily thinking of a specific school. We are thinking of school as a general idea.



Today Alison's mother wants to speak to her daughter's teacher. So she has gone to the school to see her. She's at the school now.

Alison's mother is not a pupil. She is not 'at school', she doesn't 'go to school'. If she wants to see Alison's teacher, she goes to the school (= Alison's school, a specific building).

B

We use prison, hospital, university, college and church in a similar way. We do not use the when we are thinking of the general idea of these places and what they are used for. Compare:

- Ken's brother is in prison for robbery.
(He is a prisoner. We are not thinking of a specific prison.)
- Joe had an accident last week. He was taken to hospital. He's still in hospital now. (as a patient)
- When I leave school, I want to go to university/college.
- Sally's father goes to church every Sunday. (to a religious service)

- Ken went to the prison to visit his brother.
(He went as a visitor, not as a prisoner.)
- Jane has gone to the hospital to visit Joe. She's at the hospital now. (as a visitor)
- Excuse me, where is the university, please? (= the university buildings)
- Some workmen went to the church to repair the roof. (not for a religious service)

With most other places, you need the. For example, the cinema, the bank (see Units 72C and 73D).

C

Bed work home

We say go to bed / be in bed etc. (*not* the bed):

- It's time to go to bed now.
- Do you ever have breakfast in bed?
- I sat down on the bed. (a specific piece of furniture)

go to work / be at work / start work / finish work etc. (*not* the work):

- Chris didn't go to work yesterday.
- What time do you usually finish work?

go home / come home / arrive home / get home / be at home etc. :

- It's late. Let's go home.
- Will you be at home tomorrow afternoon?

D

We say go to sea / be at sea (without the) when the meaning is 'go/be on a voyage':

- Keith works on ships. He is at sea most of the time.
- I'd like to live near the sea.
- It can be dangerous to swim in the sea.

The 3 (children / the children)

A

When we are talking about things or people in general, we do *not* use the:

- I'm afraid of dogs. (*not* the dogs)
(dogs = dogs in general, not a specific group of dogs)
- Doctors are paid more than teachers.
- Do you collect stamps?
- Crime is a problem in most big cities. (*not* The crime)
- Life has changed a lot in the last thirty years. (*not* The life)
- Do you like classical music / Chinese food / fast cars?
- My favourite sport is football/skiing/athletics.
- My favourite subject at school was history/physics/English.



We say 'most people / most books / most cars' etc. (*not* the most ...):

- Most hotels accept credit cards. (*not* The most hotels)

B

We use the when we mean specific things or people.

Compare:

In general (without the)

- Children learn from playing.
(= children in general)
- I couldn't live without music.
- All cars have wheels.
- Sugar isn't very good for you.
- English people drink a lot of tea.
(= English people in general)

Specific people or things (with the)

- We took the children to the zoo.
(= a specific group, perhaps the speaker's children)
- The film wasn't very good, but I liked the music. (= the music in the film)
- All the cars in this car park belong to people who work here.
- Can you pass the sugar, please?
(= the sugar on the table)
- The English people I know drink a lot of tea. (= only the English people I know, not English people in general)

C

The difference between 'something in general' and 'something specific' is not always very clear.

Compare:

In general (without the)

- I like working with people.
(= people in general)
- I like working with people who are lively. (not all people, but 'people who are lively' is still a general idea)
- Do you like coffee?
(= coffee in general)
- Do you like strong black coffee?
(not all coffee, but 'strong black coffee' is still a general idea)

Specific people or things (with the)

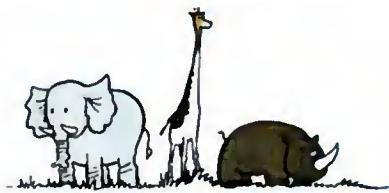
- I like the people I work with.
(= a specific group of people)
- Did you like the coffee we had after dinner last night? (= specific coffee)

The 4 (the giraffe / the telephone / the piano etc. ; the + adjective)

A

Study these sentences:

- The giraffe is the tallest of all animals.
- The bicycle is an excellent means of transport.
- When was the telephone invented?
- The dollar is the currency (= the money) of the United States.



In these examples, the ... does not mean one specific thing. The giraffe = a specific type of animal, not a specific giraffe. We use the (+ singular countable noun) in this way to talk about a type of animal, machine etc.

In the same way we use the for musical instruments:

- Can you play the guitar?
- The piano is my favourite instrument.

Compare a and the:

- I'd like to have a piano. *but* I can't play the piano.
- We saw a giraffe at the zoo. *but* The giraffe is my favourite animal.

Note that we use man (= human beings in general / the human race) without the:

- What do you know about the origins of man? (*not* the man)

B

The + adjective

We use the + adjective (without a noun) to talk about groups of people, especially:

the young	the rich	the sick	the blind	the injured
the old	the poor	the disabled	the deaf	the dead
the elderly	the homeless	the unemployed		

The young = young people, the rich = rich people etc. :

- Do you think the rich should pay higher taxes?
- The government has promised to provide more money to help the homeless.

These expressions are always *plural* in meaning. For example, you cannot say 'a young' or 'the injured' for one person. You must say 'a young person', 'the injured woman' etc.

Note that we say 'the poor' (*not* the poors), 'the young' (*not* the youngs) etc.

C

The + nationality

You can use the + nationality adjectives that end in -ch or -sh (the French / the English / the Spanish etc.) The meaning is 'the people of that country':

- The French are famous for their food. (= the people of France)

The French / the English etc. are plural in meaning. We do not say 'a French / an English'. You have to say a Frenchman / an Englishwoman etc.

You can also use the + nationality words ending in -ese (the Chinese / the Sudanese / the Japanese etc.):

- The Chinese invented printing.

But these words can also be singular (a Japanese, a Sudanese etc.).

Also a Swiss (singular) and the Swiss (= the people of Switzerland)

With other nationalities, the plural noun ends in -s. For example:

an Italian → Italians a Mexican → Mexicans a Turk → Turks

With these words (Italians etc.), we do not normally use the to talk about the people in general (see Unit 75).

Names with and without the 1

A

We do *not* use the with names of people ('Helen', 'Helen Taylor' etc.). In the same way, we do *not* normally use the with names of places. For example:

<i>continents</i>	Africa (<i>not</i> the Africa), Europe, South America
<i>countries, states etc.</i>	France (<i>not</i> the France), Japan, Switzerland, Texas
<i>islands</i>	Sicily, Bermuda, Tasmania
<i>cities, towns etc.</i>	Cairo, New York, Bangkok
<i>mountains</i>	Everest, Etna, Kilimanjaro



But we use the in names with Republic, Kingdom, States etc.:

the Czech Republic	the United Kingdom (the UK)
the Dominican Republic	the United States of America (the USA)

Compare:

- Have you been to Canada or the United States?

B

When we use Mr/Mrs/Captain/Doctor etc. + a name, we do not use the. So we say:

Mr Johnson / Doctor Johnson / Captain Johnson / President Johnson etc.	(<i>not</i> the ...)
Uncle Robert / Saint Catherine / Princess Maria etc.	(<i>not</i> the ...)

Compare:

- We called the doctor.
- We called Doctor Johnson. (*not* the Doctor Johnson)

We use mount (= mountain) and lake in the same way (without the):

Mount Everest (*not* the ...) Mount Etna Lake Superior Lake Constance

- They live near the lake.
- They live near Lake Constance. (*not* the Lake Constance)

C

We use the with the names of oceans, seas, rivers and canals:

the Atlantic (Ocean)	the Red Sea	the Amazon
the Indian Ocean	the Channel (between	the Nile
the Mediterranean (Sea)	France and Britain)	the Suez Canal

We use the with the names of deserts:

- the Sahara (Desert)
- the Gobi Desert

D

We use the with plural names of people and places:

<i>people</i>	the Taylors (= the Taylor family), the Johnsons
<i>countries</i>	the Netherlands, the Philippines, the United States
<i>groups of islands</i>	the Canaries / the Canary Islands, the Bahamas
<i>mountain ranges</i>	the Rocky Mountains / the Rockies, the Andes, the Alps

- The highest mountain in the Alps is Mont Blanc.

E

We say:

the north (of Brazil)	but	northern Brazil (<i>without</i> the)
the south-east (of Spain)	but	south-eastern Spain

Compare:

- Sweden is in northern Europe; Spain is in the south.

Also the Middle East, the Far East

We also use north/south etc. (without the) in the names of some regions and countries:

North America South Africa

Note that on maps, the is not usually included in the name.

Names with and without the 2

A

Names without the

We do not use the with names of most city streets/roads/squares/parks etc. :

Wall Street (<i>not the ...</i>)	Fifth Avenue	Hyde Park
Queens Road	Broadway	Times Square

Names of important public buildings and institutions (for example, airports, stations, universities) are often two words:

Manchester Airport Harvard University

The first word is the name of a place ('Manchester') or a person ('Harvard'). These names are usually without the. In the same way, we say:

Victoria Station (<i>not the ...</i>)	Canterbury Cathedral	Edinburgh Castle
Buckingham Palace	Cambridge University	Sydney Harbour

Compare:

Buckingham Palace (*not the ...*) but the Royal Palace
(‘Royal’ is an adjective – it is not a name like ‘Buckingham’.)

B

Most other buildings have names with the. For example:

<i>hotels/restaurants</i>	the Sheraton Hotel, the Bombay Restaurant, the Holiday Inn
<i>theatres/cinemas</i>	the Palace Theatre, the Odeon (cinema)
<i>museums/galleries</i>	the Guggenheim Museum, the Hayward Gallery
<i>other buildings</i>	the Empire State (Building), the White House, the Eiffel Tower

We often leave out the noun:

the Sheraton (Hotel) the Palace (Theatre) the Guggenheim (Museum)

Some names are only the + noun, for example:

the Acropolis the Kremlin the Pentagon

C

Names with of usually have the. For example:

the Bank of England	the Museum of Modern Art
the Great Wall of China	the Tower of London

Note that we say:

the University of Cambridge but Cambridge University (*without the*)

D

Many shops, restaurants, hotels, banks etc. are named after the people who started them. These names end in -’s or -s. We do not use the with these names:

Lloyds Bank (*not the ...*) Brown’s Restaurant Macy’s (department store)

Churches are often named after saints:

St John’s Church (*not the St Johns Church*) St Patrick’s Cathedral

E

Most newspapers and many organisations have names with the:

<i>newspapers</i>	the Washington Post, the Financial Times, the Sun
<i>organisations</i>	the European Union, the BBC (= British Broadcasting Corporation), the Red Cross

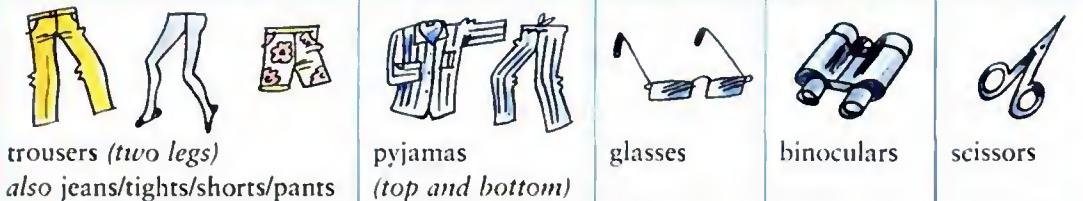
Names of companies, airlines etc. are usually without the:

Fiat (<i>not the Fiat</i>)	Sony	British Airways
Kodak	IBM	Yale University Press

Singular and plural

A

Sometimes we use a *plural* noun for one thing that has two parts. For example:



These words are plural, so they take a plural verb:

- My trousers are too long. (*not* my trousers is)

You can also use a pair of + these words:

- Those are nice jeans. or That's a nice pair of jeans. (*not* a nice jeans)
- I need some new glasses. or I need a new pair of glasses.

B

Some nouns end in -ics, but are not usually plural. For example:

athletics economics electronics gymnastics maths (= mathematics) physics politics

- Gymnastics is my favourite sport. (*not* Gymnastics are)

News is not plural (see Unit 70B):

- What time is the news on television? (*not* are the news)

Some words ending in -s can be singular or plural. For example:

means	a means of transport	many means of transport
series	a television series	two television series
species	a species of bird	200 species of bird

C

Some singular nouns are often used with a plural verb. For example:

audience committee company family firm government staff team

These nouns are all groups of people. We often think of them as a number of people (= they), not as one thing (= it). So we often use a plural verb:

- The government (= they) want to increase taxes.
- The staff at the school (= they) are not happy with their new working conditions.

In the same way, we often use a plural verb after the name of a sports team or a company:

- Italy are playing Brazil next week (in a football match).
- Shell have increased the price of petrol.

A singular verb (The government wants ... / Shell has ... etc.) is also possible.

We use a plural verb with police:

- The police are investigating the murder, but haven't arrested anyone yet.
(*not* The police is ... hasn't)

Note that we say a police officer / a policeman / a policewoman (*not* a police).

D

We do not often use the plural of person ('persons'). We normally use people (a *plural* word):

- He's a nice person. *but* They are nice people. (*not* nice persons)
- Many people don't have enough to eat. (*not* Many people doesn't)

E

We think of a sum of money, a period of time, a distance etc. as *one* thing. So we use a singular verb:

- Twenty thousand pounds (= it) was stolen in the robbery. (*not* were stolen)
- Three years (= it) is a long time to be without a job. (*not* Three years are)
- Six miles is a long way to walk every day.

Noun + noun (a tennis ball / a headache)

A

You can use two nouns together (*noun + noun*) to mean *one* thing/person/idea etc. For example:

a tennis ball a bank manager a road accident income tax the city centre

The first noun is like an adjective. It tells us what kind of thing/person/idea etc. For example:

a tennis ball = a ball used to play tennis
 a road accident = an accident that happens on the road
 income tax = tax that you pay on your income
 the water temperature = the temperature of the water
 a London doctor = a doctor from London
 my life story = the story of my life

So you can say:

a television camera a television programme a television studio a television producer
 (these are all different things or people to do with television)
 language problems marriage problems health problems work problems
 (these are all different kinds of problems)

Compare:

garden vegetables (= vegetables that are grown in a garden)
 a vegetable garden (= a garden where vegetables are grown)

Sometimes the first word ends in -ing. Usually these are things used for doing something:

a frying pan (= a pan for frying) a washing machine a swimming pool a dining room

Sometimes there are more than two nouns together:

- I waited at the hotel reception desk.
- We watched the World Swimming Championships on television.
- If you want to play table tennis (= a game), you need a table tennis table (= a table).

B

When two nouns are together like this, sometimes we write them as one word and sometimes as two separate words. For example:

a headache toothpaste a weekend a car park a road sign

There are no clear rules for this. If you are not sure, write two words.

C

Note the difference between:

a sugar bowl (perhaps empty) and a bowl of sugar (= a bowl with sugar in it)
 a shopping bag (perhaps empty) and a bag of shopping (= a bag full of shopping)

D

When we use *noun + noun*, the first noun is like an *adjective*. It is normally singular, but the meaning is often plural. For example: a bookshop is a shop where you can buy books, an apple tree is a tree that has apples.

In the same way we say:

a three-hour journey (= a journey that takes three hours)
 a ten-pound note (not pounds)
 a four-week course (not weeks)
 two 14-year-old girls (not years)
 a six-page letter (not pages)

Compare:

- It was a four-week course. *but* The course lasted four weeks.

-'s (your sister's name) and of ... (the name of the book)

A

We use -'s (*apostrophe + s*) mostly for people or animals:

- Tom's computer isn't working. (*not* the computer of Tom)
- How old are Chris's children? (*not* the children of Chris)
- What's (= What is) your sister's name?
- What's Tom's sister's name?
- Be careful. Don't step on the cat's tail.

Note that you can use -'s without a following noun:

- This isn't my book. It's **my sister's**. (= my sister's book)

We do not always use -'s for people. For example, we would use **of ...** in this sentence:

- What was the name **of the man who phoned you**? ('the man who phoned you' is too long to be followed by -'s)

Note that we say **a woman's hat** (= a hat for a woman), **a boy's name** (= a name for a boy), **a bird's egg** (= an egg laid by a bird) etc.

B

With a *singular* noun we use -'s:

my sister's room (= her room – one sister) Mr Carter's house (= his house)

With a *plural* noun (sisters, friends etc.) we put an apostrophe at the end of the word (-'s):

my sisters' room (= their room – *two or more* sisters)
the Carters' house (= their house – Mr and Mrs Carter)

If a plural noun does not end in -s (for example men/women/children/people) we use -'s:

the men's changing room a children's book (= a book for children)

Note that you can use -'s after more than one noun:

Jack and Karen's wedding Mr and Mrs Carter's house

C

For things, ideas etc., we normally use **of (... of the book / ... of the restaurant etc.)**:

the door **of** the garage (*not* the garage's door)
the name **of** the book the owner **of** the restaurant

Sometimes the structure **noun + noun** is possible (see Unit 80):

the garage door the restaurant owner

We say **the beginning/end/middle of ...**, **the top/bottom of ...**, **the front/back/side of ...**:

the beginning **of** the month (*not* the month's beginning)
the top **of** the hill the back **of** the car

D

You can usually use -'s or **of ...** for an organisation (= a group of people). So you can say:

the government's decision or the decision **of** the government
the company's success or the success **of** the company

It is also possible to use -'s for places. So you can say:

the city's streets the world's population Italy's prime minister

E

You can also use -'s with time expressions (yesterday / next week etc.):

- Do you still have yesterday's newspaper?
- Next week's meeting has been cancelled.

In the same way, you can say today's / tomorrow's / this evening's / Monday's etc.

We also use -'s (or -s' with plural words) with periods of time:

- I've got a week's holiday starting on Monday.
- Julia has got three weeks' holiday.
- I live near the station – it's only about ten minutes' walk.

Myself/yourself/themselves etc.

A

Study this example:



Steve introduced himself to the other guests.

We use myself/yourself/himself etc. (*reflexive pronouns*) when the *subject* and *object* are the same:

Steve	introduced	himself
<i>subject</i>		<i>object</i>

The reflexive pronouns are:

<i>singular:</i>	myself	yourself (one person)	himself/herself/itself
<i>plural:</i>	ourselves	yourselves (more than one person)	themselves

- I don't want you to pay for me. I'll pay for myself. (*not I'll pay for me*)
- Julia had a great holiday. She really enjoyed herself.
- Do you talk to yourself sometimes? (*said to one person*)
- If you want more to eat, help yourselves. (*said to more than one person*)

Compare:

- It's not our fault. You can't blame us.
- It's our own fault. We should blame ourselves.

B

We do not use myself etc. after feel/relax/concentrate/meet:

- I feel nervous. I can't relax.
- You must try and concentrate. (*not concentrate yourself*)
- What time shall we meet? (*not meet ourselves, not meet us*)

We normally use wash/shave/dress *without* myself etc. :

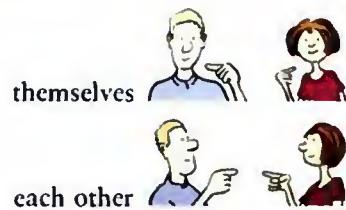
- He got up, washed, shaved and dressed. (*not washed himself etc.*)

You can also say get dressed (He got dressed).

C

Compare -selves and each other:

- Kate and Joe stood in front of the mirror and looked at themselves. (= *Kate and Joe looked at Kate and Joe*)
- Kate looked at Joe; Joe looked at Kate. They looked at each other.



You can use one another instead of each other:

- How long have you and Bill known each other? or ... known one another?
- Sue and Ann don't like each other. or ... don't like one another.
- Do you and Sarah live near each other? or ... near one another?

D

We also use myself/yourself etc. in another way. For example:

- 'Who repaired your bike for you?' 'I repaired it myself.'

I repaired it myself = I repaired it, not anybody else. Here, myself is used to emphasise 'I' (= it makes it stronger). Some more examples:

- I'm not going to do your work for you. You can do it yourself. (= you, not me)
- Let's paint the house ourselves. It will be much cheaper.
- The film itself wasn't very good, but I loved the music.
- I don't think Liz will get the job. Liz herself doesn't think she'll get it. (or Liz doesn't think she'll get it herself.)

A friend of mine my own house on my own / by myself

A

A friend of mine / a friend of Tom's etc.

We say '(a friend) of mine/yours/his/hers/ours/theirs':

- I'm going to a wedding on Saturday. A friend of mine is getting married. (*not a friend of me*)
- We went on holiday with some friends of ours. (*not some friends of us*)
- Michael had an argument with a neighbour of his.
- It was a good idea of yours to go to the cinema.

In the same way we say '(a friend) of my sister's / (a friend) of Tom's' etc. :

- That woman over there is a friend of my sister's.
- It was a good idea of Tom's to go to the cinema.

B

My own ... / your own ... etc.

We use **my/your/his/her/its/our/their** before **own**:

my own house your own car her own room
(*not an own house, an own car etc.*)

My own ... / your own ... etc. = something that is only mine/yours, not shared or borrowed:

- I don't want to share a room with anybody. I want my own room.
- Vicky and George would like to have their own house.
- It's a pity that the flat hasn't got its own parking space.
- It's my own fault that I've got no money. I buy too many things I don't need.
- Why do you want to borrow my car? Why don't you use your own? (= your own car)

You can also use **own** to say that you do something yourself instead of somebody else doing it for you. For example:

- Brian usually cuts his own hair.
(= he cuts it himself; he doesn't go to the hairdresser's)
- I'd like to have a garden so that I could grow my own vegetables.
(= grow them myself instead of buying them from shops)

**C**

On my own / by myself

On my own and by myself both mean 'alone'. We say:

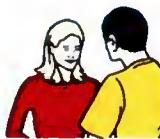
on $\left\{ \begin{array}{l} \text{my/your} \\ \text{his/her/its} \\ \text{our/their} \end{array} \right\}$ own	=	by $\left\{ \begin{array}{l} \text{myself / yourself (singular)} \\ \text{himself / herself / itself} \\ \text{ourselves / yourselves (plural) / themselves} \end{array} \right\}$
---	---	--

- I like living on my own / by myself.
- 'Did you go on holiday on your own / by yourself?' 'No, with a friend.'
- David was sitting on his own / by himself in a corner of the café.
- Learner drivers are not allowed to drive on their own / by themselves.

There ... and it ...

A

There and it



There's a new restaurant in King Street.

Yes, I know. I went there last night. It's very good.

We use **there ...** when we talk about something for the first time, to say that it exists:

- There's a new restaurant in King Street. (*not A new restaurant is in King Street*)
- I'm sorry I'm late. There was a lot of traffic. (*not It was a lot of traffic*)
- Things are more expensive now. There has been a big rise in the cost of living.

It = a specific thing, place, fact, situation etc. (but see also section C):

- We went to the new restaurant. It's very good. (**It** = the restaurant)
- I wasn't expecting them to come. It was a complete surprise. (**It** = that they came)

Compare **there** and **it**:

- I don't like this town. There's nothing to do here. It's a boring place.

There also means 'to/at/in that place':

- The new restaurant is very good. I went there (= to the restaurant) last night.
- When we got to the party, there were already a lot of people there (= at the party).

B

You can say **there will be / there must be / there might be / there used to be** etc. :

- Will there be many people at the party?
- 'Is there a flight to Paris this evening?' 'There might be. I'll phone the airport.'
- If people drove more carefully, there wouldn't be so many accidents.

Also **there must have been, there should have been** etc. :

- There was a light on. There must have been somebody at home.

Compare **there** and **it**:

- They live on a busy road. There must be a lot of noise from the traffic.
They live on a busy main road. It must be very noisy.
- There used to be a cinema in King Street, but it closed a few years ago.
That building is now a supermarket. It used to be a cinema.

You can also say **there is sure/certain/likely/bound to be ...** :

- There is bound (= sure) to be a flight to Paris this evening.

C

We also use **it** in sentences like this:

- It's dangerous to walk in the road.

We do not usually say 'To walk in the road is dangerous'. Normally we begin with **It**

Some more examples:

- It didn't take us long to get here.
- It's a pity (that) Sandra can't come to the party.
- Let's go. It's not worth waiting any longer.

We also use **it** to talk about distance, time and weather:

- How far is it from here to the airport.
- What day is it today?
- It's a long time since we saw you last.
- It was windy yesterday. (*but There was a cold wind.*)

Some and any

A

In general we use **some** (*also somebody/someone/something*) in positive sentences and **any** (*also anybody etc.*) in negative sentences:

some

- We bought **some** flowers.
- He's busy. He's got **some** work to do.
- There's **somebody** at the door.
- I'm hungry. I want **something** to eat.

any

- We didn't buy **any** flowers.
- He's lazy. He never does **any** work.
- There isn't **anybody** at the door.
- I'm not hungry. I don't want **anything** to eat.

We use **any** in the following sentences because the meaning is negative:

- She went out without **any** money. (she didn't take **any** money with her)
- He refused to eat **anything**. (he didn't eat **anything**)
- Hardly **anybody** passed the examination. (= almost nobody passed)

B

We use both **some** and **any** in questions. We use **some** to talk about a person or thing that we know exists, or we think exists:

- Are you waiting for **somebody**? (I think you are waiting for **somebody**)

We use **some** in questions when we offer or ask for things:

- Would you like **something** to eat? (there is **something** to eat)
- Can I have **some** sugar, please? (there is probably **some** sugar I can have)

But in most questions, we use **any**. We do not know if the thing or person exists:

- 'Have you got **any** luggage?' 'No, I haven't.'
- I can't find my bag. Has **anybody** seen it?

C

We often use **any** after **if**:

- If there are **any** letters for me, can you send them on to this address?
- If **anyone** has **any** questions, I'll be pleased to answer them.
- Let me know if you need **anything**.

The following sentences have the idea of **if**:

- I'm sorry for **any** trouble I've caused. (= if I have caused **any** trouble)
- Anyone** who wants to do the exam must tell me by Friday. (= if there is **anyone**)

D

We also use **any** with the meaning 'it doesn't matter which':

- You can take **any** bus. They all go to the centre. (= it doesn't matter which bus you take)
- 'Sing a song.' 'Which song shall I sing?' 'Any song. I don't mind.' (= it doesn't matter which song)
- Come and see me **any** time you want.
- 'Let's go out somewhere.' 'Where shall we go?' 'Anywhere. I just want to go out.'
- We left the door unlocked. **Anybody** could have come in.

Compare **something** and **anything**:

- A: I'm hungry. I want **something** to eat.
- B: What would you like?
- A: I don't mind. **Anything**. (= it doesn't matter what)

E

Somebody/someone/anybody/anyone are singular words:

- Someone** is here to see you.

But we often use **they/them/their** after these words:

- Someone** has forgotten **their** umbrella. (= his or her umbrella)
- If **anybody** wants to leave early, **they** can. (= he or she can)

No/none/any Nothing/nobody etc.

A No and none

We use **no + noun**. **No = not a or not any**:

- We had to walk home because there was no bus. (= there wasn't a bus)
- Sue will have no difficulty finding a job. (= Sue won't have any difficulty ...)
- There were no shops open. (= There weren't any shops open.)

You can use **no + noun** at the beginning of a sentence:

- No reason was given for the change of plan.

We use **none without a noun**:

- 'How much money do you have?' 'None.' (= no money)
- All the tickets have been sold. There are none left. (= no tickets left)

Or we use **none of ... :**

- This money is all yours. None of it is mine.

After **none of + plural** (none of the students, none of them etc.) the verb can be singular or plural. A plural verb is more usual:

- None of the shops were (or was) open.

B Nothing nobody/no-one nowhere

You can use these negative words at the beginning of a sentence or alone (as answers to questions):

- Nobody (or No-one) came to visit me while I was in hospital.
- 'What happened?' 'Nothing.'
- 'Where are you going?' 'Nowhere. I'm staying here.'

You can also use these words after a verb, especially after **be** and **have**:

- The house is empty. There's nobody living there.
- We had nothing to eat.

Nothing/nobody etc. = not + anything/anybody etc. :

- I didn't say anything. (= I said nothing.)
- Jane didn't tell anybody about her plans. (= Jane told nobody ...)
- They haven't got anywhere to live. (= They've got nowhere to live.)

With **nothing/nobody etc.**, do *not* use a negative verb (**isn't**, **didn't** etc.):

- I said nothing. (not I didn't say nothing)
- Nobody tells me anything. (not Nobody doesn't tell me)

C We also use any/anything/anybody etc. (*without not*) to mean 'it doesn't matter which/what/who' (see Unit 85D). Compare **no-** and **any-**:

- There was no bus, so we walked home.
You can take any bus. They all go to the centre. (= it doesn't matter which)
- 'What do you want to eat?' 'Nothing. I'm not hungry.'
I'm so hungry. I could eat anything. (= it doesn't matter what)
- The exam was extremely difficult. Nobody passed. (= everybody failed)
The exam was very easy. Anybody could have passed. (= it doesn't matter who)

D After **nobody/no-one** you can use **they/them/their** (see also Unit 85E):

- Nobody phoned, did they? (= did he or she)
- No-one did what I asked them to do. (= him or her)
- Nobody in the class did their homework. (= his or her homework)

Much, many, little, few, a lot, plenty

A

We use much and little with *uncountable* nouns:

much time much luck little energy little money

We use many and few with *plural* nouns:

many friends many people few cars few countries

B

We use a lot of / lots of / plenty of with both *uncountable* and *plural* nouns:

a lot of luck lots of time plenty of money
a lot of friends lots of people plenty of ideas

Plenty = more than enough:

There's no need to hurry. We've got plenty of time.

C

Much is unusual in positive sentences (especially in spoken English). Compare:

We didn't spend **much** money.

but We spent **a lot of** money. (*not* We spent **much** money)

Do you see David **much**?

but I see David **a lot**. (*not* I see David **much**)

We use **many** and **a lot of** in all kinds of sentences:

Many people drive too fast. or A lot of people drive too fast.

Do you know **many** people? or Do you know **a lot of** people?

There aren't **many** tourists here. or There aren't **a lot of** tourists here.

Note that we say **many years / many weeks / many days** (*not* **a lot of ...**):

We've lived here **for many years**. (*not* **a lot of years**)

D

Little and **few** (*without* a) are negative ideas (= not much / not many):

Gary is very busy with his job. He has **little** time for other things. (= not much time, less time than he would like)
 Vicky doesn't like living in London. She has **few** friends there. (= not many, not as many as she would like)

You can say **very little** and **very few**:

Gary has **very little** time for other things.

Vicky has **very few** friends in London.

E

A little and **a few** have a more positive meaning.

A little = some, a small amount:

Let's go and have a coffee. We have **a little** time before the train leaves.
(a little time = some time, enough time to have a coffee)
 'Do you speak English?' 'A **little**.' (so we can talk a bit)

A few = some, a small number:

I enjoy my life here. I have **a few** friends and we meet quite often.
(a few friends = not many but enough to have a good time)
 'When was the last time you saw Clare?' 'A **few** days ago.' (= some days ago)

Compare:

He spoke **little** English, so it was difficult to communicate with him.
He spoke **a little** English, so we were able to communicate with him.
 She's **lucky**. She has **few** problems. (= not many problems)
Things are not going so well for her. She has **a few** problems. (= some problems)

You can say **only a little** and **only a few**:

Hurry! We **only** have **a little** time. (*not* **only** little time)

The village was very small. There were **only a few** houses. (*not* **only** few houses)

All / all of most / most of
no / none of etc.**A**

all	some	any	most	much/many	little/few	no
-----	------	-----	------	-----------	------------	----

You can use the words in the box with a noun (some food / few books etc.):

- All cars have wheels.
- Some cars can go faster than others.
- (on a notice) NO CARS. (= no cars allowed)
- Many people drive too fast.
- I don't go out very often. I'm at home most days.



You cannot say 'all of cars', 'some of people' etc. (see also Section B):

- Some people learn languages more easily than others. (*not* Some of people)

Note that we say most (*not* the most):

- Most tourists don't visit this part of the town. (*not* The most tourists)

B

all	some	any	most	much/many	little/few	half	none
-----	------	-----	------	-----------	------------	------	------

You can use the words in the box with of (some of / most of etc.).

We use some of / most of / none of etc. + the/this/that/these/those/my ... etc. So you can say 'some of the people', 'some of those people' (*but not* 'some of people'):

- Some of the people I work with are not very friendly.
- None of this money is mine.
- Have you read any of these books?
- I was sick yesterday. I spent most of the day in bed.

You don't need of after all or half. So you can say:

- All my friends live in Los Angeles. or All of my friends ...
- Half this money is mine. or Half of this money ...

Compare:

- All flowers are beautiful. (= all flowers in general)
All (of) the flowers in this garden are beautiful. (= a specific group of flowers)
- Most problems have a solution. (= most problems in general)
We were able to solve most of the problems we had. (= a specific group of problems)

C

You can use all of / some of / none of etc. + it/us/you/them:

- 'How many of these people do you know?' 'None of them. / A few of them.'
- Do any of you want to come to a party tonight?
- 'Do you like this music?' 'Some of it. Not all of it.'

We say: all of us / all of you / half of it / half of them etc. You cannot leave out of before it/us/you/them:

- All of us were late. (*not* all us)
- I haven't finished the book yet. I've only read half of it. (*not* half it)

D

You can also use some/most etc. alone, *without* a noun:

- Some cars have four doors and some have two.
- A few of the shops were open, but most (of them) were closed.
- Half this money is mine, and half (of it) is yours. (*not* the half)

Both / both of neither / neither of either / either of

A

We use both/neither/either for *two* things. You can use these words with a *noun* (both books, neither book etc.).

For example, you are going out to eat. There are two possible restaurants. You say:

- Both restaurants are very good. (*not* The both restaurants)
- Neither restaurant is expensive.
- We can go to either restaurant. I don't mind.
(either = one or the other, it doesn't matter which one)

B

Both of ... / neither of ... / either of ...

We use both of / neither of / either of + the/these/my/Tom's ... etc. So we say 'both of the restaurants', 'both of those restaurants' etc. (*but not* both of restaurants):

- Both of these restaurants are very good.
- Neither of the restaurants we went to was (or were) expensive.
- I haven't been to either of those restaurants. (= I haven't been to one or the other)

You don't need of after both. So you can say:

- Both my parents are from London. *or* Both of my parents ...

You can use both of / neither of / either of + us/you/them:

- (*talking to two people*) Can either of you speak Spanish?
- I asked two people the way to the station, but neither of them could help me.

You must say 'both of' before us/you/them:

- Both of us were very tired. (*not* Both us were ...)

After neither of ... a *singular* or a *plural* verb is possible:

- Neither of the children wants (or want) to go to bed.

C

You can also use both/neither/either alone, *without* a noun:

- I couldn't decide which of the two shirts to buy. I liked both. (or I liked both of them.)
- 'Is your friend British or American?' 'Neither. She's Australian.'
- 'Do you want tea or coffee?' 'Either. I don't mind.'

D

You can say:

- | | |
|---------------------|--|
| both ... and ... | <input type="checkbox"/> Both Chris and Pat were late. |
| | <input type="checkbox"/> I was both tired and hungry when I arrived home. |
| neither ... nor ... | <input type="checkbox"/> Neither Chris nor Pat came to the party. |
| | <input type="checkbox"/> Tom said he would contact me, but he neither wrote nor phoned. |
| either ... or ... | <input type="checkbox"/> I'm not sure where Maria's from. She's either Spanish or Italian. |
| | <input type="checkbox"/> Either you apologise or I'll never speak to you again. |

E

Compare either/neither/both (two things) and any/none/all (more than two):

- | | |
|--|---|
| <input type="checkbox"/> There are two good hotels here.
You could stay at either of them. | <input type="checkbox"/> There are many good hotels here.
You could stay at any of them. |
| <input type="checkbox"/> We tried two hotels.
{ Neither of them had any rooms.
Both of them were full. | <input type="checkbox"/> We tried a lot of hotels.
{ None of them had any rooms.
All of them were full. |

All, every and whole

A

All and everybody/everyone

We do not normally use all to mean everybody/everyone:

- Everybody enjoyed the party. (*not* All enjoyed)

But we say all of us/you/them (*not* everybody of ...):

- All of us enjoyed the party. (*not* Everybody of us)

B

All and everything

Sometimes you can use all or everything:

- I'll do all I can to help. *or* I'll do everything I can to help.

You can say 'all I can' / 'all you need' etc., but we do not normally use all *alone*:

- He thinks he knows everything. (*not* he knows all)
- Our holiday was a disaster. Everything went wrong. (*not* All went wrong)

But you can say all about:

- He knows all about computers.

We also use all (*not* everything) to mean 'the only thing(s)':

- All I've eaten today is a sandwich. (= the only thing I've eaten today)

C

Every / everybody / everyone / everything are *singular* words, so we use a *singular* verb:

- Every seat in the theatre was taken.
- Everybody has arrived. (*not* have arrived)

But you can use they/them/their after everybody/everyone:

- Everybody said they enjoyed themselves. (= he or she enjoyed himself or herself)

D

Whole and all

Whole = complete, entire. Most often we use whole with *singular* nouns:

- Did you read the whole book? (= all the book, not just a part of it)
- Emily has lived her whole life in Scotland.
- I was so hungry, I ate a whole packet of biscuits. (= a complete packet)

We use the/my/her etc. before whole. Compare whole and all:

the whole book / all the book her whole life / all her life

We do not normally use whole with *uncountable* nouns. We say:

- I've spent all the money you gave me. (*not* the whole money)

E

Every/all/whole with time words

We use every to say how often something happens (every day / every Monday / every ten minutes / every three weeks etc.):

- When we were on holiday, we went to the beach every day. (*not* all days)
- The bus service is excellent. There's a bus every ten minutes.
- We don't see each other very often – about every six months.

All day / the whole day = the complete day from beginning to end:

- We spent all day / the whole day on the beach.
- Dan was very quiet. He didn't say a word all evening / the whole evening.

Note that we say all day (*not* all the day), all week (*not* all the week) etc.

Compare all the time and every time:

- They never go out. They are at home all the time. (= always, continuously)
- Every time I see you, you look different. (= each time, on every occasion)

Each and every

A

Each and every are similar in meaning. Often it is possible to use each or every:

- Each time (or Every time) I see you, you look different.
- There's a telephone in each room (or every room) of the house.

But each and every are not exactly the same. Study the difference:

We use each when we think of things separately, one by one.

- Study each sentence carefully.
(= study the sentences one by one)

each = 

Each is more usual for a small number:

- There were four books on the table.
- Each book was a different colour.
- (in a card game) At the beginning of the game, each player has three cards.

Each (but not every) can be used for two things:

- In a football match, each team has eleven players. (not every team)

We use every (not each) to say how often something happens:

- 'How often do you use your computer?' 'Every day.' (not Each day)
- There's a bus every ten minutes. (not each ten minutes)

We use every when we think of things as a group. The meaning is similar to all.

- Every sentence must have a verb.
(= all sentences in general)

every = 

Every is more usual for a large number:

- Kate loves reading. She has read every book in the library. (= all the books)
- I would like to visit every country in the world. (= all the countries)

B

Compare the structures we use with each and every:

You can use each with a noun:

each book each student

You can use each alone (without a noun):

- None of the rooms was the same.
- Each (= each room) was different.

Or you can use each one:

- Each one was different.

You can say each of (the ... / these ... / them etc.):

- Read each of these sentences carefully.
- Each of the books is a different colour.
- Each of them is a different colour.

You can use every with a noun:

every book every student

You can't use every alone, but you can say every one:

- A: Have you read all these books?
- B: Yes, every one.

You can say every one of ... (but not every of):

- I've read every one of those books.
(not every of those books)
- I've read every one of them.

C

You can also use each in the middle or at the end of a sentence. For example:

- The students were each given a book. (= Each student was given a book.)
- These oranges cost 15 pence each.

D

Everyone and every one

Everyone (one word) is only for people (= everybody).

Every one (two words) is for things or people, and is similar to each one (see Section B).

- Everyone enjoyed the party. (= Everybody ...)
- Sarah is invited to lots of parties and she goes to every one. (= to every party)

Relative clauses 1: clauses with who/that/which

A

Look at this example sentence:

The woman **who lives next door** is a doctor.
 [relative clause]

A *clause* is a part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:

- The woman **who lives next door** ... ('who lives next door' tells us which woman)
- People **who live in the country** ... ('who live in the country' tells us what kind of people)

We use **who** in a relative clause when we are talking about people (not things):

the woman – she lives next door – is a doctor

→ The woman **who lives next door** is a doctor.

we know a lot of people – they live in the country

→ We know a lot of people **who live in the country**.

- An architect is someone **who designs buildings**.
- What was the name of the person **who phoned you**?
- Anyone **who wants to apply for the job** must do so by Friday.

You can also use **that** (instead of **who**), but you can't use **which** for people:

- The woman **that lives next door** is a doctor. (*not* the woman **which**)

Sometimes you must use **who** (*not* **that**) for people – see Unit 95.

B

When we are talking about things, we use **that** or **which** (*not* **who**) in a relative clause:

where is the cheese? – it was in the fridge

→ Where is the cheese { **that** **which** } was in the fridge?

- I don't like stories **that have unhappy endings**. (or stories **which have ...**)
- Barbara works for a company **that makes furniture**. (or a company **which makes furniture**)
- The machine **that broke down** is working again now. (or The machine **which broke down**)

That is more usual than **which**, but sometimes you must use **which** – see Unit 95.

C

What = 'the thing(s) that'. Compare **what** and **that**:

- What happened was my fault. (= the thing that happened)
- Everything **that happened** was my fault. (*not* Everything **what happened**)
- The machine **that broke down** is now working again. (*not* The machine **what broke down**)

D

Remember that in relative clauses we use **who/that/which**, not **he/she/they/it**:

- I've never spoken to the woman **who lives next door**. (*not* the woman **she lives**)

Relative clauses 2: clauses with and without who/that/which

A

Look at these example sentences from Unit 92:

- The woman **who** lives next door is a doctor. (or The woman **that** lives ...)

The woman lives next door. **who** (= the woman) is the *subject*

- Where is the cheese **that** was in the fridge? (or the cheese **which** was ...)

The cheese was in the fridge. **that** (= the cheese) is the *subject*

You must use **who/that/which** when it is the subject of the relative clause. So you cannot say 'The woman lives next door is a doctor' or 'Where is the cheese was in the fridge?'.

B

Sometimes **who/that/which** is the *object* of the verb. For example:

- The woman **who** I wanted to see was away on holiday.

I wanted to see **the woman** **who** (= the woman) is the *object*
I is the *subject*

- Have you found the keys **that** you lost?

You lost **the keys**. **that** (= the keys) is the *object*
you is the *subject*

When **who/that/which** is the object, you can leave it out. So you can say:

- The woman I wanted to see was away. or The woman who I wanted to see ...
- Have you found the keys you lost? or ... the keys that you lost?
- The dress Liz bought doesn't fit her very well. or The dress that Liz bought ...
- Is there anything I can do? or ... anything that I can do?

Note that we say:

the keys you lost (*not* the keys you lost them)

the dress Liz bought (*not* the dress Liz bought it)

C

Note the position of prepositions (in/to/for etc.) in relative clauses:

Tom is talking **to** a woman – do you know her?

→ Do you know the woman (who/that) Tom is talking **to**?

I slept **in** a bed last night – it wasn't very comfortable

→ The bed (that/which) I slept **in** last night wasn't very comfortable.

- Are these the books you were looking for? or ... the books that/which you were ...
- The woman he fell in love with left him after a month. or The woman who/that he ...
- The man I was sitting next to on the plane talked all the time. or
The man who/that I was sitting next to ...

Note that we say:

the books you were looking for (*not* the books you were looking for them)

D

You cannot use **what** in sentences like these (see also Unit 92C):

- Everything (that) they said was true. (*not* Everything what they said)
- I gave her all the money (that) I had. (*not* all the money what I had)

What = 'the thing(s) that':

- Did you hear what they said? (= the things that they said)

Relative clauses 3: whose/whom/where

A

Whose

We use **whose** in relative clauses instead of **his/her/their**:

- we saw some people – their car had broken down
 → We saw some people whose car had broken down.

We use **whose** mostly for people:

- A widow is a woman whose husband is dead. (her husband is dead)
- What's the name of the man whose car you borrowed? (you borrowed his car)
- I met someone whose brother I went to school with. (I went to school with his/her brother)

Compare **who** and **whose**:

- I met a man who knows you. (he knows you)
- I met a man whose sister knows you. (his sister knows you)

B

Whom

Whom is possible instead of **who** when it is the *object* of the verb in the relative clause (like the sentences in Unit 93B):

- The woman whom I wanted to see was away. (I wanted to see her)

You can also use **whom** with a preposition (**to whom / from whom / with whom etc.**):

- The people with whom I work are very nice. (I work with them)

But we do not often use **whom** in spoken English. We usually prefer **who** or **that**, or nothing (see Unit 93). So we usually say:

- The woman I wanted to see ... or The woman who/that I wanted to see ...
- The people I work with ... or The people who/that I work with ...

C

Where

You can use **where** in a relative clause to talk about a place:

- the restaurant – we had dinner there – it was near the airport
 → The restaurant where we had dinner was near the airport.

- I recently went back to the town where I grew up.
 (or ... the town I grew up in or ... the town that I grew up in)
- I would like to live in a place where there is plenty of sunshine.

D

We say:

the day / the year / the time etc. { something happens or
 that something happens

- Do you remember the day (that) we went to the zoo?
- The last time (that) I saw her, she looked fine.
- I haven't seen them since the year (that) they got married.

E

We say:

the reason { something happens or
 that/why something happens

- The reason I'm phoning you is to ask your advice.
 (or The reason that I'm phoning / The reason why I'm phoning)

Relative clauses 4: extra information clauses (1)

A

There are two types of relative clause. In these examples, the relative clauses are underlined. Compare:

Type 1

- The woman who lives next door is a doctor.
- Barbara works for a company that makes furniture.
- We stayed at the hotel (that) you recommended.

In these examples, the relative clause tells you which person or thing (or what kind of person or thing) the speaker means:

'The woman who lives next door' tells us *which* woman.

'A company that makes furniture' tells us *what kind* of company.

'The hotel (that) Ann recommended' tells us *which* hotel.

We do not use commas (,) with these clauses:

- We know a lot of people who live in London.

Type 2

- My brother Rob, who lives in Australia, is a doctor.
- Colin told me about his new job, which he's enjoying very much.
- We stayed at the Park Hotel, which a friend of ours recommended.

In these examples, the relative clauses do not tell you which person or thing the speaker means. We already know which thing or person is meant: 'My brother Rob', 'Colin's new job' and 'the Park Hotel'.

The relative clauses in these sentences give us *extra information* about the person or thing.

We use commas (,) with these clauses:

- My brother Rob, who lives in London, is a doctor.

B

In both types of relative clause we use **who** for people and **which** for things. But:

Type 1

You can use **that**:

- Do you know anyone **who/that speaks French and Italian**?
- Barbara works for a company **which/that makes furniture**.

You can leave out **who/which/that** when it is the object (see Unit 93):

- We stayed at the hotel **(that/which) you recommended**.
- This morning I met somebody **(who/that) I hadn't seen for ages**.

We do not often use **whom** in this type of clause (see Unit 94B).

Type 2

You cannot use **that**:

- John, **who (not that) speaks French and Italian**, works as a tourist guide.
- Colin told me about his new job, **which (not that) he's enjoying very much**.

You cannot leave out **who** or **which**:

- We stayed at the Park Hotel, **which a friend of ours recommended**.
- This morning I met Chris, **who I hadn't seen for ages**.

You can use **whom** for people (when it is the object):

- This morning I met Chris, **whom I hadn't seen for ages**.

In both types of relative clause you can use **whose** and **where**:

- We met some people **whose car had broken down**.
- What's the name of the place **where you went on holiday**?

- Liz, **whose car had broken down**, was in a very bad mood.
- Jill has just been to Sweden, **where her daughter lives**.

Relative clauses 5: extra information clauses (2)

A*Prepositions + whom/which*

You can use a *preposition* before **whom** (for people) and **which** (for things). So you can say:
to whom / with whom / about which / without which etc.:

- Mr Lee, **to whom** I spoke at the meeting, is very interested in our proposal.
- Fortunately we had a map, **without which** we would have got lost.

In informal English we often keep the preposition after the verb in the relative clause. When we do this, we normally use **who** (*not whom*) for people:

- This is my friend from Canada, **who** I was telling you about.
- Yesterday we visited the City Museum, **which** I'd never been to before.

B*All of / most of etc. + whom/which*

Study these examples:

Mary has three brothers. All of **them** are married. (2 sentences)

→ Mary has three brothers, all of **whom** are married. (1 sentence)

They asked me a lot of questions. I couldn't answer **most of them**. (2 sentences)

→ They asked me a lot of questions, **most of which** I couldn't answer. (1 sentence)

In the same way you can say:

none of / neither of / any of / either of some of / many of / much of / (a) few of both of / half of / each of / one of / two of etc.	} + whom (people) } + which (things)
---	---

- Martin tried on three jackets, **none of which** fitted him.
- Two men, **neither of whom** I had seen before, came into the office.
- They've got three cars, **two of which** they rarely use.
- Sue has a lot of friends, **many of whom** she was at school with.

You can also say **the cause of which / the name of which etc.**:

- The building was destroyed in a fire, **the cause of which** was never established.
- We stayed at a beautiful hotel, **the name of which** I can't remember now.

C*Which (not what)*

Study this example:

Joe got the job. **This** surprised everybody. (2 sentences)

Joe got the job, **which** surprised everybody. (1 sentence)

relative clause

In this example, **which** = 'the fact that he got the job'. You must use **which (not what)** in sentences like these:

- Sarah couldn't meet us, **which** was a pity. (*not what was a pity*)
- The weather was good, **which** we hadn't expected. (*not what we hadn't expected*)

For **what**, see Units 92C and 93D.

-ing and -ed clauses (the woman talking to Tom, the boy injured in the accident)

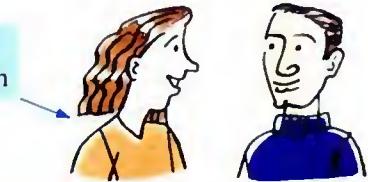
A

A *clause* is a part of a sentence. Some clauses begin with -ing or -ed. For example:

Do you know the woman **talking to Tom**?

-ing clause

the woman
talking to Tom



The boy **injured in the accident** was taken to hospital.

-ed clause

the boy injured
in the accident

**B**

We use -ing clauses to say what somebody (or something) is (or was) doing at a particular time:

- Do you know the woman **talking to Sam**? (the woman is **talking to Sam**)
- Police **investigating the crime** are looking for three men. (police are **investigating the crime**)
- Who were those people **waiting outside**? (they were **waiting**)
- I was woken up by a bell **ringing**. (a bell was **ringing**)

You can also use an -ing clause to say what happens all the time, not just at a particular time.

For example:

- The road **connecting the two villages** is very narrow. (the road **connects the two villages**)
- I have a large room **overlooking the garden**. (the room **overlooks the garden**)
- Can you think of the name of a flower **beginning with T**? (the name **begins with T**)

C

-ed clauses have a *passive* meaning:

- The boy **injured in the accident** was taken to hospital. (he was **injured in the accident**)
- George showed me some pictures painted **by his father**. (they had been painted **by his father**)

Injured and **invited** are *past participles*. Note that many past participles are irregular and do not end in -ed (stolen/made/written etc.):

- The police never found the money **stolen in the robbery**.
- Most of the goods **made in this factory** are exported.

You can use **left** in this way, with the meaning 'not used, still there':

- We've eaten nearly all the chocolates. There are only a few **left**.

D

We often use -ing and -ed clauses after there is / there was etc. :

- There **were** some children swimming in the river.
- Is there anybody **waiting**?
- There **was** a big red car parked outside the house.

Adjectives ending in -ing and -ed (boring/bored etc.)

A

There are many adjectives ending in -ing and -ed, for example: **boring** and **bored**. Study this example situation:



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy her job any more and would like to do something different.

Jane's job is **boring**.

Jane is **bored** (with her job).

Somebody is **bored** if something (or somebody else) is **boring**. Or, if something is **boring**, it makes you **bored**. So:

- Jane is **bored** because her job is **boring**.
- Jane's job is **boring**, so Jane is **bored**. (*not Jane is boring*)

If a person is **boring**, this means that they make other people **bored**:

- George always talks about the same things. He's really **boring**.

B

Compare adjectives ending in -ing and -ed:

- My job is

boring.	. . .
interesting.	
tiring.	
satisfying.	
depressing. etc.	

In these examples, the -ing adjective tells you about the job.

Compare these examples:

interesting

- Julia thinks politics is **interesting**.
- Did you meet anyone **interesting** at the party?

surprising

- It was **surprising** that he passed the exam.

disappointing

- The film was **disappointing**.
We expected it to be much better.

shocking

- The news was **shocking**.

- I'm **bored** with my job.
- I'm not **interested** in my job any more.
- I get very **tired** doing my job.
- I'm not **satisfied** with my job.
- My job makes me **depressed**. etc.

In these examples, the -ed adjective tells you how somebody feels (about the job).

interested

- Julia is **interested** in politics.
(*not interesting in politics*)
- Are you **interested** in buying a car?
I'm trying to sell mine.

surprised

- Everybody was **surprised** that he passed the exam.

disappointed

- We were **disappointed** with the film.
We expected it to be much better.

shocked

- I was **shocked** when I heard the news.

Adjectives: a nice new house, you look tired

A

Sometimes we use two or more adjectives together:

- My brother lives in a **nice new** house.
- In the kitchen there was a **beautiful large** round wooden table.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us factual information about age, size, colour etc.

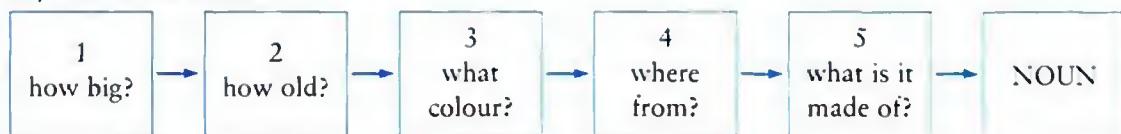
Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

	<i>opinion</i>	<i>fact</i>	
a	nice	long	summer holiday
an	interesting	young	man
	delicious	hot	vegetable soup
a	beautiful	large round	wooden table

B

Sometimes we use two or more fact adjectives together. Usually (but not always) we put fact adjectives in this order:



a tall young man (1 → 2)

big blue eyes (1 → 3)

a small black plastic bag (1 → 3 → 5)

a large wooden table (1 → 5)

an old Russian song (2 → 4)

an old white cotton shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long** etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide** etc.):

a large round table a tall thin girl a long narrow street

When there are two or more colour adjectives, we use **and**:

a black and white dress a red, white and green flag

This does not usually happen with other adjectives before a noun:

a long black dress (*not* a long and black dress)

C

We use adjectives after **be/get/become/seem**:

- Be careful!
- I'm tired and I'm getting hungry.
- As the film went on, it became more and more boring.
- Your friend seems very nice.

We also use adjectives to say how somebody/something looks, feels, sounds, tastes or smells:

- You look tired. / I feel tired. / She sounds tired.
- The dinner smells good.
- This tea tastes a bit strange.

But to say **how** somebody does something you must use an *adverb* (see Units 100–101):

- Drive carefully! (*not* Drive careful)
- Susan plays the piano very well. (*not* plays ... very good)

D

We say 'the first two days / the next few weeks / the last ten minutes' etc. :

- I didn't enjoy the first two days of the course. (*not* the two first days)
- They'll be away for the next few weeks. (*not* the few next weeks)

Adjectives and adverbs 1 (quick/quickly)

A

Look at these examples:

- Our holiday was too short – the time passed very quickly.
- Two people were seriously injured in the accident.

Quickly and seriously are *adverbs*. Many adverbs are formed from an adjective + -ly:

adjective:	quick	serious	careful	quiet	heavy	bad
adverb:	quickly	seriously	carefully	quietly	heavily	badly

For spelling, see Appendix 6.

Not all words ending in -ly are adverbs. Some *adjectives* end in -ly too, for example:
friendly lively elderly lonely silly lovely

B

Adjective or adverb?

Adjectives (quick/careful etc.) tell us about a *noun* (somebody or something). We use adjectives before nouns:

- Sam is a careful driver.
(not a carefully driver)
- We didn't go out because of the heavy rain.

Adverbs (quickly/carefully etc.) tell us about a *verb* (*how* somebody does something or *how* something happens):

- Sam drove carefully along the narrow road. (not drove careful)
- We didn't go out because it was raining heavily. (not raining heavy)

Compare:

- She speaks perfect English.
adjective + noun

- She speaks English perfectly.
verb + noun + adverb

We also use adjectives after some verbs, especially *be*, and also *look/feel/sound* etc.

Compare:

- Please be quiet.
- I was disappointed that my exam results were so bad.
- Why do you always look so serious?
- I feel happy.

- Please speak quietly.
- I was unhappy that I did so badly in the exam. (not did so bad)
- Why do you never take me seriously?
- The children were playing happily.

C

We also use adverbs before *adjectives* and *other adverbs*. For example:

reasonably cheap (adverb + adjective)

terribly sorry (adverb + adjective)

incredibly quickly (adverb + adverb)

- It's a reasonably cheap restaurant and the food is extremely good.
- I'm terribly sorry. I didn't mean to push you. (not terrible sorry)
- Maria learns languages incredibly quickly.
- The examination was surprisingly easy.

You can also use an adverb before a *past participle* (injured/organised/written etc.):

- Two people were seriously injured in the accident. (not serious injured)
- The meeting was very badly organised.

Adjectives and adverbs 2

(well/fast/late, hard/hardly)

A

Good/well

Good is an *adjective*. The *adverb* is **well**:

- Your English is good. *but* You speak English well.
- Susan is a good pianist. *but* Susan plays the piano well.

We use **well** (*not good*) with *past participles* (dressed/known etc.):

- well-dressed well-known well-educated well-paid
- Gary's father is a **well-known** writer.

But **well** is also an adjective with the meaning 'in good health':

- 'How are you today?' 'I'm very **well**, thanks.'

B

Fast/hard/late

These words are both adjectives and adverbs:

- | <i>adjective</i> | <i>adverb</i> |
|--|--|
| <input type="checkbox"/> Darren is a very fast runner . | Darren can run very fast . |
| <input type="checkbox"/> Kate is a hard worker . | Kate works hard . (<i>not works hardly</i>) |
| <input type="checkbox"/> I was late . | I got up late this morning. |

Lately = recently:

- Have you seen Tom **lately**?

C

Hardly

Hardly = very little, almost not. Study these examples:

- Sarah wasn't very friendly at the party. She **hardly spoke** to me.
(= she spoke to me very little, almost not at all)
- We've only met once or twice. We **hardly know** each other.

Hard and **hardly** are different. Compare:

- He tried **hard** to find a job, but he had no luck. (= he tried a lot, with a lot of effort)
- I'm not surprised he didn't find a job. He **hardly tried** to find one. (= he tried very little)

You can use **hardly + any/anybody/anyone/anything/anywhere**:

- A: How much money have we got?
B: **Hardly any**. (= very little, almost none)
- These two cameras are very similar. There's **hardly any difference** between them.
- The exam results were very bad. **Hardly anybody** in our class passed. (= very few students passed)



There's **hardly anything** in the fridge.

Note that you can say:

- She said **hardly anything**. or She **hardly said anything**.
- We've got **hardly any** money. or We've **hardly got** any money.

I can hardly do something = it's very difficult for me, almost impossible:

- Your writing is terrible. I **can hardly read it**. (= it is almost impossible to read it)
- My leg was hurting me. I **could hardly walk**.

Hardly ever = almost never:

- I'm nearly always at home in the evenings. I **hardly ever go out**.

Hardly also means 'certainly not'. For example:

- It's **hardly surprising** that you're tired. You haven't slept for three days.
(= it's certainly not surprising)
- The situation is serious, but it's **hardly a crisis**. (= it's certainly not a crisis)

So and such

A

Compare so and such:

We use so + *adjective/adverb*:

so stupid	so quick
so nice	so quickly

- I didn't like the book. The story was so stupid.
- I like Liz and Joe. They are so nice.

We use such + *noun*:

such a story	such people
--------------	-------------

We also use such + *adjective + noun*:

such a stupid story	such nice people
---------------------	------------------

- I didn't like the book. It was such a stupid story. (*not* a so stupid story)
- I like Liz and Joe. They are such nice people. (*not* so nice people)

We say such a ... (*not* a such):

such a big dog (*not* a such big dog)

B

So and such make the meaning of an adjective (or adverb) stronger:

- It's a beautiful day, isn't it? It's so warm.
(= really warm)
- It's difficult to understand him because he talks so quietly.

You can use so ... that:

- The book was so good that I couldn't put it down.
- I was so tired that I fell asleep in the armchair.

We usually leave out that:

- I was so tired I fell asleep.

- It was a great holiday. We had such a good time. (= a really good time)

You can use such ... that:

- It was such a good book that I couldn't put it down.
- It was such nice weather that we spent the whole day on the beach.

We usually leave out that:

- It was such nice weather we spent ...

C

We also use so and such with the meaning 'like this':

- Somebody told me the house was built 100 years ago. I didn't realize it was so old. (= as old as it is)
- I'm tired because I got up at six. I don't usually get up so early.
- I expected the weather to be cooler. I'm surprised it is so warm.

- I didn't realise it was such an old house.
- You know it's not true. How can you say such a thing?

Note the expression no such ... :

- You won't find the word 'blid' in the dictionary. There's no such word.
(= this word does not exist)

D

Compare:

so long

- I haven't seen her for so long I've forgotten what she looks like.

so far

- I didn't know it was so far.

so much, so many

- I'm sorry I'm late – there was so much traffic.

such a long time

- I haven't seen her for such a long time. (*not* so long time)

such a long way

- I didn't know it was such a long way.

such a lot (of)

- I'm sorry I'm late – there was such a lot of traffic.

Enough and too

A

Enough goes *after* adjectives and adverbs:

- I can't run very far. I'm not **fit enough**. (*not enough fit*)
- Let's go. We've waited long **enough**.
- Is Joe going to apply for the job? Is he **experienced enough**?

Compare **too ...** and **not ... enough**:

- You never stop working. You work **too hard**.
(= more than is necessary)
- You're lazy. You don't work **hard enough**.
(= less than is necessary)

**B**

Enough normally goes *before* nouns:

- I can't run very far. I haven't got **enough energy**. (*not energy enough*)
- Is Joe going to apply for the job? Does he have **enough experience**?
- We've got **enough money**. We don't need any more.
- Some of us had to sit on the floor because there weren't **enough chairs**.

Note that we say:

- We didn't have **enough time**. (*not the time wasn't enough*)
- There is **enough money**. (*not the money is enough*)

You can use **enough** alone (without a noun):

- We don't need any more money. We've got **enough**.

Compare **too much/many** and **enough**:

- There's **too much furniture** in this room. There's **not enough space**.
- There were **too many people** and **not enough chairs**.

C

We say **enough/too ...** for somebody/something:

- We haven't got **enough money for a holiday**.
- Is Joe experienced **enough for the job**?
- This shirt is **too big for me**. I need a smaller size.

But we say **enough/too ... to do something** (*not for doing*). For example:

- We haven't got **enough money to go on holiday**. (*not for going*)
- Is Joe experienced **enough to do the job**?
- They're **too young to get married**. / They're **not old enough to get married**.
- Let's get a taxi. It's **too far to walk home from here**.
- The bridge is **just wide enough for two cars to pass each other**.

D

We say:

- | |
|---|
| The food was very hot. We couldn't eat it. |
| <i>and</i> The food was so hot that we couldn't eat it. |
| <i>but</i> The food was too hot to eat . (<i>without it</i>) |

Some more examples like this:

- These boxes are **too heavy to carry**.
(*not too heavy to carry them*)
- The wallet was **too big to put in my pocket**.
(*not too big to put it*)
- This chair isn't **strong enough to stand on**.
(*not strong enough to stand on it*)



Quite, pretty, rather and fairly

A

You can use quite/pretty/rather/fairly + adjectives or adverbs. So you can say:

- It's quite cold. It's pretty cold. It's rather cold. It's fairly cold.

Quite/pretty/rather/fairly = less than 'very' but more than 'a little'.

B

Quite and pretty are very similar in meaning:

- You'll need a coat when you go out. It's quite cold / pretty cold. (= less than 'very cold', but more than 'a little cold')
- I'm surprised you haven't heard of her. She's quite famous / pretty famous.
- Amanda lives quite near me, so we see each other pretty often.

Pretty is an informal word and is used mainly in spoken English.

Quite goes before a/an:

- We live in quite an old house. (*not* a quite old house)

Compare:

- Sally has quite a good job.
Sally has a pretty good job.

You can also use quite (but not pretty) in the following ways:

quite a/an + noun (without an adjective):

- I didn't expect to see them. It was quite a surprise. (= quite a big surprise)

quite a lot (of ...):

- There were quite a lot of people at the meeting.

quite + verb, especially like and enjoy:

- I quite like tennis, but it's not my favourite sport.

C

Rather is similar to quite and pretty. We often use rather for negative ideas:

- The weather isn't so good. It's rather cloudy.
- Paul is rather shy. He doesn't talk very much.

Quite and pretty are also possible in these examples.

When we use rather for positive ideas (good/nice etc.), it means 'unusually' or 'surprisingly':

- These oranges are rather good. Where did you get them?

D

Fairly is weaker than quite/rather/pretty. For example, if something is fairly good, it is not very good and it could be better:

- My room is fairly big, but I'd prefer a bigger one.
- We see each other fairly often, but not as often as we used to.

E

Quite also means 'completely'. For example:

- 'Are you sure?' 'Yes, quite sure.' (= completely sure)

Quite means 'completely' with a number of adjectives, especially:

sure	right	true	clear	different	incredible	amazing
certain	wrong	safe	obvious	unnecessary	extraordinary	impossible

- She was quite different from what I expected. (= completely different)
- Everything they said was quite true. (= completely true)

We also use quite (= completely) with some verbs. For example:

- I quite agree with you. (= I completely agree)

Not quite = not completely:

- They haven't quite finished their dinner yet.
- I don't quite understand what you mean.
- 'Are you ready yet?' 'Not quite.' (= not completely)

Comparison 1

(cheaper, more expensive etc.)

A

Study these examples:

How shall we travel? By car or by train?

Let's go by car. It's **cheaper**.

Don't go by train. It's **more expensive**.

Cheaper and more expensive are *comparative forms*.

After comparatives you can use **than** (see Unit 107):

- It's **cheaper** to go by car **than** by train.
- Going by train is **more expensive** **than** going by car.

B

The comparative form is **-er** or **more**

We use **-er** for short words (one syllable):

cheap → cheaper	fast → faster
large → larger	thin → thinner

We also use **-er** for two-syllable words that end in **-y** (**y** → **ier**):

lucky → luckier	early → earlier
easy → easier	pretty → prettier

For spelling, see Appendix 6.

We use **more** ... for longer words (two syllables or more):

more serious	more often
more expensive	more comfortable

We also use **more** ... for adverbs that end in **-ly**:

more slowly	more seriously
more quietly	more carefully

Compare these examples:

- You're **older** than me.
- The exam was fairly easy – **easier** than I expected.
- Can you walk a bit **faster**?
- I'd like to have a **bigger** car.
- Last night I went to bed earlier than usual.

- You're **more patient** than me.
- The exam was quite difficult – **more difficult** than I expected.
- Can you walk a bit **more slowly**?
- I'd like to have a **more reliable** car.
- I don't play tennis much these days. I used to play **more often**.

You can use **-er** or **more** ... with some two-syllable adjectives, especially:

clever narrow quiet shallow simple

- It's too noisy here. Can we go somewhere **quieter** / **more quiet**?

C

A few adjectives and adverbs have irregular comparative forms:

good/well → **better**

- The garden looks **better** since you tidied it up.
- I know him **well** – probably **better** than anybody else knows him.

bad/badly → **worse**:

- ‘How is your headache? Better?’ ‘No, it’s **worse**.’
- He did very **badly** in the exam – **worse** than expected.

far → **further** (or **farther**):

- It's a long walk from here to the park – **further** than I thought. (or **farther** than)

Further (but not **farther**) can also mean ‘more’ or ‘additional’:

- Let me know if you hear any **further** news. (= any more news)

Comparison 2 (much better / any better / better and better / the sooner the better)

A

Before comparatives you can use:

much a lot far (= a lot) a bit a little slightly (= a little)

- Let's go by car. It's much cheaper. (or a lot cheaper)
- 'How do you feel?' 'Much better, thanks.'
- Don't go by train. It's a lot more expensive. (or much more expensive)
- Could you speak a bit more slowly? (or a little more slowly)
- This bag is slightly heavier than the other one.
- Her illness was far more serious than we thought at first. (or much more serious / a lot more serious)

B

You can use **any** and **no** + comparative (any longer / no bigger etc.):

- I've waited long enough. I'm not waiting any longer. (= not even a little longer)
- We expected their house to be very big, but it's no bigger than ours. or
... it isn't any bigger than ours. (= not even a little bigger)
- How do you feel now? Do you feel **any better**?
- This hotel is better than the other one, and it's **no more expensive**.

C

Better and better / more and more etc.

We repeat comparatives (better and better etc.) to say that something changes continuously:

- Your English is improving. It's getting **better and better**.
- The city is growing fast. It's getting **bigger and bigger**.
- Cathy got **more and more bored** in her job. In the end she left.
- These days **more and more people** are learning English.

D

The ... the ...

You can say **the (sooner/bigger/more etc.) the better**:

- 'What time shall we leave?' 'The sooner the better.' (= as soon as possible)
- A: What sort of box do you want? A big one?
B: Yes, **the bigger the better**. (= as big as possible)
- When you're travelling, **the less luggage you have the better**.

We also use **the ... the ...** to say that one thing depends on another thing:

- The warmer the weather, **the better I feel**. (= if the weather is warmer, I feel better)
- The sooner we leave, **the earlier we will arrive**.
- The younger you are, **the easier it is to learn**.
- The more expensive the hotel, **the better the service**.
- The more electricity you use, **the higher your bill will be**.
- The more I thought about the plan, **the less I liked it**.

E

Older and elder

The comparative of **old** is **older**:

- David looks **older** than he really is.

You can use **elder** (or **older**) when you talk about people in a family. You can say (my/your etc.) **elder sister/brother/daughter/son**:

- My **elder sister** is a TV producer. (or My **older sister** ...)

We say '**my elder sister**', but we do not say that '**somebody is elder**':

- My sister is **older** than me. (**not elder** than me)

Comparison 3 (as ... as / than)

A

Study this example situation:



Sarah, Joe and David are all very rich.
Sarah has £20 million, Joe has £15 million
and David has £10 million. So:

Joe is rich.

He is richer than David.

But he isn't as rich as Sarah.
(= Sarah is richer than he is)

Some more examples of not as ... (as):

- Richard isn't as old as he looks. (= he looks older than he is)
- The town centre wasn't as crowded as usual. (= it is usually more crowded)
- Jenny didn't do as well in the exam as she had hoped. (= she had hoped to do better)
- The weather is better today. It's not as cold. (= yesterday was colder)
- I don't know as many people as you do. (= you know more people)
- 'How much did it cost? Fifty pounds?' 'No, not as much as that.' (= less than fifty pounds)

You can also say not so ... (as):

- It's not warm, but it isn't so cold as yesterday. (= it isn't as cold as ...)

Less ... than is similar to not as ... as:

- I spent less money than you. (= I didn't spend as much money as you)
- The city centre was less crowded than usual. (= it wasn't as crowded as usual)

B

We also use as ... as (*but not so ... as*) in positive sentences and in questions:

- I'm sorry I'm late. I got here as fast as I could.
- There's plenty of food. You can have as much as you want.
- Let's walk. It's just as quick as taking the bus.
- Can you send me the money as soon as possible, please?

Also twice as ... as, three times as ... as etc. :

- Petrol is twice as expensive as it was a few years ago.
- Their house is about three times as big as ours.

C

We say the same as (*not the same like*):

- Laura's salary is the same as mine. or Laura gets the same salary as me.
- David is the same age as James.
- 'What would you like to drink?' 'I'll have the same as you.'

D

Than me / than I am etc.

You can say:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> You're taller than I am.
(not usually You're taller than I!) | or You're taller than me. |
| <input type="checkbox"/> He's not as clever as she is. | or He's not as clever as her. |
| <input type="checkbox"/> They have more money than we have. | or They have more money than us. |
| <input type="checkbox"/> I can't run as fast as he can. | or I can't run as fast as him. |

Superlatives

(the longest / the most enjoyable etc.)

A

Study these examples:

What is the longest river in the world?

What was the most enjoyable holiday you've ever had?

Longest and most enjoyable are *superlative* forms.

B

The superlative form is -est or most In general, we use -est for short words and most ... for longer words. The rules are the same as those for the comparative – see Unit 105.

long → longest	hot → hottest	easy → easiest	hard → hardest
<i>but</i>	most famous	most boring	most difficult
			most expensive

A few adjectives are irregular:

good → best	bad → worst	far → furthest/farthest
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For spelling, see Appendix 6.

C

We normally use **the** before a superlative (the longest / the most famous etc.):

- Yesterday was **the hottest** day of the year.
- The film was really boring. It was **the most boring** film I've ever seen.
- She is a really nice person – one of **the nicest** people I know.
- Why does he always come to see me at **the worst** possible moment?

Compare superlative and comparative:

- This hotel is **the cheapest** in town. (*superlative*)
This hotel is cheaper than all the others in town. (*comparative*)
- He's **the most patient** person I've ever met.
He's much more patient than I am.

D

Oldest and eldest

The superlative of old is **oldest**:

- That church is **the oldest** building in the town. (*not the eldest*)

We use **eldest** (or **oldest**) when we are talking about people in a family:

- My **eldest son** is 13 years old. (or My **oldest son**)
- Are you **the eldest** in your family? (or **the oldest**)

E

After superlatives we normally use **in** with places:

- What's **the longest river in the world**? (*not of the world*)
- We had a nice room. It was one of **the best in the hotel**. (*not of the hotel*)

We also use **in** for organisations and groups of people (a class / a company etc.):

- Who is **the youngest student in the class**? (*not of the class*)

For a period of time, we normally use **of**:

- What was **the happiest day of your life**?
- Yesterday was **the hottest day of the year**.

F

We often use the *present perfect* (I have done) after a superlative (see also Unit 8A):

- What's **the most important decision** you've ever had to make?
- That was **the best holiday** I've had for a long time.

Word order 1: verb + object; place and time

A*Verb + object*

The *verb* and the *object* normally go together. We do not usually put other words between them:

<i>verb + object</i>
I like my job very much. (<i>not I like very much my job</i>)
Did you see your friends yesterday?
Liz often plays tennis.

Study these examples. The verb and the object go together each time:

- Do you eat meat every day?
(*not Do you eat every day meat?*)
- Everybody enjoyed the party very much.
(*not enjoyed very much the party*)
- Our guide spoke English fluently.
(*not spoke fluently English*)
- I lost all my money and I also lost my passport.
(*not I lost also my passport*)
- At the end of the street you'll see a supermarket on your left.
(*not see on your left a supermarket*)

B*Place and time*

Usually the *verb* and the *place* (where?) go together:

go home live in a city walk to work etc.

If the verb has an *object*, the place comes after the *verb + object*:

take somebody home meet a friend in the street

Time (when? / how often? / how long?) usually goes after *place*:

<i>place</i>	+	<i>time</i>
Ben walks to work		every morning. (<i>not every morning to work</i>)
Sam has been in Canada		since April.
We arrived at the airport		early.

Study these examples. *Time* goes after *place*:

- I'm going to Paris on Monday. (*not I'm going on Monday to Paris*)
- They have lived in the same house for a long time.
- Don't be late. Make sure you're here by 8 o'clock.
- Sarah gave me a lift home after the party.
- You really shouldn't go to bed so late.

It is often possible to put *time* at the beginning of the sentence:

- On Monday I'm going to Paris.
- Every morning Ben walks to work.

Some time words (for example, always/never/often) usually go with the verb in the middle of the sentence. See Unit 110.

Word order 2: adverbs with the verb

A

Some adverbs (for example, always, also, probably) go with the verb in the middle of a sentence:

- Helen always drives to work.
- We were feeling very tired and we were also hungry.
- The concert will probably be cancelled.

B

Study these rules for the position of adverbs in the middle of a sentence. (They are only general rules, so there are exceptions.)

- (1) If the verb is one word (drives/fell/cooked etc.), the adverb usually goes *before* the verb:

	<i>adverb</i>	<i>verb</i>	
Helen	always	drives	to work.
I	almost	fell	as I was going down the stairs.

- I cleaned the house and also cooked the dinner. (*not* cooked also)
- Lucy hardly ever watches television and rarely reads newspapers.
- ‘Shall I give you my address?’ ‘No, I already have it.’

Note that these adverbs (always/often/also etc.) go before *have to* ... :

- Joe never phones me. I always have to phone him. (*not* I have always to phone)

- (2) But adverbs go *after* am/is/are/was/were:

- We were feeling very tired and we were also hungry.
- Why are you always late? You’re never on time.
- The traffic isn’t usually as bad as it was this morning.

- (3) If the verb is two or more words (for example, can remember / doesn’t eat / will be cancelled), the adverb usually goes *after the first verb* (can/doesn’t/will etc.):

	<i>verb 1</i>	<i>adverb</i>	<i>verb 2</i>	
I	can	never	remember	her name.
Clare	doesn’t	often	eat	meat.
The concert	Are you will	definitely probably	going be	away next week? cancelled.

- You have always been very kind to me.
- Jack can’t cook. He can’t even boil an egg.
- Do you still work for the same company?
- The house was only built a year ago and it’s already falling down.

Note that probably goes before a negative (isn’t/won’t etc.). So we say:

- I probably won’t see you. or I will probably not see you. (*not* I won’t probably)

C

We also use all and both in these positions:

- We all felt ill after the meal. (*not* we felt all ill)
- My parents are both teachers. (*not* my parents both are teachers)
- Sarah and Jane have both applied for the job.
- We are all going out this evening.

D

Sometimes we use is/will/did etc. instead of repeating part of a sentence (see Unit 51). Note the position of always/never etc. in these sentences:

- He always says he won’t be late, but he always is. (= he is always late)
- I’ve never done it and I never will. (= I will never do it)

We normally put always/never etc. *before* the verb in sentences like these.

Still, yet and already

Any more / any longer / no longer

A**Still**

We use **still** to say that a situation or action is continuing. It hasn't changed or stopped:

- It's ten o'clock and Joe is still in bed.
- When I went to bed, Chris was still working.
- Do you still want to go away or have you changed your mind?

Still usually goes in the middle of the sentence with the verb (see Unit 110).

B**Any more / any longer / no longer**

We use **not ... any more** or **not ... any longer** to say that a situation has changed. Any more and any longer go at the end of a sentence:

- Lucy doesn't work here any more (or any longer). She left last month.
(*not* Lucy doesn't still work here.)
- We used to be good friends, but we aren't any more (or any longer).

You can also use **no longer**. No longer goes in the middle of the sentence:

- Lucy no longer works here.

Note that we do not normally use **no more** in this way:

- We are no longer friends. (*not* We are no more friends.)

Compare **still** and **not ... any more**:

- Sally still works here, but Lucy doesn't work here any more.

C**Yet**

Yet = until now. We use **yet** mainly in negative sentences (**He isn't here yet**) and questions (**Is he here yet?**). Yet shows that the speaker is expecting something to happen.

Yet usually goes at the end of a sentence:

- It's 10 o'clock and Joe isn't here yet.
- Have you met your new neighbours yet?
- 'Where are you going for your holidays?' 'We don't know yet.'

We often use **yet** with the **present perfect** (**Have you met ... yet?**). See Unit 7C.

Compare **yet** and **still**:

- Mike lost his job six months ago and is still unemployed.
Mike lost his job six months ago and hasn't found another job yet.
- Is it still raining?
Has it stopped raining yet?

Still is also possible in **negative** sentences (before the negative):

- She said she would be here an hour ago and she still hasn't come.

This is similar to 'she hasn't come yet'. But **still ... not** shows a stronger feeling of surprise or impatience. Compare:

- I wrote to him last week. He hasn't replied yet. (but I expect he will reply soon)
- I wrote to him months ago and he still hasn't replied. (he should have replied before now)

D**Already**

We use **already** to say that something happened sooner than expected. Already usually goes in the middle of a sentence (see Unit 110):

- 'What time is Sue leaving?' 'She has already left.' (= sooner than you expected)
- Shall I tell Joe what happened or does he already know?
- I've only just had lunch and I'm already hungry.

Even

A

Study this example situation:

Tina loves watching television.

She has a TV set in every room of the house – even the bathroom.

We use **even** to say that something is unusual or surprising. It is not usual to have a TV set in the bathroom.



Some more examples:

- These photographs are really awful. Even I take better photographs than these.
(and I'm certainly not a good photographer)
 - He always wears a coat – even in hot weather.
 - Nobody would help her – not even her best friend.
- or Not even her best friend would help her.

B

Very often we use even with the verb in the middle of a sentence (see Unit 110):

- Sue has travelled all over the world. She has even been to the Antarctic.
(It's especially unusual to go to the Antarctic, so she must have travelled a lot.)
- They are very rich. They even have their own private jet.

Study these examples with not even:

- I can't cook. I can't even boil an egg. (and boiling an egg is very easy)
- They weren't very friendly to us. They didn't even say hello.
- Jenny is very fit. She's just run five miles and she's not even out of breath.

C

You can use even + comparative (cheaper / more expensive etc.):

- I got up very early, but Jack got up even earlier.
- I knew I didn't have much money, but I've got even less than I thought.
- We were surprised to get a letter from her. We were even more surprised when she came to see us a few days later.

D

Even though / even when / even if

You can use even though / even when / even if + subject + verb:

- Even though she can't drive, she has bought a car.
subject + verb
- He never shouts, even when he's angry.
- I'll probably see you tomorrow. But even if I don't see you tomorrow, we're sure to see each other before the weekend.

You cannot use even in this way (+ subject + verb). We say:

- Even though she can't drive, she has bought a car. (*not* Even she can't drive)
- I can't reach the shelf even if I stand on a chair. (*not* even I stand)

Compare even if and if:

- We're going to the beach tomorrow. It doesn't matter what the weather is like.
We're going even if it's raining.
- We want to go to the beach tomorrow, but we won't go if it's raining.

Although / though / even though

In spite of / despite

A

Study this example situation:



Last year Paul and Joanne had a holiday by the sea. It rained a lot, but they enjoyed themselves.

You can say:

Although it rained a lot, they enjoyed themselves.

(= It rained a lot, *but* they ...)

or

**In spite of } the rain, they enjoyed themselves.
Despite }**

B

After **although** we use a *subject + verb*:

- Although it rained a lot, we enjoyed our holiday.**
- I didn't get the job **although I had the necessary qualifications.**

Compare the meaning of **although** and **because**:

- We went out **although** it was raining.
- We didn't go out **because** it was raining.

C

After **in spite of** or **despite**, we use a *noun*, a *pronoun* (*this/that/what etc.*) or **-ing**:

- In spite of the rain, we enjoyed our holiday.**
- I didn't get the job **in spite of having the necessary qualifications.**
- She wasn't well, but **in spite of this she went to work.**
- In spite of what I said yesterday, I still love you.**

Despite is the same as **in spite of**. We say **in spite of**, but **despite** (*without of*):

- She wasn't well, but **despite this she went to work.** (*not despite of this*)

You can say **in spite of the fact (that) ...** and **despite the fact (that) ...**:

- I didn't get the job **{ in spite of the fact (that)
despite the fact (that) }** I had the necessary qualifications.

Compare **in spite of** and **because of**:

- We went out **in spite of the rain.** (*or ... despite the rain.*)
- We didn't go out **because of the rain.**

D

Compare **although** and **in spite of / despite**:

- Although the traffic was bad,** **{ In spite of the traffic, }** we arrived on time. (*not In spite of the traffic was bad*)
- I couldn't sleep **{ although I was very tired.
despite being very tired. }** (*not despite I was tired*)

E

Sometimes we use **though** instead of **although**:

- I didn't get the job **though I had the necessary qualifications.**

In spoken English we often use **though** at the end of a sentence:

- The house isn't very nice. I like the garden **though.** (= but I like the garden)
- I see them every day. I've never spoken to them **though.** (= but I've never spoken to them)

Even though (*but not 'even' alone*) is a stronger form of **although**:

- Even though I was really tired, I couldn't sleep. (*not Even I was really tired ...*)

In case

A

Study this example situation:



Your car should have a spare wheel because it is possible you will have a puncture.

Your car should have a spare wheel **in case** you have a puncture.

In case you have a puncture = because it is possible you will have a puncture.

Some more examples of **in case**:

- I'll leave my mobile phone switched on **in case** Jane calls. (= because it is possible she will call)
- I'll draw a map for you **in case** you have difficulty finding our house. (= because it is possible you will have difficulty)
- I'll remind them about the meeting **in case** they've forgotten. (= because it is possible they have forgotten)

We use **just in case** for a smaller possibility:

- I don't think it will rain, but I'll take an umbrella **just in case**. (= just in case it rains)

Do not use **will** after **in case**. Use a present tense for the future (see Unit 25):

- I'll leave my phone switched on **in case** Jane calls. (*not* in case Jane **will** call)

B

In case is not the same as **if**. We use **in case** to say *why* somebody does (or doesn't do) something. You do something *now* in case something happens *later*.

Compare:

in case

- We'll buy some more food **in case** Tom comes.
(= Perhaps Tom will come; we'll buy some more food now, whether he comes or not; then we'll *already* have the food if he comes.)
- I'll give you my phone number **in case** you need to contact me.
- You should insure your bike **in case** it is stolen.

if

- We'll buy some more food **if** Tom comes.
(= Perhaps Tom will come; if he comes, we'll buy some more food; if he doesn't come, we won't buy any more food.)
- You can phone me at the hotel **if** you need to contact me.
- You should inform the police **if** your bike is stolen.

C

You can use **in case + past** to say why somebody did something:

- I left my phone switched on **in case** Jane called. (= because it was possible that Jane would call)
- I drew a map for Sarah **in case** she had difficulty finding the house.
- We rang the doorbell again **in case** they hadn't heard it the first time.

D

In case of is not the same as **in case**. **In case of ...** = if there is ... (especially on notices etc.):

- In case of fire**, please leave the building as quickly as possible. (= if there is a fire)
- In case of emergency**, telephone this number. (= if there is an emergency)

Unless As long as Provided/providing

A

Unless

Study this example situation:

The club is for members only.

You can't go in unless you are a member.

This means:

You can't go in *except if* you are a member. or

You can go in *only if* you are a member.

Unless = except if.



Some more examples of unless:

- I'll see you tomorrow unless I have to work late. (= except if I have to work late)
- There are no buses to the beach. Unless you have a car, it's difficult to get there.
(= except if you have a car)
- 'Shall I tell Liz what happened?' 'Not unless she asks you.' (= only if she asks you)
- Sally hates complaining. She wouldn't complain about something unless it was really bad.
(= except if it was really bad)
- We can take a taxi to the restaurant – unless you'd prefer to walk. (= except if you'd prefer to walk)

Instead of unless it is often possible to say if ... not:

- Unless we leave now, we'll be late. or If we don't leave now, we'll ...

B

As long as etc.

as long as or so long as
provided (that) or providing (that) } All these expressions mean 'if' or 'on condition that'.

For example:

- You can borrow my car { as long as
so long as } you promise not to drive too fast.
(= you can borrow my car, but you must promise not to drive too fast – this is a condition)
- Travelling by car is convenient { provided (that)
providing (that) } you have somewhere to park.
(= but only if you have somewhere to park)
- Providing (that) } the room is clean, I don't mind which hotel we stay at.
Provided (that) } (= the room must be clean – otherwise I don't mind)

C

When you are talking about the future, do *not* use will after unless / as long as / so long as / provided / providing. Use a *present* tense (see Unit 25):

- I'm not going out unless it stops raining. (*not* unless it will stop)
- Providing the weather is good, we're going to have a picnic. (*not* providing it will be good)

As (As I walked along the street ... / As I was hungry ...)

A

As = at the same time as

You can use as when two things happen at the same time:

- We all waved goodbye to Liz as she drove away.
(We waved and she drove away at the same time)
- I watched her as she opened the letter.
- As I walked along the street, I looked in the shop windows.
- Can you turn off the light as you go out, please?



Or you can say that something happened as you were doing something else (in the middle of doing something else):

- Kate slipped as she was getting off the bus.
- We met Paul as we were leaving the hotel.

For the *past continuous* (was getting / were going etc.), see Unit 6.

You can also use just as (= exactly at that moment):

- Just as I sat down, the phone rang.
- I had to leave just as the conversation was getting interesting.

We also use as when two things happen together in a longer period of time:

- As the day went on, the weather got worse.
- I began to enjoy the job more as I got used to it.

the day went on

the weather got worse

Compare as and when:

We use as only if two things happen at the same time.

- As we walked home, we talked about what we would have for dinner.
(= at the same time)

Use when (*not as*) if one thing happens after another.

- When we got home, we started cooking the dinner.
(*not* As we got home)

B

As = because

As also means 'because':

- As I was hungry, I decided to find somewhere to eat. (= because I was hungry)
- As it was a public holiday last Thursday, most of the shops were shut.
(= because it was a public holiday)
- As we have plenty of time before our flight, let's go and have a coffee.
- Yesterday we watched television all evening as we didn't have anything better to do.
- As I don't often watch television any more, I've decided to give my TV set to a friend of mine.

You can also use since in this way:

- Since we have plenty of time, let's go and have a coffee.

Compare as and when:

- I couldn't contact David as he was away on holiday and he doesn't have a mobile phone. (= because he was away)
- As they lived near us, we used to see them quite often.
(= because they lived near us)

- David's passport was stolen when he was away on holiday.
(= during the time he was away)
- When they lived near us, we used to see them quite often.
(= at the time they lived near us)

Like and as

A

Like = 'similar to', 'the same as'. You cannot use as in this way:

- What a beautiful house! It's like a palace. (*not as a palace*)
- 'What does Sandra do?' 'She's a teacher, like me.' (*not as me*)
- Be careful! The floor has been polished. It's like walking on ice. (*not as walking*)
- It's raining again. I hate weather like this. (*not as this*)

In these sentences, like is a *preposition*. So it is followed by a *noun* (like a palace), a *pronoun* (like me / like this) or -ing (like walking).

You can also say '... like (somebody/something) doing something':

- 'What's that noise?' 'It sounds like a baby crying.'

B

Sometimes like = for example:

- Some sports, like motor-racing, can be dangerous.

You can also use **such as** (= for example):

- Some sports, such as motor-racing, can be dangerous.

C

As = in the same way as, or in the same condition as. We use as before *subject + verb*:

- I didn't move anything. I left everything as it was.
- You should have done it as I showed you.

Like is also possible in informal spoken English:

- I left everything like it was.

Compare as and like:

- You should have done it as I showed you. (or like I showed you)
- You should have done it like this. (*not as this*)

Note that we say **as usual** / **as always**:

- You're late as usual.
- As always, Nick was the first to complain.

D

Sometimes as (+ *subject + verb*) has other meanings. For example, after do:

- You can do as you like. (= do what you like)
- They did as they promised. (= They did what they promised.)

We also say **as you know** / **as I said** / **as she expected** / **as I thought** etc. :

- As you know, it's Emma's birthday next week. (= you know this already)
- Andy failed his driving test, as he expected. (= he expected this before)

Like is not usual in these expressions, except with say (like I said):

- As I said yesterday, I'm sure we can solve the problem. or Like I said yesterday ...

E

As can also be a *preposition*, but the meaning is different from like. Compare:

- Sue Casey is the manager of a company.
As the manager, she has to make many important decisions.
(As the manager = in her position as the manager.)

- Mary Stone is the assistant manager.
Like the manager (Sue Casey), she also has to make important decisions.
(Like the manager = similar to the manager)

As (preposition) = in the position of, in the form of etc. :

- A few years ago I worked as a taxi driver. (*not like a taxi driver*)
- We haven't got a car, so we use the garage as a workshop.
- Many words, for example 'work' and 'rain', can be used as verbs or nouns.
- London is fine as a place to visit, but I wouldn't like to live there.
- The news of the tragedy came as a great shock.

As if / as though / like

A

You can use as if or as though to say how somebody or something looks/sounds/feels:

- That house looks as if it's going to fall down.
- Helen sounded as if she had a cold, didn't she?
- I've just come back from holiday, but I feel very tired. I don't feel as if I've just had a holiday.



You can use as though in all these examples:

- I don't feel as though I've just had a holiday.

In informal spoken English you can also use like:

- That house looks like it's going to fall down.

Compare:

- You look tired. (*look + adjective*)
You look as if you haven't slept. (*look as if + subject + verb*)

B

You can say It looks as if ... / It sounds as if ... :

- Sandra is very late, isn't she? It looks as if she isn't coming.
- We took an umbrella because it looked as if it was going to rain.
- Do you hear that music next door? It sounds as if they are having a party.

It sounds as if they're having a party next door.



You can also use as though or like:

- It looks as though she isn't coming. or
It looks like she isn't coming.

C

You can use as if or as though with other verbs to say how somebody does something:

- He ran as if he was running for his life.
- After the interruption, the speaker went on talking as if nothing had happened.
- When I told them my plan, they looked at me as though I was mad.

In informal spoken English, you can also use like in these examples.

D

After as if (or as though), we sometimes use the *past* when we are talking about the *present*.

For example:

- I don't like Tim. He talks as if he knew everything.

The meaning is not past in this sentence. We use the past (as if he knew) because the idea is not real: Tim does *not* know everything. We use the past in the same way in if sentences and after wish (see Unit 39).

Some more examples:

- She's always asking me to do things for her – as if I didn't have enough to do already.
(I do have enough to do)
- Gary's only 40. Why do you talk about him as if he was an old man? (he isn't an old man)

When you use the past in this way, you can use were instead of was:

- Why do you talk about him as if he were (or was) an old man?
- They treat me as if I were (or was) their own son. (I'm not their son)

For, during and while

A

For and during

We use **for** + a period of time to say how long something goes on:

for two hours for a week for ages

- We watched television for two hours last night.
- Diane is going away for a week in September.
- Where have you been? I've been waiting for ages.
- Are you going away for the weekend?

We use **during** + *noun* to say when something happens (*not* how long):

during the film during our holiday during the night

- I fell asleep during the film.
- We met some really nice people during our holiday.
- The ground is wet. It must have rained during the night.

With 'time words' (for example: the morning / the afternoon / the summer), you can usually say **in** or **during**:

- It must have rained in the night. (or during the night)
- I'll phone you sometime during the afternoon. (or in the afternoon)

You cannot use **during** to say how long something goes on:

- It rained for three days without stopping. (*not* during three days)

Compare **during** and **for**:

- I fell asleep during the film. I was asleep for half an hour.

B

During and while

Compare:

We use **during** + *noun*:

- I fell asleep during the film.
↓ noun ↓
- We met a lot of interesting people during our holiday.
- Robert suddenly began to feel ill during the exam.

We use **while** + *subject* + *verb*:

- I fell asleep while I was watching TV.
↓ subject + verb ↓
- We met a lot of interesting people while we were on holiday.
- Robert suddenly began to feel ill while he was doing the exam.

Some more examples of **while**:

- We saw Clare while we were waiting for the bus.
- While you were out, there was a phone call for you.
- Chris read a book while I watched television.

When you are talking about the future, use the *present* (*not* *will*) after **while**:

- I'll be in London next week. I hope to see Tom while I'm there. (*not* while I will be there)
- What are you going to do while you are waiting? (*not* while you will be waiting)

See also Unit 25.

By and until By the time ...

A

By (+ a time) = not later than:

- I sent the letter to them today, so they should receive it by Monday.
(= on or before Monday, not later than Monday)
- We'd better hurry. We have to be home by 5 o'clock. (= at or before 5 o'clock, not later than 5 o'clock)
- Where's Sarah? She should be here by now. (= now or before now – so she should have already arrived)



This milk has to be used by 14 August.

B

We use until (or till) to say *how long* a situation continues:

- 'Shall we go now?' 'No, let's wait until (or till) it stops raining.'
- I couldn't get up this morning. { I stayed in bed until half past ten.
I didn't get up until half past ten.

Compare until and by:

Something *continues* until a time in the future:

- David will be away until Monday.
(so he'll be back on Monday)
- I'll be working until 11.30.
(so I'll stop working at 11.30)

Something *happens* by a time in the future:

- David will be back by Monday.
(= he'll be back not later than Monday)
- I'll have finished my work by 11.30.
(= I'll finish my work not later than 11.30.)

C

You can say 'by the time something happens'. Study these examples:

- It's too late to go to the bank now. By the time we get there, it will be closed.
(= the bank will close between now and the time we get there)
- (from a postcard) Our holiday ends tomorrow. So by the time you receive this postcard, I'll be back home.
(= I will arrive home between tomorrow and the time you receive this postcard)
- Hurry up! By the time we get to the cinema, the film will already have started.

You can say 'by the time something happened' (for the past):

- Karen's car broke down on the way to the party last night. By the time she arrived, most of the other guests had left.
(= it took her a long time to get to the party and most of the guests left during this time)
- I had a lot of work to do yesterday evening. I was very tired by the time I finished.
(= it took me a long time to do the work, and I became more and more tired during this time)
- We went to the cinema last night. It took us a long time to find somewhere to park the car. By the time we got to the cinema, the film had already started.

Also by then or by that time:

- Karen finally arrived at the party at midnight, but by then (or by that time), most of the guests had left.

At/on/in (time)

A

Compare at, on and in:

- They arrived at 5 o'clock.
- They arrived on Friday.
- They arrived in October. / They arrived in 1968.

We use:

at for the time of day

at five o'clock at 11.45 at midnight at lunchtime at sunset etc.

on for days and dates

on Friday / on Fridays on 16 May 1999 on Christmas Day on my birthday

in for longer periods (for example: months/years/seasons)

in October in 1988 in the 18th century in the past
in (the) winter in the 1990s in the Middle Ages in (the) future

B

We use at in these expressions:

at night

I don't like going out at night.

at the weekend / at weekends

Will you be here at the weekend?

at Christmas

Do you give each other presents at Christmas?

at the moment / at present

Mr Benn is busy at the moment / at present.

at the same time

Emily and I arrived at the same time.

C

We say:

in the morning(s)

but

on Friday morning(s)

in the afternoon(s)

on Sunday afternoon(s)

in the evening(s)

on Monday evening(s) etc.

I'll see you in the morning.

I'll see you on Friday morning.

Do you work in the evenings?

Do you work on Saturday evenings?

D

We do not use at/on/in before last/next/this/every:

I'll see you next Friday. (*not* on next Friday)

They got married last March.

In spoken English we often leave out on before days (Sunday/Monday etc.). So you can say:

I'll see you on Friday. or I'll see you Friday.

I don't go out on Monday mornings. or I don't go out Monday mornings.

E

In a few minutes / in six months etc.

- The train will be leaving in a few minutes. (= a few minutes from now)
- Andy has gone away. He'll be back in a week. (= a week from now)
- She'll be here in a moment. (= a moment from now)

You can also say 'in six months' time', 'in a week's time' etc. :

They're getting married in six months' time. or ... in six months.

We also use in ... to say how long it takes to do something:

I learnt to drive in four weeks. (= it took me four weeks to learn)

On time and in time

At the end and in the end

A

On time and in time

On time = punctual, not late. If something happens **on time**, it happens at the time which was planned:

- The 11.45 train left **on time**. (= it left at 11.45)
- 'I'll meet you at 7.30.' 'OK, but please be **on time**.' (= don't be late, be there at 7.30)
- The conference was well-organised. Everything began and finished **on time**.

The opposite of **on time** is **late**:

- Be **on time**. Don't be **late**.

In time (for something / to do something) = soon enough:

- Will you be home **in time for dinner**? (= soon enough for dinner)
- I've sent Emma a birthday present. I hope it arrives **in time** (for her birthday).
(= on or before her birthday)
- I'm in a hurry. I want to be home **in time** to see the game on television.
(= soon enough to see the game)

The opposite of **in time** is **too late**:

- I got home **too late** to see the game on television.

You can say **just in time** (= almost too late):

- We got to the station **just in time** for our train.
- A child ran into the road in front of the car – I managed to stop **just in time**.

B

At the end and in the end

At the end (of something) = at the time when something ends. For example:

at the end of the month	at the end of January	at the end of the game
at the end of the film	at the end of the course	at the end of the concert

- I'm going away **at the end of January** / **at the end of the month**.
- At the end of the concert, there was great applause.
- The players shook hands **at the end of the game**.

You cannot say '**in** the end of ...'. So you cannot say '**in** the end of January' or '**in** the end of the concert'.

The opposite of **at the end** (of ...) is **at the beginning** (of ...):

- I'm going away **at the beginning of January**. (*not* in the beginning)

In the end = finally.

We use **in the end** when we say what the final result of a situation was:

- We had a lot of problems with our car. We sold it **in the end**. (= finally we sold it)
- He got more and more angry. In the end he just walked out of the room.
- Alan couldn't decide where to go for his holidays. He didn't go anywhere **in the end**.
(*not* at the end)

The opposite of **in the end** is usually **at first**:

- At first we didn't get on very well, but **in the end** we became good friends.

In/at/on (position) 1

A

In



in a room
in a building
in a box



in a garden
in a town/country
in the city centre



in a pool
in the sea
in a river

- There's no-one in the room / in the building / in the garden.
- What have you got in your hand / in your mouth?
- When we were in Italy, we spent a few days in Venice.
- I have a friend who lives in a small village in the mountains.
- There were some people swimming in the pool / in the sea / in the river.

B

At



at the bus stop
at the door
at the window



at the roundabout

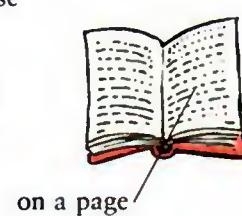
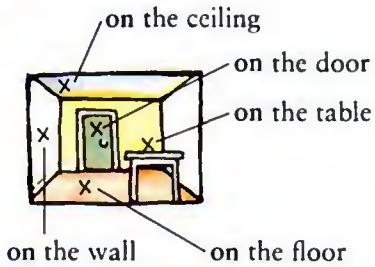


at reception

- Do you know that man standing at the door / at the window?
- Turn left at the traffic lights / at the church / at the roundabout.
- We have to get off the bus at the next stop.
- When you leave the hotel, please leave your key at reception. (= at the reception desk)

C

On



on the ceiling
on the door
on the table
on the wall
on the floor

on her nose

on a page

on an island

- I sat on the floor / on the ground / on the grass / on the beach / on a chair.
- There's a dirty mark on the wall / on the ceiling / on your nose / on your shirt.
- Have you seen the notice on the notice board / on the door?
- You'll find details of TV programmes on page seven (of the newspaper).
- The hotel is on a small island in the middle of the lake.

D

Compare in and at:

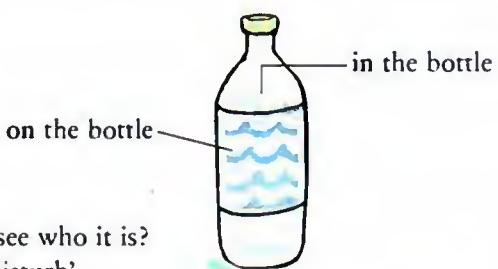
- There were a lot of people in the shop. It was very crowded.
Go along this road, then turn left at the shop.
- I'll meet you in the hotel lobby.
I'll meet you at the entrance to the hotel.

Compare in and on:

- There is some water in the bottle.
There is a label on the bottle.

Compare at and on:

- There is somebody at the door. Shall I go and see who it is?
There is a notice on the door. It says 'Do not disturb'.



In/at/on (position) 2

A

We say that somebody/something is:

in a line / in a row / in a queue	in bed
in the sky / in the world	in the country / in the countryside
in an office / in a department	in a photograph / in a picture
in a book / in a (news)paper / in a magazine / in a letter	

- When I go to the cinema, I like to sit in the front row.
- James isn't up yet. He's still in bed.
- It was a lovely day. There wasn't a cloud in the sky.
- I've just started working in the sales department.
- Who is the woman in that photograph?
- Have you seen this picture in today's paper?



in a row

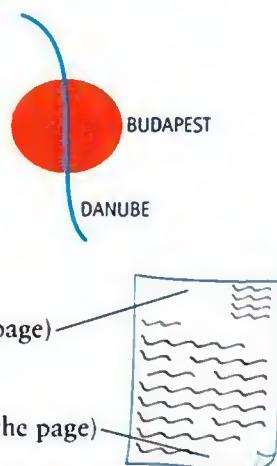
B

on the left / on the right	on the left-hand side / right-hand side
on the ground floor / on the first floor / on the second floor etc.	
on a map / on a menu / on a list	
on a farm	

- In Britain we drive on the left. (or ... on the left-hand side.)
- Our flat is on the second floor of the building.
- Here's a shopping list. Don't buy anything that's not on the list.
- Have you ever worked on a farm?

We say that a place is on a river / on a road / on the coast:

- Budapest is on the (river) Danube.
- Portsmouth is on the south coast of England.



Also on the way:

- We stopped at a small village on the way to London.

C

at the top (of) / at the bottom (of) / at the end (of)

- Write your name at the top of the page.
- Jane's house is at the other end of the street.

at the top (of the page)

at the bottom (of the page)

D

in the front / in the back of a car

- I was sitting in the back (of the car) when we crashed.

at the front / at the back of a building / theatre / group of people etc.

- The garden is at the back of the house.
- Let's sit at the front (of the cinema).
- We were at the back, so we couldn't see very well.



on the front / on the back of a letter / piece of paper etc.

- I wrote the date on the back of the photograph.

at the top (of the page)

at the bottom (of the page)

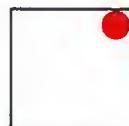
E

in the corner of a room

- The television is in the corner of the room.

at the corner or on the corner of a street

- There is a post box at/on the corner of the street.



in the corner



at/on the corner

In/at/on (position) 3

A

In hospital / at home etc.

We say that somebody is in hospital / in prison / in jail:

- Ann's mother is in hospital.

We say that somebody is at home / at work / at school / at university / at college:

- I'll be at work until 5.30, but I'll be at home all evening.
- Julia is studying chemistry at university.

Also at sea (= on a voyage). Compare at sea and in the sea:

- It was a long voyage. We were at sea for 30 days.
- I love swimming in the sea.

B

At a party / at a concert etc.

We say that somebody is at an event (at a party / at a conference etc.):

- Were there many people at the party / at the meeting / at the wedding?
- I saw Steve at a football match / at a concert on Saturday.

C

In and at for buildings

You can often use in or at with buildings. For example, you can eat in a restaurant or at a restaurant; you can buy something in a supermarket or at a supermarket. We usually say at when we say where an event takes place (for example: a concert, a film, a party, a meeting):

- We went to a concert at the Royal Festival Hall.
- The meeting took place at the company's head office in Frankfurt.

We say at the station / at the airport:

- Don't meet me at the station. I can get a taxi.

We say at somebody's house:

- I was at Sue's house last night. or I was at Sue's last night.

Also at the doctor's, at the hairdresser's etc.

We use in when we are thinking about the building itself. Compare:

- We had dinner at the hotel.
All the rooms in the hotel have air conditioning. (not at the hotel)
- I was at Sue's (house) last night.
It's always cold in Sue's house. The heating doesn't work very well. (not at Sue's house)

D

In and at for towns etc.

We normally use in with cities, towns and villages:

- Sam's parents live in Nottingham. (not at Nottingham)
- The Louvre is a famous art museum in Paris. (not at Paris)

But you can use at or in when you think of the place as a point or station on a journey:

- Does this train stop at (or in) Nottingham? (= at Nottingham station)
- We stopped at (or in) a small village on the way to London.

E

On a bus / in a car etc.

We usually say on a bus / on a train / on a plane / on a ship but in a car / in a taxi:

- The bus was very full. There were too many people on it.
- Mary arrived in a taxi.

We say on a bike (= bicycle) / on a motorbike / on a horse:

- Jane passed me on her bike.

To/at/in/into

A

We say go/come/travel (etc.) to a place or event. For example:

go to China	go to bed	come to my house
go back to Italy	go to the bank	be taken to hospital
return to London	go to a concert	be sent to prison
welcome (somebody) to (a place)		drive to the airport



- When are your friends going back to Italy? (*not* going back in Italy)
- Three people were injured in the accident and taken to hospital.
- Welcome to our country! (*not* Welcome in)

In the same way we say 'a journey to / a trip to / a visit to / on my way to ...' etc. :

- Did you enjoy your trip to Paris / your visit to the zoo?

Compare to (for movement) and in/at (for position):

- They are going to France. *but* They live in France.
- Can you come to the party? *but* I'll see you at the party.

B

Been to

We say 'been to (a place)':

- I've been to Italy four times, but I've never been to Rome.
- Amanda has never been to a football match in her life.

C

Get and arrive

We say get to (a place):

- What time did they get to London / to work / to the party?

But we say arrive in ... or arrive at ... (*not* arrive to).

We say arrive in a town or country:

- They arrived in London / in Spain a week ago.

For other places (buildings etc.) or events, we say arrive at:

- When did they arrive at the hotel / at the airport / at the party?

D

Home

We say: go home / come home / get home / arrive home / on the way home etc. (no preposition).

We do not say 'to home':

- I'm tired. Let's go home now. (*not* go to home)
- I met Linda on my way home. (*not* my way to home)

E

Into

Go into, get into ... etc. = enter (a room / a building / a car etc.):

- I opened the door, went into the room and sat down.
- A bird flew into the kitchen through the window.



With some verbs (especially go/get/put) we often use in (instead of into):

- She got in the car and drove away. (*or* She got into the car ...)
- I read the letter and put it back in the envelope.

The opposite of into is out of:

- She got out of the car and went into a shop.

We usually say 'get on/off a bus / a train / a plane' (*not usually* get into/out of):

- She got on the bus and I never saw her again.

In/at/on (other uses)

A**Expressions with in**

in the rain / in the sun (= sunshine) / in the shade / in the dark / in bad weather etc.

- We sat in the shade. It was too hot to sit in the sun.
- Don't go out in the rain. Wait until it stops.

(write) in ink / in biro / in pencil

- When you do the exam, you're not allowed to write in pencil.

Also (write) in words / in figures / in BLOCK CAPITALS etc.

- Please write your name in block capitals.
- Write the story in your own words. (= don't copy somebody else)

(be/fall) in love (with somebody)

- Have you ever been in love with anybody?

in (my) opinion

- In my opinion, the film wasn't very good.

B

At the age of ... etc.

We say 'at the age of 16 / at 120 miles an hour / at 100 degrees etc.':

- Tracy left school at 16. or ... at the age of 16.
- The train was travelling at 120 miles an hour.
- Water boils at 100 degrees Celsius.

We are now flying at a speed of 800 kilometres an hour and at an altitude of 9,000 metres.


C

On holiday / on a tour etc.

We say: (be/go) on holiday / on business / on a trip / on a tour / on a cruise etc.

- I'm going on holiday next week.
- Emma's away on business at the moment.
- One day I'd like to go on a world tour.

You can also say 'go to a place for a holiday / for my holiday(s)':

- Steve has gone to France for a holiday.

D

Other expressions with on

on television / on the radio

- I didn't watch the news on television, but I heard it on the radio.

on the phone/telephone

- I've never met her, but I've spoken to her on the phone a few times.

(be/go) on strike

- There are no trains today. The drivers are on strike.

(be/go) on a diet

- I've put on a lot of weight. I'll have to go on a diet.

(be) on fire

- Look! That car is on fire.

on the whole (= in general)

- Sometimes I have problems at work, but on the whole I enjoy my job.

on purpose (= intentionally)

- I'm sorry. I didn't mean to annoy you. I didn't do it on purpose.

By

A

We use **by** in many expressions to say how we do something. For example, you can:

send something by post	contact somebody by phone / by email / by fax
do something by hand	pay by cheque / by credit card

- Can I pay **by credit card?**
- You can contact me **by phone, by fax or by email.**

But we say **pay cash** or **pay in cash** (*not* **by cash**).

We also say **by mistake / by accident / by chance**:

- We hadn't arranged to meet. We met **by chance**.

But we say '**do something on purpose**' (= you mean to do it):

- I didn't do it **on purpose**. It was an accident.

Note that we say **by chance**, **by cheque** etc. (*not* **by the chance / by a cheque**). In these expressions we use **by + noun** without the or a.

B

In the same way we use **by ...** to say how somebody travels:

by car / by train / by plane / by boat / by ship / by bus / by bike etc.

by road / by rail / by air / by sea / by underground

- Joanne usually goes to work **by bus**.
- Do you prefer to travel **by air or by train?**

But we say **on foot**:

- Did you come here **by car or on foot?**

You cannot use **by** if you say **my car / the train / a taxi etc.** We use **by + noun** without '**a/the/my**' etc. We say:

by car but in my car (not by my car)

by train but on the train (not by the train)

We use **in** for cars and taxis:

- They didn't come **in their car**. They came **in a taxi**.

We use **on** for bicycles and public transport (buses, trains etc.):

- We travelled **on the 6.45 train**.

C

We say that '**something is done by somebody/something**' (*passive*):

- Have you ever been bitten **by a dog?**
- The programme was watched **by millions of people**.

Compare **by** and **with**:

- The door must have been opened **with a key**. (*not* **by a key**)
(= somebody used a key to open it)
- The door must have been opened **by somebody with a key**.

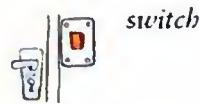
We say '**a play by Shakespeare**' / '**a painting by Rembrandt**' / '**a novel by Tolstoy**' etc. :

- Have you read anything **by Ernest Hemingway?**

D

By also means '**beside**':

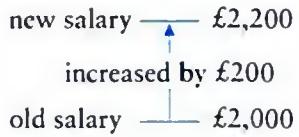
- Come and sit **by me**. (= beside me)
- 'Where's the light **switch**?' 'By the door.'



E

Note the following use of **by**:

- Clare's salary has just gone up from £2,000 a month to £2,200. So it has increased **by £200 / by ten per cent**.
- Carl and Mike had a race over 200 metres. Carl won **by about three metres**.



Noun + preposition (reason for, cause of etc.)

A

Noun + for ...

a cheque FOR (a sum of money)

- They sent me a cheque for £150.

a demand / a need FOR ...

- The company closed down because there wasn't enough demand for its product.

- There's no excuse for behaviour like that. There's no need for it.

a reason FOR ...

- The train was late, but nobody knew the reason for the delay. (*not reason of*)

B

Noun + of ...

an advantage / a disadvantage OF ...

- The advantage of living alone is that you can do what you like.

but there is an advantage in (or to) doing something

- There are many advantages in living alone. (or ... to living alone)

a cause OF ...

- The cause of the explosion is unknown.

a photograph / a picture / a map / a plan / a drawing (etc.) OF ...

- Rachel showed me some photographs of her family.

- I had a map of the town, so I was able to find my way around.

C

Noun + in ...

an increase / a decrease / a rise / a fall IN (prices etc.)

- There has been an increase in the number of road accidents recently.

- Last year was a bad one for the company. There was a big fall in sales.

D

Noun + to ...

damage TO ...

- The accident was my fault, so I had to pay for the damage to the other car.

an invitation TO ... (a party / a wedding etc.)

- Did you get an invitation to the party?

a solution TO (a problem) / a key TO (a door) / an answer TO (a question) / a reply TO (a letter) / a reaction TO ...

- I hope we'll find a solution to the problem. (*not a solution of the problem*)

- I was surprised at her reaction to my suggestion.

an attitude TO ... (or TOWARDS ...)

- His attitude to his job is very negative. or His attitude towards his job ...

E

Noun + with ... / between ...

a relationship / a connection / contact WITH ...

- Do you have a good relationship with your parents?

- The police want to question a man in connection with the robbery.

but a relationship / a connection / contact / a difference BETWEEN two things or people

- The police believe that there is no connection between the two crimes.

- There are some differences between British and American English.

Adjective + preposition 1

A**It was nice of you to ...**

nice / kind / good / generous / polite / stupid / silly etc. OF somebody (to do something)

- Thank you. It was very kind of you to help me.
 - It is stupid of me to go out without a coat in such cold weather.
- but* (be) nice / kind / good / generous / polite / rude / friendly / cruel etc. TO somebody
- They have always been very nice to me. (*not* with me)
 - Why were you so unfriendly to Lucy?

B**Adjective + about / with**angry / annoyed / furious { ABOUT something
WITH somebody FOR doing something

- It's stupid to get angry about things that don't matter.
- Are you annoyed with me for being late?

excited / worried / upset / nervous / happy etc. ABOUT a situation

- Are you excited about going away next week?
- Lisa is upset about not being invited to the party.

delighted / pleased / satisfied / happy / disappointed WITH something you receive, or the result of something

- I was delighted with the present you gave me.
- Were you happy with your exam results?

C**Adjective + at / by / with**

surprised / shocked / amazed / astonished AT / BY something

- Everybody was surprised AT (or BY) the news.
- I hope you weren't shocked BY (or AT) what I said.

impressed WITH / BY somebody/something

- I'm very impressed with (or by) her English. It's very good.

fed up / bored WITH something

- I don't enjoy my job any more. I'm fed up with it. / I'm bored with it.

D**Sorry about / for**

sorry ABOUT a situation or something that happened

- I'm sorry about the mess. I'll clear it up later.
- We're all sorry about Julie losing her job.

sorry FOR / ABOUT something you did

- Alex is very sorry for what he said. (or sorry about what he said)
- I'm sorry for shouting at you yesterday. (or sorry about shouting)

You can also say 'I'm sorry I (did something)':

- I'm sorry I shouted at you yesterday.

feel / be sorry FOR somebody who is in a bad situation

- I feel sorry for Matt. He's had a lot of bad luck. (*not* I feel sorry about Matt)

Adjective + preposition 2

A***Adjective + of (1)*****afraid / frightened / terrified / scared OF ...**

- ‘Are you afraid of spiders?’ ‘Yes, I’m terrified of them.’

fond / proud / ashamed / jealous / envious OF ...

- Why are you always so jealous of other people?

suspicious / critical / tolerant OF ...

- He didn’t trust me. He was suspicious of my intentions.

B***Adjective + of (2)*****aware / conscious OF ...**

- ‘Did you know he was married?’ ‘No, I wasn’t aware of that.’

capable / incapable OF ...

- I’m sure you are capable of passing the examination.

full / short OF ...

- The letter I wrote was full of mistakes. (*not* full with)

- I’m a bit short of money. Can you lend me some?

typical OF ...

- He’s late again. It’s typical of him to keep everybody waiting.

tired / sick OF ...

- Come on, let’s go! I’m tired of waiting. (= I’ve had enough of waiting.)

certain / sure OF or ABOUT ...

- I think she’s arriving this evening, but I’m not sure of that. or ... sure about that.

C***Adjective + at / to / from / in / on / with / for*****good / bad / brilliant / better / hopeless etc. AT ...**

- I’m not very good at repairing things. (*not* good in repairing things)

married / engaged TO ...

- Linda is married to an American. (*not* married with)

but Linda is married with three children. (= she is married and has three children)**similar TO ...**

- Your writing is similar to mine.

different FROM or different TO ...

- The film was different from what I’d expected. (or different to what I’d expected.)

interested IN ...

- Are you interested in art?

keen ON ...

- We stayed at home because Chris wasn’t very keen on going out.

dependent ON ... (but independent OF ...)

- I don’t want to be dependent on anybody.

crowded WITH (people etc.)

- The streets were crowded with tourists. (*but* full of tourists)

famous FOR ...

- The Italian city of Florence is famous for its art treasures.

responsible FOR ...

- Who was responsible for all that noise last night?

Verb + preposition 1 to and at

A**Verb + to****talk / speak TO somebody** (with is also possible but less usual)

- Who was that man you were talking to?

listen TO ...

- We spent the evening listening to music. (not listening music)

write (a letter) TO ...

- I wrote to the hotel complaining about the poor service we had received.

apologise TO somebody (for ...)

- They apologised to me for what happened. (not They apologised me)

explain something TO somebody

- Can you explain this word to me? (not explain me this word)

explain / describe (to somebody) what/how/why ...

- I explained to them why I was worried. (not I explained them)

- Let me describe to you what I saw. (not Let me describe you)

B**We do not use to with these verbs:****phone / telephone / call somebody**

- Did you phone your father yesterday? (not phone to your father)

answer somebody/something

- He refused to answer my question. (not answer to my question)

ask somebody

- Can I ask you a question? (not ask to you)

thank somebody (for something)

- He thanked me for helping him. (not He thanked to me)

C**Verb + at****look / stare / glance AT ... , have a look / take a look AT ...**

- Why are you looking at me like that?

laugh AT ...

- I look stupid with this haircut. Everybody will laugh at me.

aim / point (something) AT ... , shoot / fire (a gun) AT ...

- Don't point that knife at me. It's dangerous.

- We saw someone with a gun shooting at birds, but he didn't hit any.

D**Some verbs can be followed by at or to, with a difference of meaning. For example:****shout AT somebody (when you are angry)**

- He got very angry and started shouting at me.

shout TO somebody (so that they can hear you)

- He shouted to me from the other side of the street.

throw something AT somebody/something (in order to hit them)

- Somebody threw an egg at the minister.

throw something TO somebody (for somebody to catch)

- Lisa shouted 'Catch!' and threw the keys to me from the window.

Verb + preposition 2 about/for/of/after

A

Verb + about

talk / read / know ABOUT ... , tell somebody ABOUT ...

- We talked about a lot of things at the meeting.

have a discussion ABOUT something, but discuss something (no preposition)

- We had a discussion about what we should do.

- We discussed a lot of things at the meeting. (*not* discussed about)

do something ABOUT something = do something to improve a bad situation

- If you're worried about the problem, you should do something about it.

B

Care about, care for and take care of

care ABOUT somebody/something = think that somebody/something is important

- He's very selfish. He doesn't care about other people.

We say 'care what/where/how ...' etc. (*without* about)

- You can do what you like. I don't care what you do.

care FOR somebody/something

(1) = *like something* (usually in questions and negative sentences)

- Would you care for a cup of coffee? (= Would you like ... ?)

- I don't care for very hot weather. (= I don't like ...)

(2) = *look after somebody*

- Alan is 85 and lives alone. He needs somebody to care for him.

take care OF ... = look after

- Have a nice holiday. Take care of yourself! (= look after yourself)

C

Verb + for

ask (somebody) FOR ...

- I wrote to the company asking them for more information about the job.

but 'I asked him the way to ...', 'She asked me my name' (no preposition)

apply (TO a person, a company etc.) FOR a job etc.

- I think you'd be good at this job. Why don't you apply for it?

wait FOR ...

- Don't wait for me. I'll join you later.

- I'm not going out yet. I'm waiting for the rain to stop.

search (a person / a place / a bag etc.) FOR ...

- I've searched the house for my keys, but I still can't find them.

leave (a place) FOR another place

- I haven't seen her since she left (home) for the office this morning.

(not left to the office)

D

Look for and look after

look FOR ... = search for, try to find

- I've lost my keys. Can you help me to look for them?

look AFTER ... = take care of

- Alan is 85 and lives alone. He needs somebody to look after him. (*not* look for)

- You can borrow this book, but you must promise to look after it.

Verb + preposition 3 about and of

A

dream ABOUT ... (when you are asleep)

- I dreamt about you last night.

dream OF/ABOUT being something / doing something = *imagine*

- Do you dream of/about being rich and famous?

(I) wouldn't dream OF doing something = *I would never do it*

- 'Don't tell anyone what I said.' 'No, I wouldn't dream of it.' (= I would never do it)

B

hear ABOUT ... = *be told about something*

- Did you hear about what happened at the club on Saturday night?

hear OF ... = *know that somebody/something exists*

- 'Who is Tom Hart?' 'I have no idea. I've never heard of him'. (not heard from him)

hear FROM ... = *receive a letter, phone call or message from somebody*

- 'Have you heard from Jane recently?' 'Yes, she phoned a few days ago.'

C

think ABOUT ... and think OF ...

When you think ABOUT something, you consider it, you concentrate your mind on it:

- I've thought about what you said and I've decided to take your advice.
- 'Will you lend me the money?' 'I'll think about it.'

When you think OF something, the idea comes to your mind:

- He told me his name, but I can't think of it now. (not think about it)
- That's a good idea. Why didn't I think of that? (not think about that)

We also use think of when we ask or give an opinion:

- 'What did you think of the film?' 'I didn't think much of it.' (= I didn't like it much)

The difference is sometimes very small and you can use of or about:

- When I'm alone, I often think of (or about) you.

You can say think of or think about doing something (for possible future actions):

- My sister is thinking of (or about) going to Canada. (= she is considering it)

D

remind somebody ABOUT ... = *tell somebody not to forget*

- I'm glad you reminded me about the meeting. I'd completely forgotten about it.

remind somebody OF ... = *cause somebody to remember*

- This house reminds me of the one I lived in when I was a child.
- Look at this photograph of Richard. Who does he remind you of?

E

complain (TO somebody) ABOUT ... = *say that you are not satisfied*

- We complained to the manager of the restaurant about the food.

complain OF a pain, an illness etc. = *say that you have a pain etc.*

- We called the doctor because George was complaining of a pain in his stomach.

F

warn somebody ABOUT a person or thing which is bad, dangerous, unusual etc.

- I knew he was a strange person. I had been warned about him. (not warned of him)
- Vicky warned me about the traffic. She said it would be bad.

warn somebody ABOUT/OF a danger, something bad which might happen later

- Scientists have warned us about/of the effects of global warming.

Verb + preposition 4 of/for/from/on

A

Verb + of

accuse / suspect somebody OF ...

- Sue accused me of being selfish.
- Some students were suspected of cheating in the exam.

approve / disapprove OF ...

- His parents don't approve of what he does, but they can't stop him.

die OF (or FROM) an illness etc.

- 'What did he die of?' 'A heart attack.'

consist OF ...

- We had an enormous meal. It consisted of seven courses.

B

Verb + for

pay (somebody) FOR ...

- I didn't have enough money to pay for the meal. (*not* pay the meal)
- but** pay a bill / a fine / tax / rent / a sum of money etc. (no preposition)
- I didn't have enough money to pay the rent.

thank / forgive somebody FOR ...

- I'll never forgive them for what they did.

apologise (to somebody) FOR ...

- When I realised I was wrong, I apologised (to them) for my mistake.

blame somebody/something FOR ... , somebody is to blame FOR ...

- Everybody blamed me for the accident.
- Everybody said that I was to blame for the accident.

blame (a problem etc.) ON ...

- Everybody blamed the accident on me.

C

Verb + from

suffer FROM an illness etc.

- The number of people suffering from heart disease has increased.

protect somebody/something FROM (or AGAINST) ...

- Sun block protects the skin from the sun. (or ... against the sun.)

D

Verb + on

depend / rely ON ...

- 'What time will you be home?' 'I don't know. It depends on the traffic.'
- You can rely on Jill. She always keeps her promises.

You can use depend + when/where/how etc. with or without on:

- 'Are you going to buy it?' 'It depends how much it is.' (or It depends on how much)

live ON money/food

- Michael's salary is very low. It isn't enough to live on.

congratulate / compliment somebody ON ...

- I congratulated her ON her success in the exam.

Verb + preposition 5 in/into/with/to/on

A

Verb + in

believe IN ...

- Do you believe in God? (= Do you believe that God exists?)
- I believe in saying what I think. (= I believe it is right to say what I think)
- but 'believe something' (= believe it is true), 'believe somebody' (= believe they are telling the truth)
- The story can't be true. I don't believe it. (*not believe in it*)

specialise IN ...

- Helen is a lawyer. She specialises in company law.

succeed IN ...

- I hope you succeed in finding the job you want.

B

Verb + into

break INTO ...

- Our house was broken into a few days ago, but nothing was stolen.

crash / drive / bump / run INTO ...

- He lost control of the car and crashed into a wall.

divide / cut / split something INTO two or more parts

- The book is divided into three parts.

translate a book etc. FROM one language INTO another

- Ernest Hemingway's books have been translated into many languages.

C

Verb + with

collide WITH ...

- There was an accident this morning. A bus collided with a car.

fill something WITH ... (*but full of ...* – see Unit 131B)

- Take this saucepan and fill it with water.

provide / supply somebody WITH ...

- The school provides all its students with books.

D

Verb + to

happen TO ...

- What happened to that gold watch you used to have? (= where is it now?)

invite somebody TO a party / a wedding etc.

- They only invited a few people to their wedding.

prefer one thing/person TO another

- I prefer tea to coffee

E

Verb + on

concentrate ON ...

- Don't look out of the window. Concentrate on your work.

insist ON ...

- I wanted to go alone, but some friends of mine insisted on coming with me.

spend (money) ON ...

- How much do you spend on food each week?

Phrasal verbs 1 Introduction

A

We often use verbs with the following words:

in	on	up	away	round	about	over	by
out	off	down	back	through	along	forward	

So you can say **look out** / **get on** / **take off** / **run away** etc. These are *phrasal verbs*.

We often use **on/off/out** etc. with verbs of movement. For example:

- | | |
|------------|---|
| get on | <input type="checkbox"/> The bus was full. We couldn't get on. |
| drive off | <input type="checkbox"/> A woman got into the car and drove off. |
| come back | <input type="checkbox"/> Sally is leaving tomorrow and coming back on Saturday. |
| turn round | <input type="checkbox"/> When I touched him on the shoulder, he turned round. |

But often the second word (**on/off/out** etc.) gives a special meaning to the verb. For example:

- | | |
|------------|---|
| break down | <input type="checkbox"/> Sorry I'm late. The car broke down. (= the engine stopped working) |
| look out | <input type="checkbox"/> Look out! There's a car coming. (= be careful) |
| take off | <input type="checkbox"/> It was my first flight. I was nervous as the plane took off. (= went into the air) |
| get on | <input type="checkbox"/> How was the exam? How did you get on? (= How did you do?) |
| get by | <input type="checkbox"/> My French isn't very good, but it's enough to get by. (= manage) |

For more phrasal verbs, see Units 138–145.

B

Sometimes a phrasal verb is followed by a *preposition*. For example:

<i>phrasal verb</i>	<i>preposition</i>	
run away	from	<input type="checkbox"/> Why did you run away from me?
keep up	with	<input type="checkbox"/> You're walking too fast. I can't keep up with you.
look up	at	<input type="checkbox"/> We looked up at the plane as it flew above us.
look forward	to	<input type="checkbox"/> Are you looking forward to your holiday?

C

Sometimes a phrasal verb has an *object*. Usually there are two possible positions for the object. So you can say:

I turned on the light. or I turned the light on.

If the object is a *pronoun* (it/them/me/him etc.), only one position is possible:

I turned it on. (not I turned on it)

Some more examples:

- | | |
|---|--|
| <input type="checkbox"/> Could you { fill in this form?
fill this form in? | |
| <i>but</i> | They gave me a form and told me to fill it in. (not fill in it) |
| <input type="checkbox"/> Don't { throw away this postcard.
throw this postcard away. | |
| <i>but</i> | I want to keep this postcard, so don't throw it away. (not throw away it) |
| <input type="checkbox"/> I'm going to { take off my shoes.
take my shoes off. | |
| <i>but</i> | These shoes are uncomfortable. I'm going to take them off. (not take off them) |
| <input type="checkbox"/> Don't { wake up the baby.
wake the baby up. | |
| <i>but</i> | The baby is asleep. Don't wake her up. (not wake up her) |

Phrasal verbs 2 in/out

A

Compare in and out:

in = into a room, a building, a car etc.

- How did the thieves get in?
- Here's a key, so you can let yourself in.
- Sally walked up to the edge of the pool and dived in. (= into the water)
- I've got a new flat. I'm moving in on Friday.
- As soon as I got to the airport, I checked in.

In the same way you can say go in, come in, walk in, break in etc.

Compare in and into:

- I'm moving in next week.
- I'm moving into my new flat on Friday.

out = out of a room, building, a car etc.

- He just stood up and walked out.
- I had no key, so I was locked out.
- She swam up and down the pool, and then climbed out.
- Tim opened the window and looked out.
- (at a hotel) What time do we have to check out?

In the same way you can say go out, get out, move out, let somebody out etc.

Compare out and out of:

- He walked out.
- He walked out of the room.

B

Other verbs + in

drop in / call in = visit somebody for a short time without arranging to do this

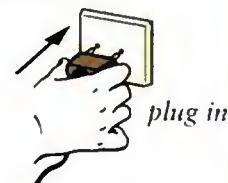
- I dropped in to see Chris on my way home.

join in = take part in an activity that is already going on

- We're playing a game. Why don't you join in?

plug in an electrical machine = connect it to the electricity supply

- The fridge isn't working because you haven't plugged it in.

**fill in** a form, a questionnaire etc. = write the necessary information on a form

- Please fill in the application form and send it to us by 28 February.

You can also say fill out a form.

take somebody in = deceive somebody

- The man said he was a policeman and I believed him. I was completely taken in.

C

Other verbs + out

eat out = eat at a restaurant, not at home

- There wasn't anything to eat at home, so we decided to eat out.

drop out of college / university / a course / a race = stop before you have completely finished a course/race etc.

- Gary went to university but dropped out after a year.

get out of something that you arranged to do = avoid doing it

- I promised I'd go to the wedding. I don't want to go, but I can't get out of it now.

cut something out (of a newspaper etc.)

- There was a beautiful picture in the magazine, so I cut it out and kept it.

leave something out = omit it, not include it

- In the sentence 'She said that she was ill', you can leave out the word 'that'.

cross something out / rub something out

- Some of the names on the list had been crossed out.

Sarah → cross out

Phrasal verbs 3 out

A**out** = not burning, not shining

go out

put out a fire / a cigarette / a light

turn out a light

blow out a candle

- Suddenly all the lights in the building went out.
- We managed to put the fire out.
- I turned the lights out before leaving.
- We don't need the candle. You can blow it out.

B**work out****work out** = do physical exercises Rachel works out at the gym three times a week.**work out** = develop, progress Good luck for the future. I hope everything works out well for you. A: Why did James leave the company? B: Things didn't work out. (= things didn't work out well)**work out** (for mathematical calculations) The total bill for three people is £84.60. That works out at £28.20 each.**work something out** = calculate, think about a problem and find the answer 345 × 76? I need to do this on paper. I can't work it out in my head.**C****Other verbs + out****carry out** an order / an experiment / a survey / an investigation / a plan etc. Soldiers are expected to carry out orders. An investigation into the accident will be carried out as soon as possible.**fall out** (with somebody) = stop being friends They used to be very good friends. I'm surprised to hear that they have fallen out. David fell out with his father and left home.**find out** that/what/when ... etc., **find out** about something = get information The police never found out who committed the murder. I've just found out that it's Helen's birthday today. I called the tourist office to find out about hotels in the town.**give/hand things out** = give to each person At the end of the lecture, the speaker gave out information sheets to the audience.**point something out** (to somebody) = draw attention to something As we drove through the city, our guide pointed out all the sights. I didn't realise I'd made a mistake until somebody pointed it out to me.**run out** (of something) We ran out of petrol on the motorway. (= we used all our petrol)**sort something out** = find a solution to; put in order There are a few problems we need to sort out. All these papers are mixed up. I'll have to sort them out.**turn out** to be ... / **turn out** good/nice etc. / **turn out** that ... Nobody believed Paul at first, but he turned out to be right. (= it became clear in the end that he was right) The weather wasn't so good in the morning, but it turned out nice later. I thought they knew each other, but it turned out that they'd never met.**try out** a machine, a system, a new idea etc. = test it to see if it is OK The company is trying out a new computer system at the moment.

Phrasal verbs 4 on/off (1)

A

On and off for lights, machines etc.

We say: the light is on / put the light on / leave the light on etc.
turn the light on/off or switch the light on/off

- Shall I leave the lights on or turn them off?
- 'Is the heating on?' 'No, I switched it off.'
- We need some boiling water, so I'll put the kettle on.

Also put on some music / a CD / a video etc.

- I haven't listened to this CD yet. Shall I put it on?

B

On and off for events etc.

go on = happen

- What's all that noise? What's going on? (= what's happening)

call something off = cancel it

- The open air concert had to be called off because of the weather.

put something off, put off doing something = delay it

- The wedding has been put off until January.
- We can't put off making a decision. We have to decide now.

C

On and off for clothes etc.

put on clothes, glasses, make-up, a seat belt etc.

- My hands were cold, so I put my gloves on.

Also put on weight = get heavier

- I've put on two kilograms in the last month.

try on clothes (to see if they fit)

- I tried on a jacket in the shop, but it didn't fit me very well.

take off clothes, glasses etc.

- It was warm, so I took off my jacket.

D

Off = away from a person or place

be off (to a place)

- Tomorrow I'm off to Paris / I'm off on holiday.
(= I'm going to Paris / I'm going on holiday)

walk off / run off / drive off / ride off / go off (similar to walk away / run away etc.)

- Diane got on her bike and rode off.
- Mark left home at the age of eighteen and went off to Canada.

set off = start a journey

- We set off very early to avoid the traffic. (= We left early)

take off = leave the ground (for planes)

- After a long delay the plane finally took off.

see somebody off = go with them to the airport/station to say goodbye

- Helen was going away. We went to the station with her to see her off.

Phrasal verbs 5 on/off (2)

A

Verb + on = continue doing something**drive on / walk on / play on = continue walking/driving/playing etc.**

- Shall we stop at this petrol station or shall we drive on to the next one?

go on = continue

- The party went on until 4 o'clock in the morning.

go on / carry on (doing something) = continue (doing something)

- We can't go on spending money like this. We'll have nothing left soon.
- I don't want to carry on working here. I'm going to look for another job.

Also go on with / carry on with something

- Don't let me disturb you. Please carry on with what you're doing.

keep on doing something = do it continuously or repeatedly

- He keeps on criticising me. I'm fed up with it!

B

Get on**get on = progress**

- How are you getting on in your new job? (= How is it going?)

get on (with somebody) = have a good relationship

- Joanne and Karen don't get on. They're always arguing.
- Richard gets on well with his neighbours. They're all very friendly.

get on with something = continue doing something you have to do, usually after an interruption

- I must get on with my work. I have a lot to do.

C

Verb + off**doze off / drop off / nod off = fall asleep**

- The lecture wasn't very interesting. In fact I dropped off in the middle of it.

finish something off = do the last part of something

- A: Have you finished painting the kitchen?
B: Nearly. I'll finish it off tomorrow.

go off = explode

- A bomb went off in the city centre, but fortunately nobody was hurt.

Also an alarm can go off = ring

- Did you hear the alarm go off?

put somebody off (doing something) = cause somebody not to want something or to do something

- We wanted to go to the exhibition, but we were put off by the long queue.
- What put you off applying for the job? Was the salary too low?

rip somebody off = cheat somebody (informal)

- Did you really pay £1,000 for that painting? I think you were ripped off.
(= you paid too much)

show off = try to impress people with your ability, your knowledge etc.

- Look at that boy on the bike riding with no hands. He's just showing off.

tell somebody off = speak angrily to somebody because they did something wrong

- Clare's mother told her off for wearing dirty shoes in the house.

Phrasal verbs 6 up/down

A

Compare **up** and **down**:**put something up** (on a wall etc.)

- I put some pictures up on the wall.

pick something up

- There was a letter on the floor. I picked it up and looked at it.

stand up

- Alan stood up and walked out.

turn something up

- I can't hear the TV. Can you turn it up a bit?

**take something down** (from a wall etc.)

- I didn't like the picture, so I took it down.

put something down

- I stopped writing and put down my pen.

sit down / bend down / lie down

- I bent down to tie my shoelace.

turn something down

- The oven is too hot. Turn it down to 150 degrees.



B

Knock down etc.**knock down a building / blow something down / cut something down etc.**

- Some old houses were knocked down to make way for the new shopping centre.
- Why did you cut down the tree in your garden?

Also be knocked down (by a car etc.)

- A man was knocked down by a car and taken to hospital.

C

Down = getting less**slow down** = *go more slowly*

- You're driving too fast. Slow down.

calm (somebody) down = *become calmer, make somebody calmer*

- Calm down. There's no point in getting angry.

cut down (on something) = *eat, drink or do something less often*

- I'm trying to cut down on coffee. I drink far too much of it.

D

Other verbs + down**break down** = *stop working (for machines, cars, relationships etc.)*

- The car broke down and I had to phone for help.
- Their marriage broke down after only a few months.

close down / shut down = *stop doing business*

- There used to be a shop at the end of the street; it closed down a few years ago.

let somebody down = *disappoint somebody because you didn't do what they hoped*

- You can always rely on Pete. He'll never let you down.

turn somebody/something down = *refuse an application, an offer etc.*

- I applied for several jobs, but I was turned down for each one.
- Rachel was offered the job, but she decided to turn it down.

write something down = *write something on paper because you may need the information later*

- I can't remember Tim's address. I wrote it down, but I can't find it.

Phrasal verbs 7 up (1)

A

go up / come up / walk up (to ...) = *approach*

- A man came up to me in the street and asked me for money.

catch up (with somebody), **catch somebody up** = *move faster than somebody in front of you so that you reach them*

- I'm not ready to go yet. You go on and I'll catch up with you / I'll catch you up.

keep up (with somebody) = *continue at the same speed or level*

- You're walking too fast. I can't keep up (with you).
- You're doing well. Keep it up!

B

set up an organisation, a company, a business, a system, a website etc. = *start it*

- The government has set up a committee to investigate the problem.

take up a hobby, a sport, an activity etc. = *start doing it*

- Laura took up photography a few years ago. She takes really good pictures.

fix up a meeting etc. = *arrange it*

- We've fixed up a meeting for next Monday.

C

grow up = *become an adult*

- Sarah was born in Ireland but grew up in England.

bring up a child = *raise, look after a child*

- Her parents died when she was a child and she was brought up by her grandparents.

D

clean up / clear up / tidy up something = *make it clean, tidy etc.*

- Look at this mess! Who's going to tidy up? (or tidy it up)

wash up = *wash the plates, dishes etc. after a meal*

- I hate washing up. (or I hate doing the washing-up.)

E

end up somewhere, end up doing something etc.

- There was a fight in the street and three men ended up in hospital. (= that's what happened to these men in the end)
- I couldn't find a hotel and ended up sleeping on a bench at the station. (= that's what happened to me in the end)

give up = *stop trying, give something up* = *stop doing it*

- Don't give up. Keep trying!
- Sue got bored with her job and decided to give it up. (= stop doing it)

make up something / **be made up of** something

- Children under 16 make up half the population of the city. (= half the population are children under 16)
- Air is made up mainly of nitrogen and oxygen. (= Air consists of ...)

take up space or time = *use space or time*

- Most of the space in the room was taken up by a large table.

turn up / show up = *arrive, appear*

- We arranged to meet Dave last night, but he didn't turn up.

use something up = *use all of it so that nothing is left*

- I'm going to take a few more photographs. I want to use up the rest of the film.

Phrasal verbs 8 up (2)

A

bring up a topic etc. = *introduce it in a conversation*

- I don't want to hear any more about this matter. Please don't bring it up again.

come up = *be introduced in a conversation*

- Some interesting matters came up in our discussion yesterday.

come up with an idea, a suggestion etc. = *produce an idea*

- Sarah is very creative. She's always coming up with new ideas.

make something up = *invent something that is not true*

- What Kevin told you about himself wasn't true. He made it all up.

B

cheer up = *be happier*, **cheer somebody up** = *make somebody feel happier*

- You look so sad! Cheer up!
- Helen is depressed at the moment. What can we do to cheer her up?

save up for something / to do something = *save money to buy something*

- Dan is saving up for a trip round the world.

clear up = *become bright (for weather)*

- It was raining when I got up, but it cleared up during the morning.

C

blow up = *explode*, **blow something up** = *destroy it with a bomb etc.*

- The engine caught fire and blew up.
- The bridge was blown up during the war.

tear something up = *tear it into pieces*

- I didn't read the letter. I just tore it up and threw it away.

beat somebody up = *hit someone repeatedly so that they are badly hurt*

- A friend of mine was attacked and beaten up a few days ago. He was badly hurt and had to go to hospital.

D

break up / split up (with somebody) = *separate*

- I'm surprised to hear that Sue and Paul have split up. They seemed very happy together when I last saw them.

do up a coat, a shoelace, buttons etc. = *fasten, tie etc.*

- It's quite cold. Do up your coat before you go out.

do up a building, a room etc. = *repair and improve it*

- The kitchen looks great now that it has been done up.

look something up in a dictionary/encyclopaedia etc.

- If you don't know the meaning of a word, you can look it up in a dictionary.

put up with something = *tolerate it*

- We live on a busy road, so we have to put up with a lot of noise from the traffic.

hold up a person, a plan etc. = *delay*

- Don't wait for me. I don't want to hold you up.

- Plans to build a new factory have been held up because of the company's financial problems.

mix up people/things, **get people/things mixed up** = *you think one is the other*

- The two brothers look very similar. Many people mix them up. (or ... get them mixed up)

Phrasal verbs 9 away/back

A

Compare away and back:

away = away from home

- We're going away on holiday today.

away = away from a place, a person etc.

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

In the same way you can say:

walk away, run away, look away etc.

back = back home

- We'll be back in three weeks.

back = back to a place, a person etc.

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

In the same way you can say:

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

B

Other verbs + away

get away = *escape, leave with difficulty*

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

get away with something = *do something wrong without being caught*

- I parked in a no-parking zone, but I got away with it.

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

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

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

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

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

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

throw something away = *put it in the rubbish*

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

C

Other verbs + back

wave back / smile back / shout back / write back / hit somebody back

- I waved to her and she waved back.

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

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

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

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

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

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

pay back money, pay somebody back

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

Appendix 1

Regular and irregular verbs

1.1 Regular verbs

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

infinitive	clean	finish	use	paint	stop	carry
past simple	cleaned	finished	used	painted	stopped	carried
past participle						

For spelling rules, see Appendix 6.

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

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

Perfect tenses (have/has/had cleaned):

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

Passive (is cleaned / was cleaned etc.):

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

} see Units 42–44

1.2 Irregular verbs

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

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

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

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

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

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

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

1.3 The following verbs can be regular or irregular:

burn → burned or burnt	smell → smelled or smelt
dream → dreamed or dreamt [dreɪmt]*	spell → spelled or spelt
lean → leaned or leant [lent]*	spill → spilled or spilt
learn → learned or learnt	spoil → spoiled or spoilt

* pronunciation

So you can say:

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

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

1.4 List of irregular verbs

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burst	burst	burst
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read [red]*	read [red]*
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn/sewed
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	Showed	shown/showed
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spit	spat	spat
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
weep	wept	wept
win	won	won
write	wrote	written