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Grammarway 4 is the fourth book in a four-level grammar series presented in full colour for learners of the English language at upper-intermediate level. The book is available in two editions - with or without answers - and is suitable for self-study or classroom use as a supplement to any course at this level.

The aim of the book is to help learners understand English grammar structures through comprehensive theory tables and functional examples, accompanied by a wealth of attractive photographs and illustrations.

The book adheres to the principle that every structure should first be heard, then practised in oral and, finally, in written form. Based on the use of full-colour visual stimuli, the book encourages learners to speak before writing, and allows them to practise English structures through a variety of enjoyable and useful activities.

The book consists of 12 units, each focusing on a particular grammar topic.
A typical unit contains:
- presentation of grammar structures by means of visual prompts
- simple, concise explanations of the grammar structures
- examples in everyday conversational English, together with a few expressions showing slightly more formal use
- exercises practising the new structures, to help learners use correct, appropriate patterns in everyday situations
- speaking and writing activities to practise the new structures in oral and written form
- a revision box in each unit
- common mistakes section
- word-formation exercises

A revision unit follows every three units to consolidate material presented in previous units.

Six Progress Tests, each covering two consecutive units, are included at the end of the book. They may be used to assess students’ progress before the main class test.

The Student’s Book is accompanied by a Teacher’s Book containing:
- guidance on presenting the theory of each unit, with or without Picture Flashcards
- a full key to the exercises in the Student’s Book
- four tests in two separate versions each

The Picture Flashcards which accompany this book can be used for lively, motivating presentation of the target grammar structures.

Thanks

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UNIT 1
Tenses

Present Forms

We use the present simple:

a) for permanent states, repeated actions and daily routines.
   He works in a bank. (permanent state)
   He takes the train to work every morning. (daily routine/repeated actions)

b) for general truths and laws of nature.
   The sun sets in the west.

c) for timetables (planes, trains, etc.) and programmes.
   The plane from Brussels arrives at 8:30.

d) for sports commentaries, reviews and narration.
   a) Peterson overtakes Williams and wins the race. (sports commentary)
   b) Mike Dalton plays the part of Macbeth. (review)
   c) Then the prince gets on his horse and quickly rides away. (narration)

e) to give instructions or directions (instead of the imperative).
   You sprinkle some cheese on the pizza and then you bake it. (Instead of: Sprinkle some cheese on the pizza ...)

The present simple is used with the following time expressions: usually, often, always, etc., every day/week/month/year, in the morning/afternoon/evening, at night, at the weekend, on Mondays, etc.

We use the present continuous:

a) for actions taking place now, at the moment of speaking.
   He is giving the baby a bath at the moment.

b) for temporary actions; that is actions that are going on around now, but not at the actual moment of speaking.
   I’m looking for a new job these days.
   (He is not looking for a job at the moment of speaking.)

c) with adverbs such as: always, constantly, continually, etc. for actions which happen very often, usually to express annoyance, irritation or anger.
   a) I’m always meeting Sara when I go shopping. (action which happens very often)
   b) You’re constantly interrupting me when I’m talking. (expressing annoyance/irritation)

d) for actions that we have already arranged to do in the near future, especially when the time and place have been decided.
   They’re moving into their new house next week. (The time has been decided.)

e) for changing or developing situations.
   More and more species are becoming extinct.

The present continuous is used with the following time expressions: now, at the moment, at present, these days, still, nowadays, today, tonight, etc.
Present Perfect

We use the present perfect:

a) for an action which started in the past and continues up to the present, especially with state verbs such as be, have, like, know, etc. In this case, we often use for and since.

Rachel has had the dog for three years. (She got the dog three years ago and she still has it.)

b) for an action which has recently finished and whose result is visible in the present.

She has just washed her hair. (She has now wrapped her hair in a towel, so the action has finished.)

c) for an action which happened at an unstated time in the past. The exact time is not mentioned because it is either unknown or unimportant. The emphasis is placed on the action.

The Taylors have bought a sailing boat. (The exact time is unknown or unimportant. What is important is the fact that they now own a sailing boat.)

d) for an action which has happened within a specific time period which is not over at the moment of speaking. We often use words and expressions such as today, this morning/evening/week/month, etc.

She has taken fifteen pictures today. (The time period - today - is not over yet. She may take more pictures.)

**BUT:** She took twenty pictures yesterday. (The time period - yesterday - is over.)

**Note:** We use the present perfect to announce a piece of news and the past simple or past continuous to give more details about it.

The police have finally arrested Peter Duncan. He was trying to leave the country when they caught him.

The present perfect is used with the following time expressions: for, since, already, yet, always, just, ever, never, so far, today, this week/month, etc., how long, lately, recently, still (in negations), etc.

Present Perfect Continuous

We use the present perfect continuous:

a) to put emphasis on the duration of an action which started in the past and continues up to the present, especially with time expressions such as for, since, all morning/day/year, etc.

Sam has been talking on the phone for half an hour. (He began talking on the phone half an hour ago and he is still talking.)

b) for an action which started in the past and lasted for some time. The action may have finished or may still be going on. The result of the action is visible in the present.

Her feet hurt. She has been walking all morning. (The result of the action is visible in the present - her feet hurt.)

c) to express anger, irritation or annoyance.

**Somebody has been giving away our plans.** (The speaker is irritated.)

**Note:** With the verbs live, work, teach and feel (= have a particular emotion) we can use the present perfect or present perfect continuous with no difference in meaning.

We have lived/have been living here for twenty years.

The present perfect continuous is used with the following time expressions: for, since, how long, lately, recently.
UNIT 1
Tenses

Note: We use the present perfect to put emphasis on number and the present perfect continuous to put emphasis on duration.

Compare the examples:
e.g. I’ve typed four reports so far.
I’ve been typing reports all morning.

Adverbs of Frequency

◆ Adverbs of frequency (always, usually, often, sometimes, seldom/rarely, never, etc.) come before the main verb (read, work, etc.) but after the verb to be, auxiliary verbs (do, have, etc.) or modal verbs (can, should, etc.). Adverbs of frequency go before the auxiliary verbs in short answers.
e.g. Susan often goes skiing at the weekend.
Kim is sometimes rude to other people.
You can always call me if you need help.
‘Do you help your mother with the housework?’
‘Yes, I usually do.’

◆ Expressions such as every day, once/twice a week/month, etc., most mornings/evenings, etc. go at the beginning of the sentence.
Usually, often, sometimes, normally and occasionally can go at the beginning or the end of a sentence for more emphasis.
e.g. We go on holiday twice a year.
Usually, I finish work at five.
I feel bored sometimes.

◆ The adverbs never, seldom and rarely have a negative meaning and are never used with the word not.
e.g. I rarely go to bed late. (NOT: I rarely don’t go...)

Underline the correct tense.

1 The plane leaves/has left at four o’clock. We must be at the airport by two o’clock.
2 It gets/is getting colder and colder every day.
3 Have you seen Linda? I have been looking/am looking for her almost an hour.
4 Sam is a very interesting person. He knows/has known all kinds of unusual facts.
5 First, you are heating/heat the oven to a temperature of 180°C.
6 Have you heard the news? They have just elected/have been electing a new club chairman!
7 Martha is finding/has found a new job. She is starting next week.
8 The teacher has been correcting/has corrected essays for three hours.
9 Michael’s car broke down last week, so he uses/is using his father’s for the time being.
10 It rarely gets/is getting very hot in Britain.

2 Choose the correct answer.
1 ‘I met our new boss this morning.’
I see... him, too. He’s very nice.’
A am meeting B have been meeting C have met
2 ‘............... in a hotel?’
‘No, but my parents did last summer in Rome.’
A Have you ever stayed B Did you ever stay C Are you ever staying
3 ‘Who is in that new film?’
‘Well, a young actress ................ the leading role.’
A has been playing B plays C has
4 ‘Is David at home?’
‘Yes, but he .............. a shower at the moment.’
A is having B plays C has
5 ‘Why are you so upset?’
‘I .................. my favourite ring.’
A lose B have been losing C have lost
6 ‘Have you found a house yet?’
‘No, I ................. with my aunt at the moment.’
A stay B am staying C have stayed

3 Put the adverbs of frequency in the correct position.
1 A: Do you wear sunglasses in the winter?
B: No, I do. (never)
No, I never do.
2 A: Do you like fishing, Alan?
B: Yes, I go fishing at weekends. (sometimes)
3 A: Do you go to the gym very often?
B: Yes, I go. (once a week)
4 A: How often do you visit your parents?
B: I visit them. (every weekend)
5 A: Do you eat in restaurants very often?
B: No, I do. (rarely)
6 A: Do you like oysters?
B: I don’t know. I have eaten oysters. (never)
7 A: How often do you go on holiday?
B: I go on holiday. (once a year)
8 A: When do you read your post?
B: I read it on the way to work. (usually)
9 A: Shall I lock the door?
B: Of course. You should lock the door when you go out. (always)
10 A: You are breaking things! (always)
B: I’m sorry. I don’t mean to.
Identify the tenses, then match them to the correct descriptions.

1. The plane to Sydney leaves at eleven o’clock.
2. I have written two letters this morning.
3. They’re going on holiday on Saturday.
4. Graham has known Errol for five years.
5. You’re always leaving the door open.
6. We are rehearsing a new play at the moment.
7. George has bought a new car.
8. Lisa has been cleaning the house all morning.
9. Look! Alison has dyed her hair!
10. More and more people are recycling their rubbish.

a) actions which started in the past and continue up to the present
b) action which has recently finished and whose result is visible in the present
c) to put emphasis on the duration of an action which started in the past and continues up to the present
d) to express criticism or annoyance
e) timetables and programmes
f) actions that we have arranged to do in the near future
g) action which has happened within a specific time period which is not over at the moment of speaking
h) action which happened at an unstated time in the past
i) changing or developing situations
j) temporary actions

Put the verbs in brackets into the correct present form.

1. A: Tortoises ...live... (live) to be very old.
   B: I’ve heard of one which is over a hundred years old.
2. A: Are you still busy?
   B: Yes. I .................................... (read) this article for an hour and I still .................................... (not/finish).
3. A: More and more people .................................... (go) to university these days.
   B: Yes. I think it’s a good thing.
4. A: I .................................... (have) a party tonight. Do you want to come?
   B: Yes. What time does it start?
5. A: Why are your shoes wet?
   B: I .................................... (wash) the car.
6. A: What’s the matter?
   B: I .................................... (break) my ankle.
7. A: What do I need to do next?
   B: You .................................... (add) the sugar to the mixture and you .................................... (mix) it well.
8. A: Who .................................... (use) my car?
   B: I have.
9. A: Are you new here?
   B: No. Actually, I .................................... (live) here for almost ten years.
10. A: Pete is playing his music very loud.
    B: Again! He .................................... (always/do) that!
11. A: Have you made plans for Saturday yet?
    B: I .................................... (go) to the cinema with Jack.
12. A: Mr Collins is a very good teacher.
    B: Well, he .................................... (teach) Maths for twenty-five years. you know.
13. A: Are you going to the concert on Saturday night?
    B: Yes. Actually, I .................................... (already/buy) the tickets.
    B: Oh! We .................................... (always/meet) each other in this supermarket.

Put the verbs in brackets into the correct tense.

Dear Kathleen,

I 1) .................................... (write) to tell you my news. My school 2) .................................... (choose) me to spend six weeks at a school in the USA. I’m very happy about it!

At the moment, I 3) .................................... (pack) things for my trip, because I 4) .................................... (leave) next week. My mother 5) .................................... (book) the ticket.

I 6) .................................... (wait) for this opportunity for ages, so I’m very excited. I 7) .................................... (finish) reading two books about the USA and I 8) .................................... (borrow) another one from the school library. I 9) .................................... (become) more and more nervous every day!

Well, I must go now. I’ve got a lot of things to do. I’ll write to you from the USA.

Love,
Tracy

b) Which of the present forms in the text above are used to express:

1. actions which happened at an unstated time in the past
2. actions which started in the past and continue up to the present with emphasis on duration
3. actions happening at or around the moment of speaking
4. changing and developing situations
5. actions that we have arranged to do in the near future
State Verbs are verbs which describe a state rather than an action and therefore do not normally have continuous tenses. These include:

a) verbs which express likes and dislikes: like, love, dislike, hate, enjoy, prefer, adore, etc. e.g. I love chocolate ice cream.

b) verbs of the senses: see, hear, smell, taste, feel, look, sound. We often use can or could with these verbs when we refer to what we see, hear, etc. at the moment of speaking. e.g. Jim must be at home. I can see his car parked outside.

c) verbs of perception: know, believe, understand, realise, remember, forget, notice, recognise, think, seem, see (= understand), expect (= think), etc. e.g. I expect they will be late.

d) some other verbs such as be, contain, include, belong, fit, need, matter, cost, mean, own, want, owe, have (= possess), require, weigh, wish, keep (= continue), etc. e.g. My uncle owns a hotel.

Some of the above verbs are used in continuous tenses when they describe actions and not states. Study the following examples:

1 I think he’s lying. (= believe) I’m thinking about the plan. (= am considering)
2 The food tastes delicious. (= has a delicious flavour) He is tasting the food. (= is testing the flavour)
3 I can see some people. (= perceive with my eyes) I see what you mean. (= understand) I’m seeing my doctor tomorrow. (= am meeting)
4 It looks as if they’ve finished the job. (= appears) Mike is looking out of the window. (= directing his eyes)

5 This perfume smells nice. (= has a nice smell) He is smelling the milk. (= is sniffing)
6 The baby’s hair feels like silk. (= has the texture of) She is feeling the baby’s forehead. (= is touching)
7 Bob has a Porsche. (= possesses) He’s having a shower at the moment. (= is taking a shower)
8 The chicken weighs 2 kilos. (= has a weight of) The butcher is weighing the meat. (= is measuring how heavy it is)
9 This dress fits you perfectly. (= is the right size) We are fitting new locks. (= are putting in)
10 He appears to be nervous. (= seems) He is appearing in a new play. (= is taking part)
11 He is a rude person. (= character - permanent state) He is being rude. (= behaviour - temporary situation, usually with adjectives such as careful, silly, (im)polite, lazy, etc.)

Note: a) The verb enjoy can be used in continuous tenses to express specific preference. e.g. I’m enjoying this party a lot. (specific preference)

**BUT:** I enjoy going to parties. (I enjoy parties in general.)

b) The verbs look (when we refer to a person’s appearance), feel (= experience a particular emotion), hurt and ache can be used in either the continuous or simple tenses with no difference in meaning. e.g. You look/are looking great today.

Put the verbs in brackets into the present simple or the present continuous.

1 A: Why ...are you smelling... (you/smell) the soap?  B: It ......................... (smell) lovely. It’s like roses!
2 A: Why ......................... (you/taste) the soup?  B: To see if it ......................... (taste) good. I think it needs more salt.
3 A: I ......................... (feel) very tired.  B: You should go to bed early.
4 A: I ......................... (see) Andy this evening.  B: I ......................... (see). So, you don’t want to come to the cinema with me, do you?
5 A: How much ...........................................(the bag of apples/weigh)?  B: I don’t know yet. The man ........................................(weigh) the bag now.
6 A: I ................. (think) about buying a new car soon.  B: Why? I ................. (think) your car is fine. You don’t need a new one.
7 A: What ......................... (you/look) at?  B: The sky. It ................. (look) as if it’s going to rain.
8 A: I really ......................... (enjoy) home-made food.  B: So do I, and I ......................... (enjoy) every bit of this meal.
9 A: Why ......................... (you/feel) the radiator?  B: It ......................... (feel) cold in here. Is the heating on?
10 A: That famous opera singer ......................... (appear) at the opera house tonight.  B: Yes. He ......................... (appear) to be feeling better after his operation.
11 A: Chris ......................... (be) a sensible person, isn’t he?  B: Yes, but in this case he ......................... (be) rather foolish.
12 A: My dad ......................... (fit) the old blind from the living room in my bedroom today.  B: Really? ......................... (fit) that window?
13 A: My back ......................... (hurt).  B: Why don’t you lie down for a while?
**Have gone (to) / Have been (to)**

- **She has gone to the office.** (This means she has not come back yet. She is still at the office.)
- **He has been to Rome twice.** (This means that he has visited Rome twice; he is not there now. He has come back.)

Note: In this case *been* is used as the past participle of the verb to go.

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**8. Fill in the gaps with have / has been (to) or have / has gone (to).**

1. A: Hello, Jim! Have you seen Mum?
   B: Yes. She ... **has gone to** ... the shops. She'll be back soon.
2. A: Where ............... you ............... today?
   B: I ..................................... the cinema.
3. A: Shall we go on a picnic this weekend?
   B: Oh, yes! I ............... not ............... on a picnic for ages.
4. A: I'm going to India this year.
   B: I ............... never .......... India.
   A: Really? I ............... there twice before.
5. A: Where are the children?
   B: They ....................... the park to play football.
   A: ............... Dad .......... with them?
   B: Of course. Don't worry!

---

**9. Underline the correct word in bold.**

1. I **always/already** do the housework on Saturdays.
2. We haven't booked our summer holiday **just/yet**.
3. My brother has **just/ever** joined the football club.
4. Linda has **already/ever** bought a new dress for the party.
5. Have you **so far/ever** tasted Japanese food?
6. Joe has been in Paris **since/for** two weeks.
7. I have **never/just** seen this film before.
8. The secretary has typed twenty letters **yet/so far** this morning.
9. I have been working here **since/still** July.
10. The Taylors have moved house **recently/so far**.
11. They **still/already** haven't employed a new supervisor.

---

**10. Put the verbs in brackets into the correct present form.**

1. A: Linda ... **is learning** ... (learn) to drive at the moment.
   B: I know. She told me last week.
2. A: Has Alan got a job?
   B: Oh yes. He ......................... (be) the manager of a leisure centre.
3. A: Do you want to have a break now?
   B: Not yet. I ......................... (write) a report for tomorrow's meeting.
4. A: It's ten o'clock. Have you given the manager his letters?
   B: Yes, and I ......................... (also/type) six reports so far this morning.
5. A: Is Jeff still in the garden?
   B: Yes. He ......................... (plant) flowers all afternoon.
6. A: That author is very well-known, isn't she?
   B: Yes. She ......................... (write) twenty novels so far.
7. A: You look very happy today.
   B: I am. I ......................... (just/hear) some good news.
8. A: What time ......................... (the play/start) tonight?
   B: Seven o'clock, I think.
9. A: Are you new to this company?
   B: Not really. In fact, I ......................... (work) here for almost two years.
10. A: Are you ready for the concert?
    B: Yes. I ......................... (practise) for weeks.
11. A: Do you do any exercise at all?
    B: Yes. Actually, I ......................... (go) swimming three times a week.
Past Forms

Past Simple

We use the past simple:

a) for an action which happened at a definite time in the past. The time is stated, already known or implied.

They went camping by the lake last month. (When did they go camping? Last month. The time is stated.)

b) for actions which happened immediately one after the other in the past.

First she paid the driver, then she got out of the taxi.

c) for past habits or states which are now finished. In such cases we can also use the expression used to.

Kitchens were used to be very different a hundred years ago.

The past simple is used with the following time expressions: yesterday, then, when, How long ago ...?, last night/week/month/year/Tuesday, etc., three days/weeks, etc. ago, in 1997, etc.

Past Continuous

We use the past continuous:

a) for an action which was in progress at a stated time in the past. We do not mention when the action started or finished.

At seven o’clock yesterday evening they were having dinner. (We do not know when they started or finished their dinner.)

b) for an action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and the past simple for the action which interrupted it (shorter action).

He was walking down the street when he ran into an old friend.

c) for two or more simultaneous past actions.

She was talking on her mobile phone while she was driving to work.

d) to describe the atmosphere, setting, etc. in the introduction to a story before we describe the main events.

One beautiful autumn afternoon, Ben was strolling down a quiet country lane. The birds were singing and the leaves were rustling in the breeze.

The past continuous is used with the following time expressions: while, when, as, all morning/evening/day/night, etc.
Past Perfect

We use the past perfect:

a) for an action which happened before another past action or before a stated time in the past.

She had finished work when she met her friends for coffee. (She finished work first and then she met her friends.)

b) for an action which finished in the past and whose result was visible in the past.

He was happy. He had signed an important contract. (The action finished in the past and its result was visible in the past, too.)

Note: The past perfect is the past equivalent of the present perfect.

e.g. a) He had fixed the old armchair. It looked brand new. (The action – had fixed – happened in the past. The result – looked brand new – was also visible in the past.)

b) He has fixed the old armchair. It looks brand new. (The action – has fixed – happened in the past. The result – looks brand new – is still visible in the present.)

The past perfect is used with the following time expressions: before, after, already, just, for, since, till/ until, when, by, by the time, never, etc.

Note: We can use the past perfect or the past simple with before or after without any difference in meaning.

e.g. They went out after it had stopped / stopped raining.

Past Perfect Continuous

We use the past perfect continuous:

a) to put emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past, usually with since or for.

They had been looking for a house for six months before they found one they liked.

b) for an action which lasted for some time in the past and whose result was visible in the past.

Last Friday Ron had to fly to New York. His flight was delayed. He was annoyed. He had been waiting at the airport for three hours. (He waited at the airport for three hours and the result of the action was visible in the past, too.)

Note: The past perfect continuous is the past equivalent of the present perfect continuous.

e.g. a) I had been driving for ten hours, so I felt exhausted. (The action – had been driving – lasted for some time in the past. The result – felt exhausted – was also visible in the past.)

b) I have been driving for ten hours, so I feel exhausted. (The action – have been driving – started in the past. The result – feel exhausted – is still visible in the present.)

The past perfect continuous is used with the following time expressions: for, since, how long, before, until, etc.
UNIT 1
Tenses

11

A Brian and Ruth went on a day trip yesterday. Look at the notes below and say what they did, using the linking words from the list.

first, then, next, after that, later, finally

S1: First, they travelled to Brighton by train.

9:15 - 10:30: travel to Brighton by train
10:30 - 11:30: look around shops
11:30 - 12:30: walk on beach
12:30 - 2:00: eat lunch at seaside restaurant
2:00 - 4:30: visit funfair
4:30 - 5:30: have afternoon tea

B Now, in pairs, ask and answer questions about what Brian and Ruth were doing at the times in the list below, as in the example.

SA: What were Brian and Ruth doing at half past nine in the morning?
SB: They were travelling to Brighton by train.

9:30 am 11:45 am 2:30 pm
11:00 am 1:15 pm 5:00 pm

13

Choose the correct answer.

1 ‘Were you expecting James and Paul to stay for dinner?’
   ‘No, but I …A… a lot of food, so it didn’t matter.’
   A had prepared       B was preparing       C had been preparing

2 ‘Tony has been singing for years, hasn’t he?’
   ‘Yes. He …B… his first record when he was sixteen.’
   A made               B was making           C had made

3 ‘There was a power cut last night.’
   ‘I know. I …A… some paperwork when the lights went out.’
   A had been doing     B was doing           C had done

4 ‘Did you see Paul Simon in concert?’
   ‘No. I …B… hoping to get tickets, but they …C…’
   A had sold out       B sold out             C were selling out

5 ‘The restaurant was packed last night.’
   ‘Yes. Luckily, I …A… a table in advance.’
   A was booking        B had booked           C had been booking

6 ‘Did you watch the film yesterday?’
   ‘No. It …B… by the time we got home.’
   A finished           B was finishing        C had finished

7 ‘Did you stay up late last night?’
   ‘No. I …C… all day, so I went to bed early.’
   A had been working   B worked                C was working

8 ‘Did you enjoy your holiday?’
   ‘Yes. We …A… most of our time on the beach.’
   A had spent          B were spending         C spent

9 ‘Kim looked tired this morning.’
   ‘I know. She …A… all night long.’
   A studied            B had studied          C had been studying

10 ‘So what happened?’
   ‘We …B… through the woods when we heard a gunshot.’
   A had walked         B walked               C were walking

12

Put the verbs in brackets into the past simple or the past continuous.

A The sun 1) …was shining… (shine) and the birds 2) …sang… (sing) as Mike 3) …was driving… (drive) down the country lane. He 4) …was smiling… (smile), because he 5) …went… (look forward) to the journey ahead. Mike 6) …enjoyed… (enjoy) driving, especially when he 7) …drove… (go) somewhere new. Then, suddenly, the engine 8) …stopped… (begin) to make a strange noise and the car 9) …was stalling… (stop) in the middle of the road. Mike 10) …tried… (try) to start it, but nothing 11) …happened… (happen). He 12) …sighed… (sigh), then 13) …got out… (get out) of the car. As he 14) …pushed… (push) the car to the side of the road, Mike 15) …started… (start) to wish he had stayed at home.

B John 1) …entered… (enter) his flat and 2) …closed… (close) the door. He 3) …hanged… (hang up) his coat when he 4) …heard… (hear) a strange noise. A tap 5) …ran… (run) in the kitchen. He 6) …walked… (walk) into the kitchen and 7) …turned… (turn) it off. Then, he 8) …froze… (freeze). Someone 9) …stood… (stand) behind him. He 10) …took… (take) a deep breath and 11) …turned… (turn) around. His flatmate, Steve, 12) …leaned… (lean) in the doorway. ‘You
Used to/Be used to/Get used to/Would

We use used to + infinitive to refer to past habits or states. In such cases, used to can be replaced by the past simple with no difference in meaning. e.g. They used to travel/travelled a lot when they were younger. (They don’t any more).

We use the past simple, and not used to, in the following cases:

a) to refer to an action which happened at a definite time in the past.
   e.g. I drove to work yesterday. (NOT: I used to drive to work yesterday.)

b) to say how many times an action happened at a definite time in the past.
   e.g. I went to the cinema four times last month.
   (NOT: I used to go to the cinema four times last month.)

We use would/used to for repeated actions or routines in the past.
   e.g. We used/would to eat out on Sundays.

We do not use would with state verbs.
   e.g. a) They used to live in London.
       (NOT: They would live in London — state)
   b) I used to have a pet dog.
       (NOT: I would have a pet dog.)

Be used to + noun/pronoun/-ing form = be accustomed to, be in the habit of
   e.g. a) They are used to the cold. (present)
       b) I don’t mind walking. I’m used to it. (present)
       c) She wasn’t used to living in the country. (past)

Get used to + noun/pronoun/-ing form = become accustomed to
   e.g. a) I am getting used to the weather. (present)
       b) He didn’t like using the computer at first, but he got used to it. (past)
       c) She will soon get used to wearing contact lenses. (future)

Choose the correct answer.

1. ‘Sharon looks different now, doesn’t she?’
   ‘Yes. She …B… to have long dark hair, didn’t she?’
   A is used   B used   C would

2. ‘I have never driven an automatic car before.’
   ‘You will soon …… to it.’
   A get used   B be used   C used

3. ‘How is Sarah?’
   ‘She’s fine. She …… to life in the countryside.’
   A got used   B used   C is getting used

4. ‘Have you always worked as a nurse?’
   ‘No. I …… a childminder.’
   A was used to being   B used to be   C am used to being

5. ‘Do you remember when we were little?’
   ‘Yes. Dad …… always read us a bedtime story.’
   A was used to   B would   C got used to

6. ‘Aren’t you tired?’
   ‘No. I …… to walking long distances.’
   A am used   B got used   C used

7. ‘Jane had trouble with her job at first.’
   ‘Yes. She …… to working on her own.’
   A used   B got used   C wasn’t used

8. ‘Did you find your degree course difficult?’
   ‘Yes. But I soon …… to it.’
   A used   B got used   C was used

9. ‘Do you remember Uncle Danny?’
   ‘Yes. He …… always bring us presents.’
   A would   B was used   C used

10. ‘Have you ever lived in a flat before?’
    ‘No. But I will …… to it.’
    A be used   B get used   C used

11. ‘Why are you so tired?’
    ‘Because I …… to getting up early in the morning.’
    A am used   B used   C am not used

12. ‘Do you know that man?’
    ‘Yes. He …… to work for me.’
    A was used   B used   C is used

Mary had to move to Italy for her job. At first, she found living in a foreign country quite difficult, but she is slowly getting used to it. Use the prompts below to talk about how she is getting along, as in the example.

S1: She wasn’t used to living by the sea, but she is used to it now.
S2: She still hasn’t got used to living on her own.
UNIT 1
Tenses

Past Simple

The past simple is used for actions which happened in the past and are not related to the present.

We use the past simple:

- for an action which happened at a definite time in the past. The time is stated, already known or implied.
  
  Simon Cook painted his first picture in 1980.
  (When? In 1980. The time is stated.)

- for an action which began and finished in the past.
  
  Mr Clark taught Maths for thirty years.
  (He is no longer a teacher. He has retired.)

- for an action which happened in the past and cannot be repeated.
  
  e.g. a) Mike won more than twenty medals when he was an athlete. (He is no longer an athlete. He cannot win another medal.)
  b) I once spoke to Frank Sinatra. (He is no longer alive. I won’t speak to him again.)

- for an action which happened within a specific time period which is over at the moment of speaking.
  
  e.g. I wrote three letters this morning. (The time period is over. It is evening or night now.)

Note: We use the past simple to talk about actions which were performed by people who are no longer alive, even if the time is not stated. e.g. Charles Dickens wrote ‘Oliver Twist.’

Present Perfect

The present perfect is used for actions which happened in the past and are related to the present.

We use the present perfect:

- for an action which happened at an unstated time in the past. The exact time is either unknown or unimportant, and therefore it is not mentioned or implied.
  
  Simon Cook has painted a lot of pictures. (When? We do not know. The exact time is not mentioned or implied.)

- for an action which started in the past and continues up to the present.
  
  Mrs Nelson has taught French for twenty years.
  (She started teaching French twenty years ago and she is still teaching French today.)

- for an action which happened in the past and may be repeated.
  
  e.g. a) Ben is an athlete. He has won more than ten medals. (He is still an athlete. He may win some more medals.)
  b) I’ve spoken to Celine Dion. (She is still alive. I may speak to her again.)

- for an action which happened within a specific time period which is not over at the moment of speaking.
  
  e.g. I’ve written two letters this morning. (The time period

Put the verbs in brackets into the past simple or the present perfect.

A: I 1) …’ve seen… (see) this film before.
B: Me too, but I love this actor. He 2) …________________________
  (play) a lot of good roles.
A: Tom Cruise? I 3) …______________ (meet) him, you know.
B: Really? When?
A: When I 4) …______________ (be) in Los Angeles on holiday.

B: Who is that man?
B: He’s an artist. He 1) …________________________ (paint) a lot of
  beautiful pictures.
A: I think Van Gogh 2) …............... (paint) the most beautiful
  pictures ever. But his life 3) …________ (be) miserable.

C: A: I 1) ____________________________ (just/hear from) an old friend of mine.
B: Oh, really?
A: Yes. Jim 2) ____________________________ (write) to me. I 3) ____________________________ (get) the letter this morning.
B: That’s nice. When 4) ____________________________ (you/first/meet) him?
A: He 5) ____________________________ (live) next door to me for three years, but he 6) ____________________________ (move away) last June and I 7) ____________________________ (not/see) him since.
Past Simple - Past Continuous - Past Perfect

- The past simple is used for actions which happened immediately one after the other in the past.
- The past continuous is used for a past action which was in progress when another action interrupted it.
- The past perfect is used for an action which happened before another past action or a specific time in the past.

When Jim came home, they watched a film on TV. (Jim came home and then they watched a film together.)

When Jim came home, Mary was watching a film on TV. (She was still watching the film when Jim came home.)

When Jim came home, Mary had already watched the film on TV. (She watched the film first. Jim came home afterwards.)

- We can use the past simple, past continuous or past perfect without any difference in meaning with verbs such as think, hope, mean, expect, etc. for things we hoped or wished to do, but didn’t.

e.g. I expected / was expecting / had expected him to call me, but he didn’t.

17

Put the verbs in brackets into the correct tense.

1 A: What were you doing? (you/do) at ten o’clock this morning?
            B: I .................................................. (read) some important documents in my office.
2 A: Why are you so disappointed?
            B: Because I ........................................ (hope) that I would pass the test. but I didn’t.
3 A: Have you found your bag yet?
            B: No, but I ........................................ (report) it stolen to the police yesterday.
4 A: Did you enjoy the play last night?
            B: No, even though I .................................. (read) good reviews of it before I bought the tickets.
5 A: Have you written your report yet?
            B: I ................................................. (just/start) when you came in, actually.
6 A: Sorry I’m late.
            B: Where have you been? I ........................................ (expect) you an hour ago.
7 A: We ........................................ (go) to an antique market yesterday.
            B: ............................................. (you/buy) anything?
8 A: Were you surprised that the factory closed down?
            B: Not really. In fact, I ........................................ (know) it was going to happen.
9 A: Julia did well in the test. didn’t she?
            B: Yes. She ........................................... (study) very hard for it.

18

Put the verbs in brackets into the correct tense.

A When Simon 1) .......................................... (arrive) at the cinema, dozens of people 2) ........................................ (queue) outside. They 3) ........................................ (wait) to see the same film as Simon. Simon, however, 4) ........................................ (buy) a ticket in advance, so he 5) ........................................ (walk) straight to the front of the queue and 6) ........................................ (enter) the cinema. He 7) ........................................ (feel) relieved that he didn’t have to queue. He 8) ........................................... (reach) his seat just as the lights 9) ........................................ (go down) for the start of the film.

B Last weekend, Cathy 1) ...................................... (hire) a car and 2) ........................................ (drive) to the seaside. When she 3) ........................................ (arrive) the wind 4) ........................................ (blow) and the sky 5) ........................................ (be) cloudy. She 6) ........................................ (get out) of the car and 7) ........................................ (take) a walk along the seafront. Then she 8) ........................................... (decide) to go for fish and chips at a nearby restaurant that she 9) ........................................... (see) earlier and liked the look of. By the time she 10) ........................................ (leave) the restaurant, it 11) ........................................ (already/grow) dark. As she 12) ........................................ (walk) to her car it 13) ........................................ (begin) to rain. However, Cathy 14) ........................................ (not/mind) because she 15) ........................................... (have) a wonderful day.
Identify the tenses, then match them to the correct descriptions.

1. People used to have/had very simple lives in those days.
2. She was talking on the phone when her boss came in.
3. Sam was in hospital because he had crashed his car.
4. They had been studying hard all morning, so they were tired.
5. I was cooking lunch while he was pouring the drinks.
6. We had been living in the house for a year before we decorated the kitchen.
7. Princess Diana did a lot of work for charity.
8. At two o’clock this afternoon they were having lunch at work.
9. First, she knocked on the door. Then, she went inside.
10. We had bought the tickets before we went to the theatre.

a. to talk about actions of people who are no longer alive
b. action which happened before another past action or before a stated time in the past
c. actions which happened immediately one after the other in the past
d. to put emphasis on the duration of an action which started and finished in the past before another past action
e. action which was in progress at a stated time in the past
f. two or more simultaneous actions
g. action in progress when another action interrupted it
h. action which lasted for some time in the past and whose result was visible in the past
i. past habit or state which is now finished
j. action which finished in the past and whose result was visible in the past

Underline the correct tense.

1. Lynne was singing/had sung as she was cleaning the windows.
2. Mr Todd was teaching/had been teaching for thirty years when he retired.
3. I phoned Jack because I wanted/had wanted to ask him a question.
4. They had walked/had been walking for hours when they stopped for a rest.
5. The shop had been selling/had sold the table by the time I got there.
6. Joe was happy. He was winning/had won first prize in the competition.
7. It was raining/had rained while they were playing the football match.
8. Rob was opening/opened the box and looked inside.
9. Eve was delighted to hear that she was getting/had got the job.
10. People used to work/were working very long hours in those days.
11. I was running when I slipped/was slipping on the ice.
12. They were already buying/had already bought the tickets when they went to the concert.
13. Carol had broken/was breaking her arm, so she couldn’t write for six weeks.
14. We had been staying/stayed in a hotel by the sea last summer.
15. Elvis Presley sang/had sung lots of hit songs.
16. I opened/was opening the door and stepped outside.
17. They had stood/were standing outside when the results were announced.
18. Alexander Graham Bell had invented/invented the telephone.
19. She broke the glass while she had washed/was washing it.

Choose the correct answer.

1. He went to bed ....B... he had brushed his teeth.
   A. before  B. after  C. while
2. I was watching television ............. the doorbell rang.
   A. when  B. as soon as  C. while
3. She ............. hadn’t finished the washing-up when the guests arrived.
   A. yet  B. just  C. still
4. We had been walking for hours ............. we reached the campsite.
   A. since  B. for  C. before
5. John was repairing the car ............. Steve was tidying the garage.
   A. while  B. before  C. after
6. We went to Spain on holiday .............
   A. tomorrow  B. next year  C. last year
7. I fell asleep ............. I closed my eyes.
   A. just  B. as soon as  C. already
8. ............. did Jane and Ted get married?
   A. How long  B. How long ago  C. While
9. She hasn’t seen Jim ............. she left school.
   A. for  B. just  C. since
10. He won’t go home ............. he has finished his work.
    A. how long  B. until  C. yet
11. I have lived in Kent ............. ten years now.
    A. since  B. for  C. before
12. We haven’t finished work .............
    A. yet  B. until  C. just
13. ............. did Tina meet Steve?
    A. How long  B. How long ago  C. While
a) Fill in the gaps with an appropriate past form.

One fine morning, a man 1) ...was fishing... (fish) in a river. The sun 2) ...................... (shine) and the man 3) .......................... (sit) on the river bank. Everything was very quiet and peaceful. The man 4) .......................... (wait) patiently for several hours when suddenly he 5) ...................... (feel) something pulling on the fishing line. He 6) .......................... (stand up) quickly and 7) .......................... (begin) to take in the line. He 8) .......................... (just/lift) the huge fish he had caught out of the water when there was a loud splash and it fell back into the river. At first, the man didn’t know what 9) .......................... (happen). Then, he 10) .......................... (look) carefully at his fishing line. It 11) .......................... (snap). The poor man was so disappointed that he 12) .......................... (pack) away all his things and went home.

b) Which of the past forms in the text above are used to express:

1) emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past
2) action which happened at a definite time in the past-time stated, known or implied
3) actions which happened immediately one after the other in the past
4) to describe the atmosphere, the setting, etc. in the introduction to a story
5) action which happened before another past action

23 Complete the sentences using any appropriate past forms.

1) While Joanne ...was washing... her hair, Carl was cleaning the house.
2) I have no idea where I ...................... my wallet.
3) He .......................... his leg when he fell off his skateboard.
4) We ...................... in the classroom for ten minutes before the teacher arrived.
5) She ...................... to the theatre last night.
6) My tooth ...................... for a week before I went to the dentist’s.
7) She cried when she ...................... her driving test.
8) What ...................... when the alarm went off?
9) They got into the car and ...................... away.
10) I could tell she ...................... the competition because she couldn’t stop smiling.
11) We ...................... along the beach when we heard a cry for help.
12) Tom ...................... the piano for years before he became famous.

24 Put the verbs in brackets into the correct tense.

A: Hello, Mark. You 1) ...................... (take) a long time to answer the door.
B: Sorry, I 2) ...................... (not/hear) the bell. Come in, Tony.
A: 3) What ...................... (you/plan) to do today?
B: Well, I 4) ...................... (think) of going for a picnic in the country, but the weather is awful so I 5) ...................... (change) my mind.
A: Oh dear, Well, yesterday Mary 6) ...................... (tell) me that she 7) ...................... (buy) two tickets to see the Rocking Stars, but she couldn’t go to the concert. So I 8) ...................... (buy) the tickets from her, because I 9) ...................... (think) you’d like to go.
B: Tony, that’s brilliant! I 10) ...................... (think) to buy tickets for that concert, but they 11) ...................... (sell out) by the time I 12) ...................... (go) to the booking office.
A: Well, it’s lucky I 13) ...................... (see) Mary, then, isn’t it?

25 Put the verbs in brackets into the correct tense.

1) A: Look at Steve! He is soaking wet.
B: I know. He ...has been washing... (wash) the car.
2) A: Why .......................... (you/make) so much food?
B: Well, I .......................... (expect) guests, but they phoned to say they couldn’t come.
3) A: Julia performed well at the concert.
B: Yes, she .......................... (practise) for months beforehand.
4) A: .......................... (you/ever/go) to Spain?
B: Yes, I .......................... (go) last year.
5) A: I like your new coat.
B: Thank you. I .......................... (wear) my old coat for years, so I decided to buy a new one.
6) A: Do you know this town well?
B: Of course, I .......................... (live) here for six years.


**Future Forms**

**Future Simple**

We use the future simple:

- **a)** in predictions about the future usually with the verbs think, believe, expect, etc., the expressions be sure, be afraid, etc., and the adverbs probably, perhaps, certainly, etc.

- **b)** for on-the-spot decisions.

- **c)** for promises (usually with the verbs promise, swear, guarantee, etc.), threats, warnings, requests, hopes (usually with the verb hope) and offers.

- **d)** for actions/events/situations which will definitely happen in the future and which we cannot control.

  The temperature will reach 40°C tomorrow.

**Be going to**

We use be going to:

- **a)** for plans, intentions or ambitions we have for the future.

  Now that they've won the lottery, they are going to buy a big house. (intention/plan)

- **b)** for actions we have already decided to do in the near future.

  They are going to get married in three months. (They have already decided to do it.)

  BUT: They’re getting married next month. (They have decided and arranged to do it.)

- **c)** in predictions when there is evidence that something will happen in the near future.

  Look at the clouds! It’s going to rain.

**Note:**

1. We normally use be going to to talk about something we intend to do and will to give details or make comments.

   - e.g. A: I’m going to have a party next week. I’ll invite all my friends.
   
   - B: That’ll be great.

2. We normally use the present continuous rather than be going to with verbs which express movement, especially the verbs go and come.

   - e.g. Sam is going to the market in a few minutes.

   - Sheila is coming to my house for tea this afternoon.

The future simple and be going to are used with the following time expressions: tomorrow, the day after tomorrow, tonight, soon, next week/month/year, in a week/month/year, in two/three days/weeks, etc.
Future Continuous

We use the future continuous:

a) for an action which will be in progress at a stated future time.

b) for an action which will definitely happen in the future as the result of a routine or arrangement.

c) when we ask politely about someone's plans for the near future (what we want to know is if our wishes fit in with their plans.)

Future Perfect

We use the future perfect:

for an action which will be finished before a stated future time.

She will have delivered all the newspapers by 8 o'clock.

The future perfect is used with the following time expressions: before, by, by then, by the time, until/till.

Note: Until/till are only used in negative sentences.

a) She will have finished the report by tomorrow.
   (NOT: ... until/till tomorrow.)

b) She won't have completed the report until/till 5 o'clock.

Future Perfect Continuous

We use the future perfect continuous:

to emphasise the duration of an action up to a certain time in the future.

By the end of next month, she will have been teaching for twenty years.

The future perfect continuous is used with: by ... for.

Note: After the time expressions by the time, until, before, we use the present simple because they introduce time clauses. The future perfect and the future perfect continuous may come either before or after the time clause.

Study the following examples:

a) I won't have finished cleaning the house until you come back.

b) By the time they reach York, they will have been travelling for four hours.

Note: We can use the future simple, future continuous or future perfect to make a prediction about the present or past, that is to say what we believe may be happening or have happened.

Study the following examples:

e.g. a) 'There's somebody on the phone for you.' That'll be my mother.'
   b) Don’t call her now — she’ll be sleeping.
   c) It's seven o'clock. Dad will have left the office by now.
Present Simple

We use the present simple for future actions when we refer to programmes, timetables, etc.
e.g. The bus arrives in Liverpool at 7:30.

Present Continuous

We use the present continuous for actions we have decided and arranged to do in the near future.
e.g. I’m flying to Lisbon tomorrow morning.

◆ We use the present simple or present perfect, and not future forms, after words and expressions such as while, before, after, until/till, as, unless, when, whenever, if, suppose/supposing, once, as soon as, as long as, by the time, in case, on condition that, etc.
e.g. Call me as soon as you get back.
(NOT: as soon as you will get back.)

◆ We use future forms:
a) with when it is used as a question word.
   When it is used as a time word we use the present simple.
e.g. When will they get married?
   I’m not sure when they will visit us.
   BUT: I will let you know when I decide.
b) with if (= whether) when it is used after expressions which show ignorance, uncertainty, etc.
such as I don’t know, I wonder, I doubt, etc.
e.g. I don’t know if/whether he’ll move house.
   I doubt if/whether she’ll pass her exams.
   BUT: If you call her, give my regards.

Put the verbs in brackets into the correct future tense.

1 A: Your house is very small.
   B: I know. I’m going to move… (move) to a bigger house next year.
2 A: I have got a new job!
   B: Wonderful! I ……………… (call) Mum and tell her the good news.
3 A: How old is your daughter?
   B: She …………………… (be) fourteen next week.
4 A: I must phone Julia.
   B: Well, don’t phone her now. She ……………… (sleep).
5 A: Have you been living here long?
   B: Yes. By next month, I …………………… (live) here for ten years.
6 A: Are you having a party next weekend?
   B: Yes. I hope I ………………………… (finish) decorating the house by then.
7 A: What are your plans for tonight?
   B: Well, I …………………… (meet) Steve at eight o’clock.
8 A: I must buy some bread.
   B: You’d better hurry. The shops …………………… (close) in half an hour.
9 A: Shall I call you at ten o’clock tomorrow?
   B: No. I …………………… (leave) for work by then.
10 A: Are you coming to the disco on Friday night?
    B: I can’t. I …………………… (study) for my exam then.
11 A: Are you excited about going to California?
    B: Yes! This time tomorrow I …………………… (fly) across the Atlantic.
12 A: It’s seven o’clock.
    B: Yes, John …………………… (leave) the office by now.
13 A: There’s somebody at the door.
    B: Oh. That …………………… (be) the postman.
14 A: I’ve left my jacket at home.
    B: I …………………… (go) back and get it for you.
15 A: Have you booked a taxi to take you to the airport?
    B: Yes. It …………………… (come) at eight o’clock in the morning.
16 A: Are you nervous about the interview?
    B: Yes. This time tomorrow, I …………………… (talk) to the managing director.

Fill in the future simple, the present simple or the present perfect.

A My car is being repaired and I don’t know when it 1) …will be… (be) ready. I doubt whether I 2) ………… (be able to) to collect it before the weekend. I wonder if John 3) ………… (give) me a lift to the party on Saturday. I’ll ask him when he 4) ………… (come) home.

B I was calling to ask if you’d like to go out after we 1) …finish… (finish) work tomorrow or if you 2) ………… (want) to watch a video instead. Call me back as soon as you 3) ………… (get) in. I’ll wait until I 4) ………… (hear) from you.

C I will leave the hotel early in case there 1) ………… (be) a lot of traffic. I don’t know how long the journey 2) ………… (take) or what time the plane 3) ………… (land), but I 4) ………… (call) you as soon as I 5) ………… (arrive) at the airport. Then, I will wait until you 6) ………… (come) to collect me.

D Paula is drinking tea as she is waiting for Charles. She wonders if he 1) ………… (be) late as usual. She will wait until the clock 2) ………… (strike) five and then she will call him in case he 3) ………… (forget).
We use the future simple:

- when we make a prediction based on what we think, believe or imagine.
  
  *In the year 2020 people will drive electric cars.*

- for on-the-spot decisions.
  
  *I like this one better than the other. I’ll take it.*

We use be going to:

- when we make a prediction based on what we can see (evidence) or what we know.
  
  *She is going to cut the sunflowers.*

- for actions we have already decided to do in the future.
  
  *Do you like this blouse?*  
  
  *Yes. Why? I’m going to give it to my daughter as a gift.*

---

**Fill in the future simple or be going to.**

1. A: Have you finished your essay yet?
   B: No, but I’m sure I... *will finish*... (finish) it on time.

2. A: I have decided what to wear for the party.
   B: Really? What *will* (you/ wear), then?

3. A: Why do you need hot soapy water?
   B: Because I *will wash* (wash) the car.

4. A: Did you post those letters?
   B: No, I forgot. I *will post* (post) them this afternoon.

5. A: Did you book a table at the restaurant?
   B: Yes, but I don’t expect it *will be* (be) busy.

6. A: I’m hungry.
   B: Me too. I *will make* (make) us something to eat.

7. A: What are you doing this weekend?
   B: Oh, I *will probably visit* (visit) my grandparents.

8. A: Look at that dog!
   B: Oh yes! It *will swim* (swim) across the river.

9. A: Tony is nearly eighteen, isn’t he?
   B: Yes. He *will work* (work) for his father when he leaves school.

10. A: Are you going into town today?
    B: Yes. I *will give* (give) you a lift if you like.

11. A: Your shirt is dirty.
    B: Oh dear! I *will change* (change) into another one.

12. A: I hope we *will arrive* (not/arrive) late for the meeting.
    B: Don’t worry. There’s plenty of time.

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**Underline the correct tense.**

A Next Saturday, Daisy 1) is flying/flies to Paris for a business meeting. Her secretary has already booked the flight. The plane 2) will leave/leaves at nine o’clock in the morning and one of her business clients 3) will have met/ will be meeting her at the airport when the plane lands. She doesn’t know how long the meeting will last, but she 4) will have returned/will have been returning home by Thursday evening.

B Florence 1) is going to become/will be becoming a doctor when she finishes medical school. She thinks she 2) will probably work/will have probably worked in a hospital for most of her career. This time next month, she 3) will have revised/will be revising hard for her exams. By the time she gets her degree she 4) will have been studying/will have studied medicine for five years. Florence hopes she 5) will have passed/will pass all the exams with excellent grades.
UNIT 1
Tenses

Will/Won’t - Shall

We use:

◆ will you ...? to give an order or make a request.
  e.g. Will you stop talking, please? (= Please stop talking.)

◆ won’t to express unwillingness or an emphatic refusal, even when the subject is not a person.
  e.g. I’ve told him not to do that, but he won’t listen.
  (= He refuses to listen.)
  The washing machine won’t work.

We use wouldn’t to refer to the past.
  e.g. I asked him to help me, but he wouldn’t.
  (= He was unwilling to help me.)

◆ Shall I/we ...?
  a) to make an offer.
  e.g. Shall I do the washing-up for you? (= Do you want me to do the washing-up for you?)

  b) to make a suggestion.
  e.g. Shall we go out for dinner tonight?
  (= Why don’t we go out for dinner tonight?)

  c) to ask for suggestions or instructions.
  e.g. Where shall I put the vase? ‘On the table.’
  What shall we do tonight?’ ‘We could go out.’

30 Replace the words in bold with will/won’t or shall /we, as in the example.

1 Can you buy me some milk, please?
   ... Will you buy me some milk, please?...

2 What do you want me to do with this shopping?

3 I’ve asked Jane to tidy her room, but she refuses to do it.

4 Can you open the door for me, please?

5 Do you want me to walk the dog for you?

6 Why don’t we go to the theatre tonight?

7 When do you want me to visit next?

8 Please be quiet!

9 Ann is unwilling to talk to me.

31 Complete each sentence with two to five words, including the word in bold.

1 The Queen will open the new sports centre next week.
   is The Queen ...is to open... the new sports centre next week.

2 We are planning to go to Spain next summer.
   intend We ......................... Spain next summer.

3 The guests should have arrived at nine, but they were late.
   due The guests ......................... at nine, but they were late.

4 Jane was thinking of looking for a new job, but she changed her mind.
   going Jane ................................ a new job, but she changed her mind.

5 The manager will be angry when he hears the news.
   bound The manager .......................... angry when he hears the news.

6 Hurry up! The bus is going to leave!
   about Hurry up! The bus ......................... leave!

7 Helen will love this present.
   sure Helen .......................... this present.
Identify the tenses, then match them to the correct descriptions.

1. I like these shoes. I’ll **buy** them.
2. They **will have eaten** lunch by two o’clock this afternoon.
3. I’m **going to open** my own business in the future.
4. This time tomorrow, I’ll **be taking** my driving test.
5. By the time Jack finishes the race, he will have been **running** for two hours.
6. Everyone believes he will **win** the competition.
7. I’ll tell Paul about the party. I’ll **be seeing** him at work anyway.
8. **Will you be speaking** to Rob later? I’ve got a message for him.
9. Look at them! They are **going to catch** the thieves.
10. Since you’re tired, I’ll **cook** dinner tonight.

A Fill in the gaps with an appropriate tense form.

Next month, Maggie 1) **is going**... (go) to Australia to visit her sister, who she hasn’t seen for fifteen years. The plane 2) ......................................... (leave) early in the morning and 3) ........................................ (stop off) at Singapore before flying on to Sydney. It 4) ........................................ (be) a very long, tiring journey, but Maggie is very excited because this time next month, she 5) ........................................ (begin) her adventure on the other side of the world. She 6) ........................................ (stay) in Australia for one month. She has booked her flight, so she 7) ........................................ (fly) back to Britain on 31st May. She hopes that she 8) ........................................ (visit) lots of fascinating places and seen many interesting things by the time her holidays are over.

B Which of the tense forms in the text above are used to express:

1. timetables/programmes
2. actions which will have finished before a stated future time
3. plans or intentions
4. fixed arrangements in the near future
5. actions which will be in progress at a stated future time
6. predictions based on what we know

Put the verbs in brackets into the correct future form.

Dear Lionel,

I’m writing to tell you my exciting news. I have won a competition! I think my life 1) **will change**... (change) a lot now! I 2) ........................................ (meet) the competition organisers next week to get my prize — a cheque for £50,000.

As soon as I 3) ........................................ (have) the money, I 4) ........................................ (buy) a new car, and I 5) ........................................ (also/redecorate) my house. Hopefully, I 6) ........................................ (finish) the whole house by the end of June. Then, on the fifth of July, I 7) ........................................ (fly) to Tahiti for an exotic holiday in the sun. I 8) ........................................ (return) by the end of July and then I 9) ........................................ (throw) a big party for all my friends. I hope you 10) ........................................ (come).

Well, it’s almost lunchtime, so I 11) ........................................ (say) goodbye for now. I promise I 12) ........................................ (send) you a postcard from Tahiti.

Best wishes,
Emily
Fill in the correct present or future forms.

If you 1) ...like... (like) watersports, you 2) ...................... (love) Aquaworld. As soon as you 3) ...................... (arrive) at this unique theme park, you 4) ...................... (be greeted) by visitor hosts who 5) ...................... (show) you to a luxury chalet. Once you 6) ...................... (be) in your swimsuit, you 7) ...................... (be able to) enjoy a wide variety of watersports, from swimming to water-skiing. You 8) ...................... (find) plenty to do and you 9) ...................... (have) the chance to try many exciting activities. Aquaworld 10) ...................... (open) at 9 am every day and 11) ...................... (close) at 8 pm. There 12) ...................... (be) special facilities for children and lifeguards 13) ...................... (supervise) all activities. Visit Aquaworld for an experience you 14) ...................... (never/forget)!

Choose the correct answer.

1 'I ...A... about buying a new car recently.' 'Really? What sort of car?' A have been thinking B have thought C thought  
2 'I haven’t seen Mark for weeks.' 'Well, I .......... him this afternoon. Why don’t you come along?' A have met B am meeting C meet  
3 'We’d better take a taxi to the station.' 'Yes. The train .......... in fifteen minutes.' A has left B will have left C leaves  
4 'Where is the newspaper?' 'I threw it away. I thought you .......... reading it.' A have finished B finished C had finished  
5 'I feel very tired.' 'How can you be tired? You .......... a thing all day.' A haven’t been doing B aren’t doing C haven’t done  
6 'Cathy doesn’t study enough.' 'I know. I’m afraid she .......... her exam.' A won’t pass B won’t be passing C won’t have passed  
7 'It’s bad news about Janet crashing her new car, isn’t it?' 'Yes. She .......... for months to buy it.' A saved B is saving C had been saving  
8 'There’s someone here to see you.' 'Oh, that .......... my sister. Send her in.' A will have been B was C will be  
9 'Whose is this earring?' 'I don’t know. I found it when I .......... the house.' A was cleaning B had cleaned C am cleaning  
10 'I .......... to reach Jane on the phone all day.' 'Don’t you know? She’s gone on holiday.' A tried B have been trying C have tried  
11 'I want to visit Katie.' 'Well, don’t visit her before five o’clock. She ...........' A is working B will be working C will have worked  
12 'That .......... like Dad’s car.' 'It is. He must have finished work early.' A sounds B had sounded C has sounded  
13 'Is that a new jumper?' 'No. I .......... it from Laura yesterday.' A have borrowed B had borrowed C borrowed  
14 ' .......... to the library today?' 'Yes. Would you like me to return your books?' A Will you have gone B Will you have been going C Will you be going  
15 'How is your grandfather?' 'His condition .......... day by day.' A improves B has improved C is improving  
16 'When did you speak to Sue?' 'I met her as I .......... to work.' A had walked B was walking C am walking  
17 'Shall we go shopping?' 'I can’t go until the babysitter ...........' A arrives B will arrive C arrived  
18 'I’ve invited Sam to my party.' 'I doubt if he .......... He’s studying for an exam.' A comes B will come C is coming  
19 'I’m sorry I’m late.' 'I .......... here for over an hour.' A have been waiting B have waited C was waiting  
20 'I’m having trouble with the car.' 'I’m sure John .......... you fix it if you ask him.' A is going to help B helps C will help  
21 'How long .......... James?' 'Since we were children.' A have you known B do you know C did you know  
22 'You .......... a good teacher one day.' 'Do you really think so?' A were B will be C are being
IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1. I've never heard such a sad story.
   ever It's the saddest story I have ever heard.

2. He started painting fifteen years ago.
   been He has been painting for fifteen years.

3. She hasn't finished decorating the flat yet.
   still She is still decorating the flat.

4. I've never eaten Chinese food before.
   first It's the first time I have ever eaten Chinese food.

5. When did they graduate from college?
   since How long is it since they graduated from college?
   ago How long ago did they graduate from college?

6. He didn't start talking until everyone had sat down.
   before He waited until everyone had sat down before he began talking.

7. We hadn't been to the theatre for a year.
   time The last time we went to the theatre was a year ago.
   last We last went to the theatre a year ago.

8. It was the first time they had travelled by boat.
   never They had never travelled by boat before.

9. Jack was about to have dinner when his boss called.
   point Jack was on the point of having dinner when his boss called.

7. When did Mary move to Liverpool?
   since How long is it to Liverpool?
   never I a film star.

8. It was the first time I had met a film star.
   before We waited until the guests left.

9. We didn’t start tidying up until after the guests had left.
   point Kate was the house when the postman came.

10. Kate was about to leave the house when the postman came.
    have I spoke to Paul.

11. It's four weeks since I spoke to Paul.
    ago their engagement.

12. When did they announce their engagement?
    last six months ago.

13. We haven’t played squash for six months.
    about the shop when a customer walked in.

14. Kim was on the point of closing the shop when a customer walked in.
    never man before.

15. He is the kindest man I've ever met.
    never the shop when a customer walked in.

16. They are still discussing the problem.
    finished the problem yet.

17. Mike started studying medicine four years ago.
    been Mike four years.

18. The waiter didn’t take our order until everyone had decided what they wanted.
    before The waiter waited until everyone had decided what they wanted our order.

37 Complete each sentence with two to five words, including the word in bold.

1. She began to play tennis when she was 10.
   She has been playing tennis since she was 10.

2. I bought this coat three years ago.
   I have bought this coat for three years.

3. I haven’t finished writing the report yet.
   I have not written the report yet.

4. We’ve never seen such a funny film.
   It’s the first time I have seen such a funny film.

5. He’s never played football before.
   It’s the first time he has played football.

6. John hasn’t played golf for years.
   It’s the first time he has played golf.

38 Put the verbs in brackets into the correct tense.

Kate Teale has decided to open her own restaurant. Yesterday, she (decide) to open her own restaurant. Yesterday, she (decide) to open her own restaurant. Yesterday, she decided to open her own restaurant. Yesterday, she decided to open her own restaurant.

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Yesterday, she decided to open her own restaurant.昨天，她决定独自开一家餐厅。
UNIT 1
Tenses

Common mistakes

- I’ll call you when I will finish. X
  I’ll call you when I finish. ✓
- I have read this book a month ago. X
  I read this book a month ago. ✓
- I have met him two days before. X
  I have met him before. ✓
- Take a map in case you will get lost. X
  Take a map in case you get lost. ✓
- When was the last time you have been to the cinema? X
  When was the last time you went to the cinema? ✓
- I haven’t seen him since I have finished school. X
  I haven’t seen him since I finished school. ✓
- I’m learning English since 1996. X
  I’ve been learning English since 1996. ✓
- He stopped smoking a year before. X
  He stopped smoking a year ago. ✓
- Sharon found a job last month. She had left school six months ago. X
  Sharon found a job last month. She had left school six months before. ✓
- They still have called us. X
  They still haven’t called us. ✓
- He hasn’t still bought a computer. X
  He still hasn’t bought a computer. ✓
  She still is abroad. X
  She is still abroad. ✓
- They haven’t reached yet a decision. X
  They haven’t reached a decision yet. ✓
- They will have returned until noon. X
  They will have returned by noon. ✓
- I used to go to the cinema twice last month. X
  I went to the cinema twice last month. ✓

Correct the mistakes.

1  I’m playing chess since I was eight years old.
2  I used to eat at that restaurant three times last week.
3  They haven’t still delivered my television.
4  We haven’t read yet his letter.
5  I have met that man a week ago.
6  We moved to Glasgow a year before.
7  Mike and Kelly got married last week. They had met each other four years ago.
8  I’ll make the dinner when I will get home.
9  Take some food in case you will get hungry.
10 The house will have been built until the end of May.
11 Peter still is at school.
12 When was the last time you have seen Tony?
13 I have seen this film three months before.
14 She hasn’t been to a party since she has returned from her holiday.

Choose the correct answer.

1  The play had started …C… we got to the theatre.
   A while B until C by the time
2  Tom has …………. had some good news.
   A still B yet C just
3  Do you know …………. she had been working there before she retired?
   A when B how long C how long ago
4  They will have had dinner …………. eight.
   A before B until C by
5  I …………. hadn’t cleaned the house when the guests arrived.
   A still B yet C just
6  We have been training …………. six months.
   A since B for C while
7  …………. did you move to Essex?
   A How long ago B How long C While
8  She …………. eats beans because they make her ill.
   A ever B never C always
9  I’m tired. I have been working very hard …………. .
   A so far B just C lately
10 …………. Paul leaves, he will have typed ten letters.
    A By the time B By then C Before
11 James was washing the car …………. Sue was cutting the grass.
    A as soon as B before C while
12 Colin has invited ten people to his party …………. .
    A yet B ever C so far.

Underline the correct preposition.

1  The advantage of/in/over computers is that they can process information quickly.
2  She accused him for/of/about stealing her bag.
3  The train arrived at/to/in Manchester at 5.30 pm.
4  Her parents did not approve for/of/about her outfit.
5  He was aware about/for/of being followed.
6  Mary agreed to/with/on help me arrange the party.
7  We were amazed of/at/with how many people attended the meeting.
8  Paul was angry with me about/for/at using his car.
9  Sarah is very bad to/for/at Mathematics.
10 I don’t believe in/on/at ghosts.
11 According with/to/by the weather forecast, it will be sunny tomorrow.
12 She blamed me on/for/from the damage to the car.
Phrasal Verbs

be after: (tr) 1) want, try to gain, 2) chase
be against: (tr) oppose (opp. be for)
be in for: (tr) expect sth (usu bad)
be off: (tr) 1) not want/like any more, 2) be absent (from school, work, etc)
be on: (tr) be shown (on TV, at the cinema, etc)
be out of: (tr) not have sth; lack
be over: (int) come to an end
be up: (int) 1) be awake and out of bed, 2) stay awake at night, 3) be wrong or unusual

break down: (int) 1) stop working, 2) lose control of feelings, 3) fail
break in (int)/break into (tr): 1) enter by force, 2) interrupt
break out: (int) 1) begin suddenly (of war, fire, etc)

BUT: a storm breaks, 2) escape
break up: (int) 1) stop for holidays (of schools, etc), 2) separate; split up

Fill in the correct particle.

1. War broke ...out... suddenly in the country.
2. My flat was broken .............. while I was away.
3. The police are .......... the bank robbers.
4. The washing machine has broken ............... I’ll call a repairman.
5. Many people are ............... the new law.
6. The school will break ............... for the holidays soon.
7. What’s ...............? Is something wrong?
8. The supermarket was ................ bread, so I didn’t get any.
9. Jack was ............... school last week because he had the flu.
10. ‘Are you ............... yet?’ called Mum early this morning.
11. When she heard the bad news she broke ............... and cried.
12. After three weeks, the exams are finally ............... .
13. Several prisoners broke ............... of prison early this morning.
14. I was ............... all night because of my bad cough.
15. Government negotiations broke .................. last week.
16. James is ............... a new bicycle for his birthday.
17. Look at the clouds. I think we’re ............... bad weather today.
18. I used to love pizza, but I’m ............... it now.
19. The couple broke ............... for a while, but then got back together.
20. There is a new play ............... at the Empire theatre.
21. The secretary broke ............... on the meeting to bring us coffee.

Life has changed a lot in the past century. Look at the information in the chart and make sentences, as in the example. You can add your own ideas.

e.g. S1: 100 years ago, people ate/used to eat simple, home-made food.

S2: Today, we eat tinned food and pre-packaged meals.

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Writing Activity

Write an article about life in the future for a magazine called ‘Millenium’. Write your predictions about food, transport, entertainment, settlements and shopping. Include words and expressions such as be bound to, be on the point of, expect, etc.

food pills - shuttle bus/electric cars - computers/virtual reality - space colonies/underwater cities - shopping via the Internet

I believe that life will be very different in the future. Firstly, scientists are bound to invent food pills which will replace actual meals. Secondly, ................

On the whole, I think that life in the future will be very different from life today, as there will be many more changes which we cannot yet imagine.
UNIT 2
Infinitive/The -ing form/Too-Enough/Participles

The Infinitive/The -ing form

Ken and Nancy enjoy gardening. They could hire a gardener, but they prefer to do the work themselves.

Forms of the Infinitive

<table>
<thead>
<tr>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>(to) lose</td>
</tr>
<tr>
<td>Pres. Cont.</td>
<td>(to) be losing</td>
</tr>
<tr>
<td>Perfect</td>
<td>(to) have lost</td>
</tr>
<tr>
<td>Perf. Cont.</td>
<td>(to) have been losing</td>
</tr>
</tbody>
</table>

Active

- **present infinitive**: refers to the present or future
e.g. He expects to stay here for a week.

- **present cont. infinitive**: (to) be + -ing
  Refers to an action happening now.
e.g. He seems to be working hard.

- **perfect infinitive**: (to) have + past participle
  Refers to the past and shows that the action of the infinitive happened before the action of the verb.
e.g. He claims to have won a lot of money. (First he won the money, then he claimed that he had won it.)

- **perfect cont. infinitive**: (to) have + been + -ing
  Refers to the past and emphasises the duration of the action of the infinitive, which happened before the action of the verb.
e.g. He’s got a headache. He claims to have been working on the computer all morning. (We emphasise what he has been doing all morning.)

The perfect infinitive is used with verbs such as seem, appear, believe, know, claim, expect and modal verbs.

Passive

- **present infinitive**: (to) be + past participle
  e.g. He hopes to be offered a promotion.

- **perfect infinitive**: (to) have been + past participle
  e.g. She is believed to have been kidnapped.

The verb tenses corresponding to the tenses of the infinitive are as follows:

<table>
<thead>
<tr>
<th>Verb tenses</th>
<th>Infinitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>he works / will work</td>
<td>to work</td>
</tr>
<tr>
<td>he is working / will be working</td>
<td>to be working</td>
</tr>
<tr>
<td>he worked / has worked / had worked / will have worked</td>
<td>to have worked</td>
</tr>
<tr>
<td>he was working / has been working / had been working / will have been working</td>
<td>to have been working</td>
</tr>
</tbody>
</table>

Forms of the -ing form

<table>
<thead>
<tr>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple</td>
<td>losing</td>
</tr>
<tr>
<td>Perfect</td>
<td>having lost</td>
</tr>
</tbody>
</table>

The simple -ing form refers to the present or future.
e.g. Swimming is an energetic form of exercise. The perfect -ing form shows that the action of the -ing form happened before the action of the verb.
e.g. He denied having lied to his parents. We can use the simple -ing form instead of the perfect -ing form with no difference in meaning.
e.g. He admitted to having stolen/stealing the car.

In pairs, ask and answer questions using the prompts below, as in the example.

SA: Has he lost his keys?
SB: Yes. He seems to have lost his keys.
The to-infinitive is used:

- to express purpose
  e.g. Sam went to the bank to get some money.
- after certain verbs (agree, appear, decide, expect, hope, plan, promise, refuse, etc.).
  e.g. He promised to help us with the decorations.
- after adjectives which a) describe feelings/emotions (happy, glad, etc.), b) express willingness/unwillingness (willing, eager, reluctant, anxious, unwilling, etc.), c) refer to a person's character (mean, clever, etc.) and also with the adjectives lucky and fortunate.
  e.g. I was annoyed to hear that he had left.
  He is reluctant to help.
  You were clever not to believe them.

Note: With adjectives which refer to character we can also use an impersonal construction.
It + be + adjective + of + noun/pronoun.
  e.g. It was clever of you not to believe them.

- after certain nouns and pronouns such as something, somewhere, anyone, nothing, etc. usually to show that something is necessary or possible.
  e.g. We've got a lot of homework to do.
  Take something to drink on the bus.

- after too/enough.
  e.g. She is too young to stay out so late.
- with it + be + adjective/noun
  e.g. It is important to get there on time.
  It is her ambition to open her own shop.

- to talk about an unexpected event which can be unpleasant, usually with only.
  e.g. She came home to find her sister waiting for her.

- after: be + the first/second, etc. / next / last / best, etc.
  e.g. He was the first to arrive.

- after verbs and expressions such as ask, learn, find out, wonder, want to know, decide, explain, etc. when they are followed by question words (who, what, where, how, etc.). 'Why' is followed by a subject + verb, not by an infinitive.
  e.g. He explained how to operate the machine.
  I don't know why he left.

Note: If two to-infinitives are joined with 'and' or 'or', the 'to' of the second infinitive can be omitted.
  e.g. He agreed to come and help us.

The -ing form is used:

- as a noun.
  e.g. Cycling is a popular form of exercise.
- after certain verbs (admit, anticipate, appreciate, avoid, consider, continue, delay, deny, discuss, enjoy, escape, excuse, fancy, finish, forgive, go (for activities), imagine, involve, keep (= continue), mention, mind, miss, postpone, practise, prevent, quit, recall, recollect, report, resent, resist, risk, save, stand, suggest, tolerate, understand, etc.).
  e.g. They considered moving abroad.
  He avoided answering my question.

- after: dislike, enjoy, hate, like, love, prefer to express general preference.
  e.g. She likes painting.

  BUT: would like / would love / would prefer + to -inf to express specific preference.
  e.g. I would like to paint your portrait.

- after expressions such as be busy, it's no use, it's (no) good, it's (not) worth, what's the use of, can't help, there's no point in, can't stand, have difficulty in, have trouble, have a hard/difficult time, etc.
  e.g. What's the use of waiting for an answer?
  She is busy writing the wedding invitations.

- after: spend, waste, lose (time, money, etc.).
  e.g. We wasted a lot of time trying to find a parking space.
  He lost £100,000 investing in unsuccessful companies.

- after prepositions.
  e.g. He was found guilty of lying in court.

- after the preposition 'to' with verbs and expressions such as look forward to, be used to, get round to, object to, in addition to, prefer (doing sth to doing sth else), etc.
  e.g. She objects to working on Saturdays.

- after the verbs: hear, listen to, notice, see, watch, and feel to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action.
  e.g. I listened to James singing a song. (I listened to part of the song. I didn't listen to the whole song.)

  BUT: hear, listen to, notice, see, watch, feel + bare infinitive to describe a complete action, something that somebody saw, heard, etc. from beginning to end.
  e.g. I listened to James sing a song. (I listened to the song from beginning to end.)
The bare infinitive is used:

◆ after modal verbs (can, should, must, etc.).
  e.g. He should apologise to his parents.
  BUT: Ought is followed by to - infinitive.
  e.g. She ought to find a job.
◆ after the verbs let, make, see, hear and feel.
  e.g. They saw her talk to the manager.
  BUT: be made, be heard, be seen + to - infinitive (passive).
  e.g. She was seen to talk to the manager.
  When see, hear and watch are followed by an -ing form, there is no change in the passive.
  e.g. I saw her getting into a taxi.
  She was seen getting into a taxi.
  can/could + see/hear + -ing form.
  e.g. We could see smoke coming out of the building.
  (NOT: We could see smoke come...)
◆ after had better and would rather.
  e.g. You had better see a doctor.
◆ Help is followed by either the to - infinitive or the bare infinitive.
  e.g. She helped me (to) fill in my application form.

2 Put the verbs in brackets into the correct infinitive form or the -ing form.

1 A: Have you decided where ...to spend... (spend) your holiday?
   B: Yes. I would like .......... (go) to a Greek island.
2 A: I hate ...................... (clean) the house.
   B: Me too. I wish I could afford ...................... (employ) a cleaner.
3 A: Jane seems ..................... (sleep) for hours.
   B: Yes. She must ................. (be) very tired.
4 A: What are you doing this weekend?
   B: Well, Tom suggested ............... (drive) to the seaside.
5 A: Steve claims ........... (travel) around the world.
   B: Yes. He seems .......... (go) to a lot of places.
6 A: It was nice of John ............... (visit) us yesterday.
   B: Yes. I was happy ..................... (see) him.
7 A: I’m sure I’ve failed my exam.
   B: Well, there’s no point in .......... (worry) until you get your results.
8 A: We should ............... (tell) Sue about the party.
   B: Yes. We had better ............... (invite) Tony, too.
9 A: Did the police arrest that man?
   B: Yes. He admitted to ............... (steal) a car.
10 A: Did you have a nice evening?
    B: Not really. I arrived home only ............... (find) that I’d left my keys at work.

3 Put the verbs in brackets into the correct infinitive form or the -ing form.

1 Simon was the last person ....to arrive... (arrive) at the office.
2 She can’t get used to ...................... (work) for such a large company.
3 It’s no use ............ (ask) Paul. He won’t be able to help you.
4 Peter denied ...................... (break) the classroom window.
5 I will ............... (feed) the dog this afternoon.
6 We had better ...................... (run) or we will miss the train.
7 It was kind of him ............... (help) me tidy the house.
8 She refused ............... (answer) his questions.
9 He is far too young ............... (stay) out late at night.
10 Her teacher let her ............... (bring) her lunch into the classroom.
11 I don’t mind ............... (help) you with your homework.
12 We don’t allow students ............... (talk) to each other during exams.
13 She dislikes ............... (wear) suits to work.
14 It was a mistake ............... (leave) the door unlocked.
15 The thieves were seen ............... (drive) a stolen car.
16 I advise you ............... (look for) a new job.
17 There’s no point in ............... (get) angry with him. It’s not his fault.
18 I’ll take a book ............... (read) on the plane.

4 Put the verbs in brackets into the correct infinitive form or the -ing form.

A Sue has decided 1) .............. (apply) for a new job.
   Her mother advised her 2) ............... (write) to several different companies. Sue would like
   3) ............... (work) for a large company where she can 4) ............... (meet) new people.

B Carol is too ill 1) ............... (go) to work today.
   She has managed 2) ............... (drink) some tea and now she wants 3) ............... (sleep).
   Her husband offered 4) ............... (call) the doctor, but Carol would prefer 5) ............... (wait) and see if she feels better tomorrow.

C Daniel would like 1) ............... (get) his teacher a present, but he doesn’t know what 2) ............... (choose).
   He is thinking of 3) ............... (buy) her a book because he knows that she enjoys 4) ............... (read). His sister
   will help him 5) ............... (pick) a good one.
D I dislike 1) ........................................ (shop) because I can’t stand 2) ........................................ (be) in crowded places. If I have to 3) ........................................ (go into town, I avoid ................................. (visit) shops where there are a lot of people.

E Joan can’t afford 1) ........................................ (go) on holiday this year, but she intends 2) ........................................ (save) up so that she can manage 3) ........................................ (travel) around Europe next summer. She is looking forward to 4) ........................................ (visit) a lot of exciting places.

**Rewrite the sentences using for, as in the example.**

1. He shouldn’t play his music so loud. It’s too late. It’s too late …for him to play his music so loud…
2. Barry must go to the bank today. It’s necessary. It’s necessary ........................................
3. They must finish their homework. It’s important. It’s important ........................................
4. No one has taken my order yet. I’m still waiting. I’m still waiting ........................................
5. You should move to the town centre. It will be more convenient. It will be more convenient ........................................
6. John should learn a foreign language. That would be a good idea. It would be a good idea ........................................
7. There are shops in the hotel. Guests can do their shopping. There are shops in the hotel ........................................
8. The teacher spoke loudly. Everyone could hear him. The teacher spoke loudly enough ........................................
9. I’ve brought some magazines so that you can read them. I’ve brought some magazines ........................................
10. Children shouldn’t play with matches. It’s dangerous. It’s dangerous ........................................

**Complete the sentences, as in the example.**

1. The supermarket has a car park for the customers …to park their cars in…
2. The hotel has a gym for the guests ........................................
3. The school has a playground for the children ........................................
4. The office block has a restaurant for the staff ........................................
5. The bus has a bin for the passengers ........................................
6. The plane has lockers for the passengers ........................................
7. The youth club has a cloakroom for the members ........................................

**Rephrase the following sentences, as in the example.**

1. I don’t think Ann should watch the late film.
   I don’t want …Ann to watch the late film….
UNIT 2
Infinitive/The -ing form/Too-Enough/Participles

8. Underline the correct item.

Countries all over the world have
supernatural superstitions which some people believe and others don't. Several superstitions are the same in many countries.

Many people avoid 1) walking/to walk under ladders, as this is believed to bring bad luck. Some people expect things 2) to go/to go wrong on the thirteenth day of the month, particularly if it's a Friday. Some say you must never 3) put up place/to put up an umbrella inside the house or 4) to see/to see a pair of new shoes on the table. In many places, it is considered unlucky 5) to see/to see a black cat, while in others this is thought 6) to see/to see a good black cat. 7) Break/Breaking a mirror results in seven years of bad luck and if you spill salt, you must 8) to throw/to throw a pinch of it over your left shoulder immediately.

These are just a few superstitions which some people believe in. Do you know any more?

9. Put the verbs in brackets into the correct infinitive form or the -ing form.

1. A: Is Sue in the office today?
   B: Yes. I saw her ...Type... (type) a report as I came in.
2. A: I walked past the lake yesterday.
   B: So did I. I stood for a moment to watch some children .................. (feed) the ducks.
3. A: Marie is good at playing the piano, isn’t she?
   B: Yes. I heard her ................ (perform) in a concert last week. She was wonderful.
4. A: Is Paul at home?
   B: No. I saw him .................. (leave) for work as I passed by.
5. A: How do you know that Steve took the letter?
   B: I noticed him .................. (put) it in his briefcase.
6. A: Did Malcolm wash up properly?
   B: Yes. I watched him .................. (do) it to make sure.
7. A: Is that Joanne’s fiancé?
   B: Yes. I noticed them .................. (hold) hands as they went into the cinema.
8. A: Are there any children living next door?
   B: Yes. I often hear them .................. (play) as I’m hanging out the washing.
9. A: Did Sarah miss the train?
   B: No, she didn’t. I watched her .................. (get on) the train before I left the station.

10. Choose the correct answer.

   1. ‘... is very relaxing.’
      ‘I don’t agree. I think it’s boring.’
      A Fish  B Fishing  C To fish
   2. ‘I can’t decide what ............... to the party.’
      ‘Why don’t you wear your blue dress?’
      A wear  B wearing  C to wear
   3. ‘Did you go to the cinema last night?’
      ‘No. My parents made me ............... for the exam instead.’
      A to study  B studying  C study
   4. ‘Did you enjoy your holiday?’
      ‘Yes, but I am glad ............... home again.’
      A being  B to be  C be
   5. ‘Shall we go to a restaurant this evening?’
      ‘I’d rather ............... at home. I’m exhausted.’
      A stay  B staying  C to stay
   6. ‘Why did you go to the library?’
      ‘............. some books to read.’
      A Get  B Getting  C To get
   7. ‘Why do you want to buy a car?’
      ‘Because I hate ............... for the bus every day.’
      A waiting  B wait  C to wait
   8. ‘Do you have any plans for the summer?’
      ‘Well, Danny suggested ............... to Spain for a week.’
      A go  B going  C to go
   9. ‘Shall we go for a picnic on the beach?’
      ‘Oh, no! It’s far too cold ............... to the beach today.’
      A going  B to go  C go
   10. ‘What is the matter with Peter?’
       ‘There’s no point in ............... me. I have no idea.’
       A ask  B asking  C to ask

11. Complete the sentences, as in the example.

   1. ‘Yes, I’ll wash your car for you,’ said Stuart.
      Stuart agreed ....to wash... my car.
   2. Julia said to Sam, ‘I didn’t eat your sweets.’
      Julia denied ......................... Sam’s sweets.
   3. ‘I scratched the CD,’ said Tom.
      Tom confessed to ......................... the CD.
   4. Amanda said, ‘I hate living in the city.’
      Amanda complained about ................. in the city.
   5. Mrs Smith said to the children, ‘You have until Tuesday to finish your projects.’
      Mrs Smith expects the children ................. their projects by Tuesday.
   6. Her mother said, ‘Don’t touch the iron!’ but she didn’t listen.
      Her mother warned her about .................. the iron, but she didn’t listen.
 UNIT 2  

Infinitive/The -ing form/Too-Enough/Participles

Verbs taking the to - infinitive or the -ing form with a change in meaning

◆ be afraid + to - inf = the subject is unwilling to do sth
  e.g. He is afraid to touch the dog in case it bites him.

◆ be afraid of + -ing form = (the subject is afraid that what is described by the -ing form may happen)
  e.g. She doesn’t want to drive her father’s car.
  She’s afraid of crashing it.

Verbs taking the to - infinitive or the -ing form without a change in meaning

◆ begin, start, continue, propose, bother, intend
  We never have two -ing forms together.
  e.g. We continued to discuss/discussing the plans.
  Don’t bother to lay/laying the table.
  It’s starting to get cold. (NOT: It’s starting getting cold.)

◆ advise, allow, permit, recommend, encourage
  take the to-infinitive when they are followed by an object or when they are in the passive form. They take the -ing form when they are not followed by an object.
  e.g. He advised us to book in advance. (object)
  We were advised to book in advance. (passive)
  We advise booking in advance. (no object)

◆ need/require/want + -ing form
  This construction often shows that it is necessary to repair or improve something. 'Need' can also be followed by a passive infinitive.
  e.g. The carpet needs hoovering.
  The carpet needs to be hoovered.

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Put the verbs in brackets into the correct infinitive form or the -ing form.

1 Jane went on sleeping ............. (sleep) for another two hours.
2 He told us his name and went on ........................................ (introduce) us to his wife.
3 We didn’t mean ........................................ (interrupt) you.
4 Being a doctor means ...................... (work) long hours.
5 She tried ........................................ (finish) her homework, but it was too difficult.
6 You should try ........................................ (eat) more fruit. It’s good for your health.
UNIT 2
Infinitive/The -ing form/Too - Enought/Participles

7 He regrets (argue) with his best friend.
8 We regret (inform) you that tonight’s performance will be cancelled.
9 Oh, no! I forgot (lock) the front door.
10 I’ll never forget (meet) my favourite film star.
11 Claire likes (ski). She says it’s very exciting.
12 I like (go) to the dentist every six months.
13 I must remember (post) these letters today.
14 I remember (read) the book, but I don’t know who wrote it.
15 I’m sorry (forget) your birthday. It was awful of me.
16 I’m sorry (say) that you have failed the exam.
17 She is afraid (climb) the tree in case she falls.
18 Mary never wears her diamond ring. She is afraid of (lose) it.
19 I have stopped (watch) horror films because they give me nightmares.
20 We stopped (buy) some food before continuing our journey.

Too - Enough

◆ Too has a negative meaning. It shows that something is more than enough, necessary or wanted. It is used in the following patterns:
  a) too + adjective/adverb + to - infinitive
     e.g. It is too cold to go swimming.
  b) too ... for somebody/something
     e.g. This coffee is too sweet for me.
  c) too ... for somebody/something + to - infinitive
     e.g. This house is too small for us to live in.

◆ Enough has a positive meaning. It shows that there is as much of something as is wanted or needed. It is used in the following patterns:
  a) adjective/adverb + enough + to - infinitive
     e.g. She is old enough to go out on her own.
  BUT: not + adjective/adverb + enough + to - infinitive
     e.g. He did not run fast enough to win the race.
  b) enough + noun + to - infinitive
     e.g. We’ve got enough room to put you up.

3 Fill in too or enough and one of the adjectives from the list to write sentences as in the example. Add an object where necessary.

   heavy, cold, old, quiet, tired, cool, tall, boring

   1 I went to bed early last night because I was ... too tired to stay ... (stay) up late.
   2 The soup is too hot. It isn’t ... (eat) yet.
   3 She isn’t ... (reach) the top shelf, so she uses a ladder.
   4 The children aren’t ... (attend) school yet.
   5 It’s ... (go) outside without a coat today.
   6 The film was ... (watch), so we went for a meal instead.
   7 Close the door, please. It isn’t ... (work) in here.
   8 The bag is ... (carry). Someone else will have to take it.

4 Complete the sentences, as in the example.

   1 He is very short. He can’t be a basketball player.
   2 He is too short to be a basketball player...
   3 She has saved enough money. She can go on holiday.
   4 She has saved ...
   5 This tea is very hot. I can’t drink it.
   6 This tea is ...
   7 Daisy is very young. She can’t go to school.
   8 Daisy is ...
   9 They have got lots of space. They can have a party.
   10 They have got ...
   11 Paul is rich. He can buy a yacht.
   12 Paul is ...
   13 It’s hot outside. You can’t wear a coat.
   14 It’s ...
   15 Mary is mature. She can make her own decisions.
   16 Mary is ...
   17 This flat is small. We can’t live in it any more.
   18 This flat is ...
   19 Ron has a lot of patience. He can look after the children.
   20 Ron has ...

13 Complete the sentences with too or enough and the adjective in brackets.

A: Did you go to the beach yesterday?
B: No. It wasn’t ... warm enough ... to go to the beach. (warm)
Participles

The participles are:

a) present participles (staying, leaving, etc.),
b) past participles (stayed, left, etc.) and
c) perfect participles (having left, etc.).

◆ Present and past participles can be used as adjectives. The present participle (-ing) describes what somebody or something is (it answers the question ‘What kind?’). The past participle (-ed) describes how somebody feels (it answers the question ‘How do you feel?’).

  e.g. It was an embarrassing situation.
       (What kind of situation? Embarrassing.)
       He was embarrassed. (How did he feel? Embarrassed.)

Participles can also be used:

◆ instead of a relative pronoun and full verb.
  e.g. The woman waving at me is my aunt.
       (= The woman who is waving at me is my aunt.)
       The new shampoo advertised on TV is very expensive.
       (= The new shampoo which is advertised on TV is very expensive.)

◆ to express reason.
  e.g. Feeling shy, Laura didn’t talk to Ben.
       (= Because she was shy, ...)  Having seen the film before, I decided to stay at home.
       (= Because I had seen the film before, I decided to stay at home.)

◆ to express time.
  e.g. After taking/having taken his Master’s degree, he applied for a job.
       Having taken his Master’s degree, he applied for a job.
       (= After he had taken his Master’s degree, he applied for a job.)
       We met John while shopping.
       (= We met John while we were shopping.)

◆ instead of the past simple in narratives when we describe actions happening immediately one after the other.
  e.g. Hearing the news, she fainted.
       (= She heard the news and she fainted.)

◆ to avoid repeating the past continuous in the same sentence.
  e.g. He was walking down the street whistling a tune.
       (= He was walking down the street and he was whistling a tune.)

16 Underline the correct word.

1 A: Did you enjoy the horror film?
   B: No. It was very frightened/frightening.

2 A: Mark is always biting his nails.
   B: I know. It’s an extremely annoyed/annoying habit.

3 A: Why doesn’t John study French?
   B: He is not interested/interesting in learning a foreign language.

4 A: What did you think of that new restaurant?
   B: It was awful! The food was disgusted/disgusting.

5 A: Miss Shaw is a wonderful teacher.
   B: Yes. She is always encouraged/encouraging in her attitude towards the students.

6 A: Do you like windsurfing?
   B: Yes. I find it very excited/exciting.

7 A: Vicky is good at art; isn’t she?
   B: Yes. I was impressed/impressing by her paintings.

8 A: Did you see the fireworks last night?
   B: Yes. It was an amazed/amazing display.

17 Rewrite the sentences using participles.

1 Because she was tired, Katie went to bed...
   ...Being tired, Katie went to bed...

2 He was sitting in the garden and he was drinking his tea.
   ................................................

3 After Janet had made dinner, she called the children.
   ................................................

4 The boy who is standing by the door is my brother.
   ................................................

5 Simon cut his hand while he was chopping some wood.
   ................................................

6 Donna had a shower before she went to bed.
   ................................................

7 Because we were late, we took a taxi.
   ................................................

8 Gary opened the window and breathed the fresh air.
   ................................................

9 She was lying on her bed and she was reading a book.
   ................................................

10 The jewels which were taken by the thieves were very valuable.
   ................................................

11 Amy picked up her pen and started to write the letter.
   ................................................

12 The man who is walking towards us is a relative of mine.
   ................................................

13 After the teacher had explained the exercise, he asked the students to do it.
   ................................................

14 Because she had forgotten to take her purse, she had to borrow some money from a colleague.
   ................................................
18 Put the verbs in brackets into the correct infinitive form or the -ing form.

Flight Attendant: Welcome aboard, sir. I hope you enjoy the flight.
Passenger: Thank you. Unfortunately, I’m afraid of 1) flying... (fly).
Flight Attendant: Don’t worry, sir. Just remember 2) (fasten) your seatbelt and everything will be fine.
Passenger: I don’t mean 3) (be) difficult, but I would like 4) (sit) next to the window. Is that alright?
Flight Attendant: Of course. This seat is free. You can sit here. Would you like a newspaper to read?
Passenger: No, thank you. I prefer 5) (read) books to reading newspapers.
Flight Attendant: Well, I must 6) (check) on the other passengers now.
Passenger: Oh, I’m sorry for 7) (talk) too much. I’m just very nervous about the flight.
Flight Attendant: Just try 8) (relax) a little bit, sir. I’ll stop 9) (see) how you are later.
Passenger: Thank you very much. I hate 10) (be) so much trouble.

19 Complete the sentences using an infinitive or an -ing form.

1 They delayed ...taking... the decision until they had read the report.
2 He refused ...to take... the book back to the shop.
3 We’d rather not ...go... with you. We’ll stay at home.
4 It’s not worth ...to go... John to the party. He won’t come.
5 I’m really looking forward to ...to go... to the theatre on Saturday.
6 Mark was kind ...to go... you home after the party.
7 They were very happy ...to hear... the good news.
8 You can all ...to do... now if you want.
9 She walked out of the office without ...to say... goodbye.
10 They made her ...to say... the letter again.
11 She has gone to the post office ...to post... some stamps.
12 You must ...to work... hard for your exams.
13 You had better ...to change... or you’ll miss the train.
14 She spends most of her spare time ...to practice... the piano.
15 You’re too young ...to stay... at home by yourself.
16 He opened the door only ...to find... that the room was empty.

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 I think it’s difficult to raise children nowadays.
   raising I think raising children is difficult nowadays.
2 It’s too dark to see anything in here.
   bright It isn’t bright enough to see anything in here.
3 She made him accept full responsibility for the accident.
   was He was made to accept full responsibility for the accident.
4 Could you post this letter for me, please?
   mind Would you mind posting this letter for me, please?
5 She was amused by the story and burst out laughing.
   found She found the story amusing and burst out laughing.
6 He had difficulty finding her house.
   difficult It was difficult for him to find her house.
7 They let me watch the rehearsal.
   allowed I was allowed to watch the rehearsal.
8 The party was so boring that we didn’t enjoy ourselves.
   too The party was too boring for us to enjoy ourselves.
9 Someone saw Ben throw an envelope in the rubbish bin.
   was Ben was seen to throw an envelope in the rubbish bin.
10 Using the office photocopier is not allowed.
   allow We do not allow anyone to use the office photocopier.

20 Complete each sentence with two to five words, including the word in bold.

1 Could you give me a lift to the office, please?
   mind Would ...you mind giving... me a lift to the office, please?
2 The ring was so expensive that he couldn’t afford to buy it.
   too The ring was ...too expensive... to buy.
3 I think it’s interesting to learn about other cultures.
   learning I think ...to learn about other cultures... interesting.
4 They let Edward go out with his friends last night.
   allowed Edward ...to go out with his friends... last night.
5 They heard Fiona quarrel with her brother last night.
   was Fiona ...to quarrel with her brother... last night.
Correct the mistakes.

1. You would better stay in bed today.
2. Mum has stopped to drink fizzy drinks. She is on a diet.
3. This bag is too expensive for me to buy it.
4. Smoking it is dangerous for your health.
5. Would you mind to open the window?
6. I’d love eating a pizza tonight.
7. I stopped at the bakery for to buy some bread.
8. They made me to pay for the broken window.
9. I heard the Taylors to argue.
10. I’d better to ask someone for help.
11. I forgot calling you last night. I’m sorry.
12. He left the shop without to pay for the shirt.
13. You shouldn’t to be rude to your parents.
14. He is enough old to drive a car.

Cross out the unnecessary word.

1. He went to the florist’s for to buy a bouquet of flowers.
2. Emily is not so talented enough to enter the competition.
3. I don’t go for camping very often.
4. Mrs Keaton made her daughter to stay at home during the holidays.
5. I hope that to hear from you soon.
6. We saw Helen to get into her car and drive away at top speed.
7. Bungee jumping it is a dangerous activity.
8. She will always remember about cruising the Caribbean.
9. The tickets were too expensive for me to buy them.
10. He dislikes to being alone at the weekends.
11. You had better not to leave your passport.
12. The house needs being painting.
13. Children would love being given toys.
14. To spending a lot of money on clothes is foolish.

Underline the correct preposition.

1. Adam complained of/about/for having a sore throat.
2. She was concentrating of/on/for writing the report when the phone rang.
3. The two men were charged for/with/of armed robbery.
4. I take care about/for/of my neighbour’s cat when she goes on holiday.
5. The politician refused to comment on/for/about the new law.
6. Sheila’s friends congratulated her on/for/about passing her exams.
7. Contrary with/of/to what had been written in the papers, the three women were proved innocent.
8. The new teacher found it hard to cope about/for/with the naughty children.
Phrasal Verbs

<table>
<thead>
<tr>
<th>Expression</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>bring about:</td>
<td>(tr) cause to happen</td>
</tr>
<tr>
<td>bring forward:</td>
<td>suggest an idea (often passive)</td>
</tr>
<tr>
<td>bring on:</td>
<td>(tr) cause (usu sth unpleasant)</td>
</tr>
<tr>
<td>bring out:</td>
<td>(tr) publish; put on the market</td>
</tr>
<tr>
<td>bring round:</td>
<td>1) (tr) make sb regain consciousness; bring to, 2) (tr) persuade; bring over (to)</td>
</tr>
<tr>
<td>bring up:</td>
<td>1) (tr) raise a child, 2) mention; introduce a subject</td>
</tr>
<tr>
<td>call back:</td>
<td>(int) return a phone call</td>
</tr>
<tr>
<td>call for:</td>
<td>1) (tr) need; demand, 2) demand (sth); ask for</td>
</tr>
<tr>
<td>call off:</td>
<td>(tr) cancel</td>
</tr>
<tr>
<td>call out:</td>
<td>shout; yell</td>
</tr>
<tr>
<td>be carried away:</td>
<td>be very excited</td>
</tr>
<tr>
<td>carry off:</td>
<td>(tr) do sth successfully</td>
</tr>
<tr>
<td>carry on:</td>
<td>(after interruption) continue (after interruption)</td>
</tr>
<tr>
<td>carry out:</td>
<td>(tr) 1) fulfil (order, tasks), 2) conduct (an experiment)</td>
</tr>
</tbody>
</table>

Revision Box

25. Choose the correct answer.

1. ‘What do you do for a living?’
   ‘I …C… portraits of famous people.’
   A am painting B paints C paint

2. ‘Did you find Tom?’
   ‘Yes, He ………… in his study when I found him.’
   A worked B was working C works

3. ‘Where ………… when you went to London?’
   ‘In a small family hotel.’
   A were you staying B did you stay C do you stay

4. ‘Did you speak to Kate on the phone last night?’
   ‘Yes, but I ………… for ages before I finally got through.’
   A I was trying B I have been trying C I had been trying

5. ‘Could you take the rubbish outside for me, please?’
   ‘I ………… it.’
   A I have already done B I already do C I had already done

6. ‘Where is your brother?’
   ‘He ………… in the garden, I think.’
   A is playing B plays C played

7. ‘Do you see Catherine very often?’
   ‘We ………… for lunch twice a month.’
   A have met B meet C are meeting

8. ‘What are you doing?’
   ‘I ………… for the recipe I want to use tonight.’
   A looked B look C am looking

9. ‘Why is Linda so tired?’
   ‘She ………… very hard recently.’
   A works B is working C has been working

10. ‘You’re very late. Where have you been?’
    ‘Well, I ………… home from work when the car broke down.’
    A was driving B am driving C drove

11. ‘Have you got your exam results yet?’
    ‘Yes, I ………… all of them.’
    A am passing B passed C pass

12. ‘……….. your homework yet?’
    ‘No, I’m still busy doing it.’
    A Have you finished B Are you finishing C Do you finish

13. ‘Sorry I’m late. ………….. very long?’
    ‘No, only five minutes.’
    A Are you waiting B Do you wait C Have you been waiting

Fill in the correct particle.

1. When the noise stopped, she carried … on … as if nothing had happened.
2. It’s difficult to bring …………… children alone.
3. The heavy rains brought …………… severe flooding.
4. My favourite singer has just brought …………… a new record.
5. Paul carried …………… his plan very successfully.
6. I’m busy now, so I’ll call you …………… later.
7. Some excellent ideas were brought …………… at the annual meeting.
8. Scientists carry …………… experiments in their laboratories.
9. I’m trying to bring my father …………… to my ideas.
10. This job calls …………… knowledge of a foreign language.
11. The audience was carried …………… by the singer’s performance.
12. Janet’s asthma attack was brought …………… by the smoky atmosphere.
13. When their son was ill, they called …………… the doctor.
14. The children carried …………… their tasks quickly and quietly.
15. Having fallen in the river, the woman called …………… for help.
16. Dad brought …………… the subject of holidays during dinner last night.
17. The football match was called …………… due to bad weather.
18. The nurse used smelling salts to bring the patient …………….

40
**Revision Box**

26. Put the verbs in brackets into the correct tense.

1 A: I ........... (see) three films this week.
   B: I haven’t seen any, I’m afraid.

2 A: Why ................. (you/taste) the stew?
   B: I think I’ve put too much salt in it.

3 A: Where is Jack?
   B: He .............. (go) to the park with Paul.

4 A: I haven’t seen Tom for a long time.
   B: I know. He .............. (study) a lot since September.

5 A: John paid for the cinema tickets last night.
   B: Really? He .............. (be) very generous these days.

6 A: The children are exhausted.
   B: They .............. (play) for hours, that’s why.

7 A: I had a very bad day at work yesterday.
   B: So did I. First, the computer .............. (break down) and then I .............. (spill) coffee on some papers.

8 A: Has Arthur retired now?
   B: Yes. He .............. (work) for the same company for forty years when he decided to retire.

9 A: Where are the children?
   B: Oh, Stan .............. (take) them to the zoo.

10 A: Have the Smiths moved yet?
    B: Actually, they .............. (move) next Saturday.

11 A: You .............. (you/recognise) that man over there?
    B: No. I don’t think I’ve ever seen him before.

12 A: Shall we stay in tonight?
    B: Actually. I .............. (go) to my friend’s birthday party.

13 A: Do you want to come to the cinema with me?
    B: Yes, but remember, I .............. (not/like) horror films.

14 A: I found a ring while I .............. (plant) a tree yesterday.
    B: Really? Can I see it?

15 A: Life .............. (be) a lot better fifty years ago.
    B: I agree. People .............. (have) more fun.

16 A: I .............. (try) to phone you since this morning.
    B: Oh, I have been out shopping with my sister.

17 A: Why are you annoyed with Jason?
    B: Because he .............. (always/forget) important things.

18 A: The orchestra played very well last night.
    B: Yes. They .............. (practise) together for weeks before they held the concert.

**ORAL Activity**

Maria Callas was a famous opera singer. Peter Jordan is a reporter who is writing an article about her life. Look at his notes and make sentences, as in the example.

e.g. She went to Athens to study opera in 1937.

- go to Athens / study / opera in 1937
- go on / perform in many opera houses in America and Europe
- people / enjoy / hear her sing
- could / sing / in French, German and Italian
- well-known for / sing / difficult roles
- famous for / have / bad temper
- she / be used to / appear / famous venues
- manage / earn / reputation as / excellent singer and actress
- spend some time / teach / opera at Juilliard
- decide / give / final world concert tour in 1972-73
- retire after / perform / forty different roles
- consider / be / one of greatest opera singers of the 20th century

**WRITING Activity**

Peter Jordan is now writing his article about Maria Callas. Look at the Oral Activity again and complete the article.

Maria Callas was born in New York in 1923. She went to Athens to study opera in 1937. After that, she ..............
......
......
......
......
......

She died in Paris in 1977.
UNIT 3
Adjectives - Adverbs - Comparisons

**Adjectives** describe nouns. They have the same form in the singular and plural. They go before nouns (e.g. a small house) but after the verbs be, look, smell, sound, feel, taste, seem, appear, become, get, stay, etc. (e.g. She is beautiful. They seem unhappy.)

◆ There are **opinion adjectives** and **fact adjectives**. Opinion adjectives such as boring, exciting, etc. show what a person thinks of somebody or something. Fact adjectives such as tall, thin, new, etc. give us factual information about age, size, colour, origin, material, etc.

◆ There are also compound adjectives which are formed with: a) present participles e.g. a never-ending journey. b) past participles e.g. a broken-down washing machine. c) cardinal numbers + nouns e.g. a three-hour delay (NOT: a three-hour delay).

◆ **We can also use nouns as adjectives before other nouns.** In this case the nouns have no plural form. e.g. morning paper - morning papers, coffee table - coffee tables

◆ **The following adjectives have a difference in meaning:**
  a) He gave her a gold ring. (= ring made of gold) They walked on the golden sand. (= sand the colour of gold)
  b) She bought a silk blouse. (= blouse made of silk) This new shampoo promises to give you silky hair. (= hair which feels like silk)
  c) They walked up the stone path. (= path made of stone) The man had a stony look on his face. (= cold look - like stone)

**ORDER OF ADJECTIVES**

◆ When there are two or more adjectives in a sentence, they usually go in the following order:

<table>
<thead>
<tr>
<th>Opinion Adjectives</th>
<th>Fact Adjectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>size</td>
<td>age</td>
</tr>
<tr>
<td>It's a fantastic small new round red Swiss plastic alarm clock</td>
<td></td>
</tr>
</tbody>
</table>

◆ **Ordinal numbers** (first, second, third, etc.) go before cardinal numbers (one, two, three, etc.) e.g. the first two weeks (NOT: the two first weeks)

◆ The adjectives afraid, alike, alive, alone, ashamed, asleep, awake, content, glad, ill, pleased, etc. are not followed by nouns. e.g. The man was alive. Karen is ill today.

◆ The adjectives chief, elder, eldest, former, indoor, inner, main, only, outdoor, outer, principal, upper are always followed by nouns. e.g. This is my elder son.

◆ We do not usually use a long list of adjectives before a single noun. A noun is usually described by one, two or three adjectives at the most. e.g. a beautiful blue evening dress

◆ Certain adjectives can be used with ‘the’ as nouns to refer to groups of people in general. These are: elderly, middle-aged, old, young, blind, deaf, disabled, living, sick, homeless, hungry, poor, rich, strong, unemployed, weak, etc. e.g. The young have a lot of energy. (We refer to young people in general.) but: The young people of our town are organising a charity concert. (We refer to a specific group of young people).

When we talk about one person we say A/The young man/woman, A/The blind man/woman, etc. e.g. The young woman who lives next door is a medical student.

Life can be very enjoyable for retired people. They have a lot of spare time and can take up interesting hobbies.

It's a cold day. The people are skiing on the crisp white snow.
Underline the opinion adjectives, circle the fact ones, then put them in order.

1. lace / blue / beautiful / handkerchief
   ...a beautiful blue lace handkerchief...

2. a(n) stone / ancient / small / cottage

3. a(n) English / huge / wooden / wardrobe

4. a(n) Chinese / amazing / old / story

5. a(n) American / new / exciting / film

6. a pair of / wire / old / reading / glasses

7. a(n) wooden / lovely / old-fashioned / table

8. a(n) white / linen / Irish / tablecloth

9. a chocolate / large / delicious / cake

10. a(n) orange / ugly / velvet / sofa

Make compound adjectives to describe the following:

1. A walk that takes ten minutes.
   ...A ten-minute walk...

2. A story which is written well.

3. A building which has twelve storeys.

4. A train which moves fast.

5. A student who works hard.

6. An office which has good lighting.

7. A holiday which lasts two weeks.

8. A report which has ten pages.

Put the adjectives in the correct order.

Dear Aunt Margaret,

I’m just writing to thank you for the money you sent me last month. It was very generous of you. I’ve spent it on some lovely things for my new house.

For the living room I bought a lovely pair of 1) ... blue velvet... (velvet/blue) curtains and for the bedroom I got a(n) 2) ............... (round/large/antique) mirror. While I was shopping I found some 3) .................................. (silver/beautiful/tall) candelsticks, which I have put in the dining room. I also bought some 4) .................................. (soft/cotton/thick) towels for the bathroom and a 5) .................................. (green/square/woollen) rug for the guest room. Finally, I went to an auction where I bought a 6) .................................. (oak/fabulous/English) table for the kitchen.

Thank you once again for the gift.
I hope you’ll visit me soon.

Love, Susie

Fill in: the + adjective or the + adjective + people.

1. This charity provides shelter for ...the homeless people... (homeless) of London.

2. It is important to look after ........................................... (elderly), especially in winter.

3. Ambulances took ........................................... (injured) to hospitals in the area.

4. ........................................... (old) in the village are upset about the new road.

5. They are changing the building to make it easier for ........................................... (disabled) to get around.

6. ........................................... (young) in the audience cheered loudly at the end of the concert.

7. ........................................... (poor) of our town receive help from the council.

8. Christine is a nurse who looks after ........................................... (sick).

9. ........................................... (strong) in the group carried the heavy equipment.

10. ........................................... (rich) can afford to live in luxury.

Underline the correct item.

While Lizzie was tidying the attic of her grandmother’s house, she came across an old 1) wooden/wood chest. When she looked inside, she found a doll wrapped in 2) silk/silky paper.

The doll had 3) gold/golden hair and was wearing a long 4) woollen/wool coat. She was beautiful and Lizzie had never seen her before. She sat down on the cold 5) story/stone floor to examine the doll more carefully. She was wearing a real 6) gold/golden necklace and, underneath the coat, a 7) silky/silk dress. The doll had belonged to her grandmother when she was young. Lizzie carefully wrapped her up again and placed her gently back in the box.
UNIT 3
Adjectives - Adverbs - Comparisons

Adverbs

- Adverbs usually describe verbs, adjectives, other adverbs or sentences.
- An adverb can be one word (carefully) or a phrase (in the morning). Adverbs can describe manner (how), place (where), time (when), frequency (how often), degree (to what extent), etc.
  e.g. a) He drives carefully. (How does he drive? Carefully. - adverb of manner)
  b) Your bag is here. (Where is it? Here. - adverb of place)
  c) They’ll leave tomorrow. (When will they leave? Tomorrow. - adverb of time)
  d) He sometimes goes fishing at the weekend. (How often does he go fishing? Sometimes. - adverb of frequency)
  e) She is very polite. (How polite is she? Very. - adverb of degree)

- The following words end in -ly, but they are adjectives: elderly, cowardly, friendly, likely, deadly, lively, lonely, silly, ugly, lovely, etc.
  e.g. She’s a lively child.

  We use the words way/manner to form their adverbs.
  e.g. She greeted me in a friendly way/manner.
  He complained in a cowardly way/manner.

- The adverbs loud(ly), cheap(ly), quick(ly), tight(ly), fair(ly) and slow(ly) are often used without -ly in everyday English.
  e.g. Come here quick/quickly.

- Some adverbs have the same form as adjectives. These include: hard, fast, free, high, low, deep, early, late, long, near, straight, right, wrong. Also hourly, daily, weekly, monthly and yearly.
  e.g. The lake is deep. (adjective)
  They went deep into the forest. (adverb)
  These biscuits are very hard. (adjective)
  He tried hard in order to succeed. (adverb)
  ‘Bella Donna’ is a weekly magazine. (adjective)
  It comes out weekly. (adverb)

- The adverbs below have two forms, each with a different meaning:
  - The treasure was buried deep underground. (= a long way down)
    He is deeply in love with her. (= very)
  - The hotel guests can use the swimming pool free. (= without payment)
    The animals in the safari park can roam freely. (= without limit or restriction.)
  - The kite flew high in the sky. (= at/to a high level)
    He is a highly respected doctor. (= very much)
  - She arrived late for the meeting. (= not early)
    He hasn’t been feeling well lately. (= recently)
  - Which of his songs do you like most? (= superlative of much)
    I’m mostly interested in modern art. (= mainly)
  - As he came near, I realised that something was wrong. (= close)
    She nearly fainted when she heard the news. (= almost)
  - He is a pretty strange man. (= rather)
    The bridesmaids were pretty dressed in pink. (= in a pretty way)
  - He is working hard these days. (= with a lot of effort)
    They hardly go anywhere now that they have children. (= almost never)

  Note: Hardly has a negative meaning and is often used with: any, anyone, anywhere, anything and ever.

Formation of Adverbs

- We usually form an adverb by adding -ly to the adjective.
  e.g. serious - seriously
- Adjectives ending in -ie drop the -e and take -y.
  e.g. gentle - gently
- Adjectives ending in consonant + y drop the -y and take -ily.
  e.g. happy - happily
- Adjectives ending in -l take -ly.
  e.g. awful - awfully
- Adjectives ending in -ic usually take -ally.
  e.g. dramatic - dramatically  But: public - publicly
- Adjectives ending in -e take -ly.
  e.g. polite - politely  But: true - truly
For each gap, turn the adjective into an adverb.

Julia was walking 1) ...quickly... (quick) down the street when she heard someone call her name 2) .................. (loud). She looked 3) ............................................. (nervous) behind her, but the street was 4) ............................................. (complete) empty. There was nobody there. 5) ............................................. (Sudden), she heard her name again. She turned to see her brother running towards her, smiling 6) ............................................. (cheerful). ‘Didn’t you hear me?’ he laughed 7) ............................................. (happy). ‘Nick!’ gasped Julia. ‘You 8) ............................................. (near) frightened me to death!’

Underline the correct item.

1) This is a pretty/prettily complicated situation.
2) They had hard/hardly been home for a minute when the phone rang.
3) My friends are most/mostly vegetarians.
4) Her loose outfit allowed her to move free/free.
5) The shelf was so high/highly that he couldn’t reach it.
6) John may be late/lately home tonight, as he has a lot of work to do.
7) The room was pretty/prettily decorated.
8) Children under five years old travel free/free.
9) Sue has near/nearly finished her homework.
10) They have been going out a lot late/lately.
11) This college is high/highly recommended for its range of courses.
12) The miners dug deep/deeply to find coal.
13) The new supermarket is very near/nearly our house.
14) He is deep/deeply involved in the scandal.
15) We found it hard/hardly to get used to living in a foreign country.
16) Which of Mel Gibson’s films do you like most/mostly?

Underline the correct item.

It was Lucy’s birthday and she was very 1) sad/sadly. She had been waiting 2) hopeful/hopefully all morning for the postman to arrive. 3) Suddenly/Suddenly, the letterbox rattleld 4) gently/gently and an envelope fell 5) softly/softly onto the doormat. Picking it up, Lucy noticed 6) miserable/miserably that it was a bill. There were no cards, no presents and no 7) pretty/prettily bouquets of flowers. Lucy 8) near/nearly burst into tears. Just then, there was a 9) loud/loudly knock on the door. Opening the door 10) slow/slowly, Lucy saw all her friends holding 11) brightly/brightly wrapped gifts and shouting ‘Happy Birthday’. Lucy 12) immediate/immediately cheered up and greeted her friends 13) warm/warmly.

ORDER OF ADVERBS

◆ Adverbs usually go after verbs but before adjectives, other adverbs and participles.
  e.g. He speaks softly.
  She is amazingly beautiful.

  He drove very fast.
  Computers are extensively used nowadays.

◆ Adverbs of manner go before the main verb, after the auxiliary verb or at the end of the sentence.
  e.g. She easily passed the exam.
  We are eagerly waiting for his letter.
  He acted foolishly.

◆ Adverbs of degree (absolutely, completely, totally, extremely, very, quite, rather, etc.) go before an adjective, an adverb or a main verb, but after an auxiliary verb.
  e.g. This is totally unacceptable.
  They arrived rather early.
  We absolutely love her sense of humour.
  I don’t quite understand what you mean.

◆ Adverbs of frequency go after auxiliary verbs and the verb to be, but before main verbs.
  e.g. He is always ready to help.
  Sam often complains about his salary.

◆ Adverbs of place and time usually go at the end of the sentence.
  e.g. There is a café nearby.
  I’ll meet you tomorrow.

Some one-syllable adverbs of time such as soon, now and then, go before the main verb, but after the auxiliary verb or the verb to be.
  e.g. She then told him what had happened.
  He will soon inform us about his decision.

◆ We can put an adverb at the beginning of a sentence if we want to emphasise it.
  e.g. Slowly, he closed the door behind him. (manner)
  In the living room, there is an antique grandfather clock. (place)
  Yesterday, I met the President. (time)

◆ When there are two or more adverbs in the same sentence, they usually come in the following order: manner – place – time.
  e.g. The baby slept quietly in his cot all night long.

  If there is a verb of movement, such as go, come, leave in the sentence, then the adverbs come in the following order: place – manner – time.
  e.g. He came to work by bus this morning.
UNIT 3
Adjectives - Adverbs - Comparisons

9. Put the adverbs in brackets in the correct place in the sentences, as in the example.

One of the most famous fashion designers of the 20th century was Gianni Versace.

1. At the age of eighteen, Versace began working for his mother and learned the skills of dressmaking and design. (quickly)
   At the age of eighteen, Versace began working for his mother and ...quickly... learned the skills of dressmaking and design.

2. He enjoyed designing coloured clothes. (brightly)
   .................................................................

3. He worked throughout his career. (very hard)
   .................................................................

4. By 1982, he was famous and had won the first of many awards. (incredibly)
   .................................................................

5. His clothes were popular with famous musicians, such as Elton John and George Michael. (extremely)
   .................................................................

6. He was asked to design costumes for ballets, shows and concerts. (frequently)
   .................................................................

7. He was respected by other fashion designers. (greatly)
   .................................................................

8. Versace died in 1997, at the age of fifty. (sadly)
   .................................................................

Fairly - Quite - Rather - Pretty

fairly expensive    quite expensive    rather/pretty expensive    very expensive

◆ a/an + fairly
  e.g. This is a fairly good CD, but it’s not the best they’ve made.

◆ a) quite + a/an (= enough)
  e.g. This is quite a good CD. You ought to buy it.

◆ b) quite + adjectives such as horrible, ridiculous, brilliant, amazing, extraordinary, useless, impossible, true, exhausted, certain, etc.
  (= completely, totally)
  e.g. This machine is quite useless.
    I’m quite certain about this.

◆ a) rather + a/an OR a/an + rather (= more than usual, more than wanted, expected, etc.)
  e.g. She has rather a soft/a rather soft voice.
    I expected the book to be boring, but it was rather interesting.

◆ b) rather + comparative form/too
  e.g. Ted is rather more experienced than Alec.
    She spends rather too much money on clothes.

◆ a/an + pretty (= usually in everyday English)
  e.g. He had a pretty nasty accident the other day.

10. Say the sentences in as many ways as possible, using the adverbs in brackets.

1. I will cut the grass. (on Sunday)
   ...I will cut the grass on Sunday./On Sunday, I will cut the grass....

2. Joanne has been writing letters to her friends. (all day)

3. He has been working. (all day/in his office)

4. We placed the box. (on the table/carefully)

5. They bought some fruit. (yesterday/at the market)

6. He walked. (quietly/out of the room/during the film)

7. The party was amazing. (utterly)

8. We were lost. (completely)

9. Jenny has been reading her magazine. (all morning/in the garden)

10. They knew they had lost the match. (then)

11. They have been talking. (in the hall/for hours)

12. She changed her clothes. (quickly)

13. I was feeling tired. (extremely)

14. He is doing his homework. (quietly/in his bedroom)

15. We watched a film. (last night/at the cinema)

11. Underline the correct word.

1. Being a nurse is a quite/prett y stressful job.

2. He has rather/fairly a funny name.

3. Jane is rather/quite more athletic than Susan.

4. She stayed out rather/fairly too late last night.

5. That story was quite/rather true.

6. She is quite/fairly a friendly woman.

7. I didn’t expect to enjoy the film, but it was fairly/rather brilliant.

8. He is rather/fairly good at his job, but he sometimes makes mistakes.

9. It was a fairly/quite interesting book, but it wasn’t the best I’ve read.

10. This tin opener doesn’t work. It’s fairly/quite useless.

11. It was pretty/rather a long way from the station to the hotel.

12. It was pretty/rather a waste of time watering the plants. It’s raining now.

46
Adjectives - Adverbs - Comparisons

Comparisons

The coach is cheap. It is slow, though.

The train is more expensive than the coach. It is also faster.

The plane is the most expensive of all. It is also the fastest.

• For comparison, adjectives have got two forms: the comparative and the superlative
• We use the comparative form + than to compare two people, things, etc.
  e.g. Tina is shorter than Pam.
  This chair is more comfortable than the other one.
• We use the + superlative form + of/in to compare one person, thing, etc with more than one person, thing, etc. in the same group. We use in when we talk about places.
  e.g. Peter is the smartest of all my students.
  Don’t is the most expensive restaurant in our town.
• The comparative of one-syllable adjectives is formed by adding -er, and the superlative by adding -est.
  e.g. soft - softer - softest
  The comparative of real, right and wrong is formed with more and the superlative with most.
  e.g. real - more real - most real
  Some one-syllable adjectives of abstract meaning such as clear, safe, true, free, wise, etc. take either -er/-est or more/most.
  e.g. clear - clearer - clearest OR clear - more clear - most clear

Irregular Comparatives and Superlatives

<table>
<thead>
<tr>
<th>adjective/adverb</th>
<th>comparative</th>
<th>superlative</th>
</tr>
</thead>
<tbody>
<tr>
<td>good/well</td>
<td>better</td>
<td>best</td>
</tr>
<tr>
<td>bad/badly</td>
<td>worse</td>
<td>worst</td>
</tr>
<tr>
<td>much/many/ a lot of</td>
<td>more</td>
<td>most</td>
</tr>
<tr>
<td>little</td>
<td>less</td>
<td>least</td>
</tr>
<tr>
<td>far</td>
<td>further/farther</td>
<td>furthest/farthest</td>
</tr>
</tbody>
</table>

Note:

a) further/farther (adv) = longer (in distance)
  e.g. Barclays Bank is further/farther away than Lloyds.
  further (adj) = more  e.g. Let’s hope there won’t be any further delays. (NOT: farther delays)

b) elder/eldest (+ noun) (adj) = for members of a family e.g. My elder brother is a doctor.
  But: My brother is older than me. (NOT: elder than)
UNIT 3
Adjectives - Adverbs - Comparisons

We use adjectives or their comparative or superlative forms with the following words:

a) very + adjective
   e.g. It's very cold today.

b) even / a lot / much / far / a bit / a little / slightly + comparative
   e.g. He seems much better today.

c) by far + superlative
   e.g. She's by far the most beautiful woman I've ever seen.

d) most + adj/adv = very
   e.g. This is most unusual. (It is very unusual.)

e) any/no + comparative (it is used in questions and negations)
   e.g. The days aren't getting any warmer.
   I want no more of that kind of behaviour.

12. Put the adjectives in brackets into the comparative or superlative form, adding any necessary words.

1 A: Did you enjoy the film?
   B: Yes. It was the funniest (funny) film I've ever seen.

2 A: James is very tall.
   B: Yes. He's the tallest (tall) boy in our class.

3 A: Was it a good party?
   B: Yes, I left far (late) I had intended to.

4 A: Did you like the black dress?
   B: Yes, but it was far (expensive) the blue one.

5 A: Why do you want to go to Spain?
   B: Because it's much warmer (warm) England.

6 A: Do you enjoy your job?
   B: Oh, yes. It's (good) job I've ever had.

7 A: If you need any (far) help, just ask me.
   B: Thank you. That's very kind of you.

8 A: My teacher is very clever.
   B: Yes. She's the most intelligent (intelligent) woman I've ever met.

9 A: Dinosaurs were the biggest (big) houses.
   B: I know. They were enormous.

10 A: How much did you pay for that bag?
    B: £5. It was the cheapest (cheap) one I could find.

11 A: That exam was really difficult.
    B: I agree. It was a lot (difficult) I had expected.

12 A: Have you heard James playing the piano lately?
    B: Yes, but he doesn't seem to be getting any better (good).

13. Fill in the gaps with the correct form of the adjective/adverb in brackets.

1 I like living in the country. It's a lot more peaceful (peaceful) than the city.

2 I felt very ill last week, but I'm slightly better (good) now.

3 I can't hear you. Could you speak a little more loudly (loud) please?

4 Steven is the tallest (tall) boy in the basketball team.

5 This computer is very old. I need something more modern (modern).

6 The new library is far closer (close) to my house than the old one.

7 Jane's new haircut makes her look much more attractive (attractive).

8 This jacket was by far the most expensive (expensive) in the shop.

14. Put the adjectives in brackets into the comparative or superlative form, adding any necessary words.

Dear Anita,

I'm writing to tell you about the auction I went to last weekend. It was held in the largest (large) house in the village and the items being sold were far the most beautiful (beautiful) I had expected.

I saw a pretty (pretty) vase I've ever seen, but it was also the most expensive (expensive) item there, so I couldn't afford to buy it. I bid for some chairs. They were far less (less) expensive (expensive) than I had expected, and I couldn't afford to make a high (high) bid.

In the end, I bought the smallest (small) item of all, although it was not the cheapest (cheap) of all! It was a gold locket, which I'm going to give to my old (old) daughter on her 18th birthday. I think it's the most (most) lovely (lovely) necklace I've ever seen and it was easy (easy) to carry home than a set of chairs!

I enjoyed the auction very much and hope to go to another one soon. Perhaps next time you'll come with me.

Write soon and tell me all your news.

Love,
Maggie

15. Write the correct form of the comparative or superlative and complete the sentences with your own ideas.

1 In my opinion, the tiger is the most dangerous (dangerous) animal of all.

2 is the nicest (nice) place I have ever been to.

3 is the sweetest (sweet) sugar.

4 I can the best (good), but I can't even (good) the best.

5 I think the most difficult (difficult) subject of all.

6 is the most valuable (valuable) rubies.

7 is the healthiest (healthy) food of all.

8 are the most efficient (efficient) old ones.

9 is the most intelligent (intelligent) person I have ever met.

10 is the most expensive (expensive) silver jewellery.
Types of Comparisons

- as + adjective + as
  not so/as + adjective + as
  e.g. She is as tall as I am.
  It is not so/as hot as it was yesterday.
- twice/three times, etc./half as + adjective + as
  e.g. Their car was twice as expensive as ours.
- the same ... as
  e.g. Your dress is the same colour as mine.
- less + (adjective) ... than
  the least + (adjective) ... of/in
  e.g. The Park Hotel is less expensive than the Plaza.
  The King George is the least expensive of all.
- the + comparative ... , the + comparative
  e.g. The earlier we set off, the earlier we'll arrive.
- comparative + and + comparative
  e.g. The weather is getting warmer and warmer.

16 Fill in the blanks, as in the examples.

1. The noise got ................................................... (loud) until I couldn't bear it any longer.
2. ................................................... (hard) he works, ................................................... (successful) he becomes.
3. It rained ................................................... (hard) until the river burst its banks.
4. ................................................... (cold) it got, ................................................... (many) clothes they had to put on to keep warm.
5. Jake ran ................................................... (fast) and won the race.
6. ................................................... (high) he jumped, ................................................... (loud) the crowd cheered.
7. Cars are getting ................................................... (cheap) as the years go by.
8. ................................................... (young) you are, ................................................... (easy) you find it to learn things.
9. ................................................... (many) people are opening their own businesses these days.
10. ................................................... (old) he gets, ................................................... (tall) he grows.

17 Compare the following hobbies using the adjectives from the list.

- artistic, easy to learn, tiring, expensive, cheap, relaxing

- painting, golf, carpentry

- e.g. Painting is the most artistic of all.
  Golf isn't as artistic as carpentry.

18 Fill in the gaps with like or as.

1. A: Tara is a wonderful artist.
   B: Yes. No one else can paint ................................................... her.
2. A: I wish Sarah would stop being so immature.
   B: I agree. She acts ................................................... a child sometimes.
3. A: How shall I tie my shoelaces?
   B: Do it ................................................... we taught you.
4. A: The play last night was fantastic.
   B: Yes. The lead actor was wonderful ................................................... Macbeth.
5. A: What does Mark do for a living?
   B: He works ................................................... a hotel manager.
6. A: What kind of meat is this?
   B: I'm not sure. It tastes ................................................... beef.
7. A: I've just bought this dress.
   B: Gosh! It's exactly the same ................................................... the one I bought!
8. A: I'm sure I know that man.
   B: Me too. He looks ................................................... my old maths teacher.
9. A: It was far too hot in that room.
   B: I know. It was ................................................... being in an oven.
10. A: Eric Clapton is very talented, isn't he?
    B: Yes. He is known ................................................... one of the greatest rock musicians of our time.
11. A: What is Peter cooking?
    B: I don't know. It smells ................................................... fish.
Common mistakes

- The coffee is quite strong to drink. ✓
  The coffee is quite strong. ✓
- Pam is taller than I. ✓
  Pam is taller than me. ✓
- Pam is taller than I am. ✓
- Jack is not as clever than Mike. ✓
  Jack is not as clever as Mike. ✓
- I’m older than you two years. ✓
  I’m two years older than you. ✓
- Dad works hardly. ✓
  Dad works hard. ✓
- He spoke to me angrier than usual. ✓
  He spoke to me more angrily than usual. ✓
- This car is twice more expensive than that one. ✓
  This car is twice as expensive as that one. ✓
- My sister is five years elder than me. ✓
  My sister is five years older than me. ✓
- The Nile is the more longer river in the world. ✓
  The Nile is the longest river in the world. ✓
- Tom is a better student from his sister. ✓
  Tom is a better student than his sister. ✓
- Mount Everest is the highest mountain of the world. ✓
  Mount Everest is the highest mountain in the world. ✓
- Their house is modern as ours. ✓
  Their house is as modern as ours. ✓
- The little girl looked as an angel. ✓
  The little girl looked like an angel. ✓
- He smiled friendly. ✓
  He smiled in a friendly way. ✓
- It is cold extremely today. ✓
  It is extremely cold today. ✓
- Call me if you need farther information. ✓
  Call me if you need further information. ✓
- He is a quite tall man. ✓
  He is quite a tall man. ✓
- The new sofa is quite bigger than the old one. ✓
  The new sofa is rather bigger than the old one. ✓

9 My best friend is two years elder than me.
10 The church is the oldest building of the village.
11 She did her homework more careful than usual.
12 His flat is big as mine.
13 Her new car is quite faster than her old one.
14 This cake is quite sweet to eat.
15 The green dress is twice cheaper than the black one.
16 I feel ill very today.
17 She laughed happy.

20 Cross out the unnecessary word.

1 He is much more taller than his brother.
2 As time went by, I got the more and more nervous.
3 I hardly not know anyone in my new job.
4 Going on holiday abroad is very more exciting than staying at home.
5 This flat is so bigger than the one we saw yesterday.
6 Her brooch is twice as more expensive as mine.
7 The more time you spend with your children, the more than they appreciate it.
8 This is the most funniest book I’ve ever read.
9 This chewing gum tastes as like cinnamon.
10 She invited the most of her friends to a barbecue.
11 Your handbag is the same colour as to mine.
12 He is regarded as like the best author of the century.
13 The weather is becoming hotter and even hotter.
14 Talking to him was as like talking to a brick wall.
15 It was a quite an interesting lecture.
16 Paul is as much old as Michael.
17 This ring is by far prettier than the other one we saw.
18 This house is the less expensive than the others.

21 Read the text and fill in the word which best fits each space. Use only one word in each space.

New York City is one of 1) the largest cities 2) the world. It is also one of the most densely populated, with an estimated 7,400,000 inhabitants. Manhattan is the 3) popular area of the city with tourists and has 4) interesting sights. There is also 5) a large number of businesses in this area of the city, including the head offices of some of the world’s leading companies. New York’s subway system provides transport for more 6) of the city’s work force.

New York is also regarded 7) a centre of entertainment. Broadway is the scene of many box-office hits, Carnegie Hall is one of the 8) famous concert halls in the world and the city is also the home of several opera and ballet companies.

With 9) choice of food, entertainment and social life than any other city, it is 10) any wonder that people flock to New York to experience life in the Big Apple.
Phrasal Verbs

- **come across**: (tr) meet/find by chance; **run across**
- **come along**: (int) 1) hurry up; **come on**, 2) appear; arrive by chance
- **come by**: (tr) obtain
- **come down with**: (tr) become ill; **go down with**
- **come into**: (tr) inherit
- **come off**: 1) (int) succeed, 2) leave (sth)
- **come out**: 1) go on strike, 2) (of flowers) begin to blossom, 3) (int) be published; **bring out**, 4) (news, truth) be revealed; **bring out**
- **come over**: (int) visit
- **come round**: 1) visit casually, 2) (int) regain consciousness; **come to/bring round**, 3) change one’s point of view
- **come up**: 1) (int) be mentioned; **bring up**, 2) arise; occur
- **come up against**: (tr) encounter (difficulties); **run up against**
- **come up with**: (tr) find; think of (a solution, an answer, etc)

- **cut down**: (tr) 1) cause to fall by cutting, 2) (int) reduce sth
- **cut down on**: (tr) reduce consumption; **cut back on**
- **cut into**: interrupt; **break in**
- **cut off**: 1) disconnect, 2) (usu passive) isolate
- **cut out**: (tr) take out, omit
- **be cut out for/to be**: be suited for (a profession)

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**Fill in the correct particle.**

1. The truth came **out**... when the police started their investigation.
2. I came ............... my old school books yesterday when I was tidying the attic.
3. My house has a beautiful garden. Why don’t you come ............... and see it?
4. I’m sorry to cut ............... your conversation, but I’d like to ask a question.
5. The private detective came ............... the case when he couldn’t solve it.
6. I don’t think Alison is cut ............... to be a nurse. She fainted at the sight of blood.
7. I was waiting for the bus when Emma came ............... It was a lovely surprise to see her!
8. The boys came ............... a brilliant idea for raising money.
9. Ellen is in bed. She’s come ............... the flu.
10. They decided to cut ............... some of the text to make it shorter.
11. You ought to cut ............... the amount of sugar you eat.
12. Come ............... boys; Let’s get going.
13. The electricity was cut ............... when they didn’t pay the electricity bill.
14. I wish Dad would come ............... to the fact that I’m not a child any more.
15. How did you come ............... that beautiful necklace?
16. His new novel has just come ............... and it is bound to be a best-seller.
17. The village was cut ............... during the heavy snowstorm.
18. A few problems came ............... during the course of the project.
19. He came ............... a fortune when his father died.
20. The patient slowly came ............... after his operation.
21. The builders came ............... some major problems while they were laying the foundations.

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**23 Underline the correct preposition.**

1. This antique table dates back **from/to/in** 1872.
2. There is great demand **from/to/in** fresh products.
3. The manager demands respect **of/from/to** his employees.
4. My plants died **from/to/in** lack of water.
5. Princess Diana died **of/from/in** an accident.
6. One disadvantage **of/to/in** smoking is that it is bad for your health.
7. There are some disadvantages **of/in/to** owning a car.
8. John is an expert **at/on/of** the subject of British history.
9. Mandy is an expert **in/on/with** a needle and thread.
10. Adam is engaged **with/to/in** a famous actress.
11. Mr Hills is engaged **to/in/with** an important meeting.
12. I dream of **about/for/to** taking my exams last night.
13. I often dream **from/of/about** travelling abroad.
14. There is a difference **between/of/from** being alone and being lonely.
15. He differs **from/to/between** his brother in many ways.
16. Small children are dependent **on/of/to** with their parents.
17. A good friend is someone you can depend **by/for/on** in difficult times.
18. Having a broken arm, he had difficulty **by/in/of** dressing himself.
19. Jake was disappointed **by/for/to** his exam results.
20. My parents disapprove **with/of/to** motorbikes.
21. We were dissatisfied **with/to/of** the hotel service, so we complained to the manager.
22. Kate is experienced **of/to/in** working with children.
23. There was no excuse **of/for/against** his behaviour.
24. He promised to pay the damage **to/of/to** my car.
25. The children were very excited **by/about/to** the trip.
UNIT 3
Adjectives - Adverbs - Comparisons

IN OTHER WORDS
Study these examples. The second sentence has a similar meaning to the first sentence.
1 Beth is more intelligent than Kate.
   as Kate isn’t as/so intelligent as Beth.
   less Kate is less intelligent than Beth.
2 Can’t you drive any faster than that?
   fastest Is that the fastest you can drive?
3 Fiona has received the same number of letters as me.
   many Fiona has received as many letters as me.
4 I’ve never read such an interesting book.
   the It’s the most interesting book I’ve ever read.
5 Nora is the most careful driver of all.
   as No one else drives as carefully as Nora does.
   than Nora is more careful than any other driver.
   Nora is a more careful driver than anyone else.
   Nora drives more carefully than anyone else.
6 As she gets older, she becomes more sophisticated.
   the The older she gets, the more sophisticated she becomes.

Revision Box

Choose the correct answer.
1 ‘You … B … a mess.’
   ‘Sorry. I’ll tidy up.’
   A always make B are always making C will always make
2 ‘You had better …….. that letter today.’
   ‘OK. I’ll do it.’
   A posting B to post C post
3 ‘It’s not worth …….. the house now. It’s winter.’
   ‘I agree. Let’s wait till spring comes.’
   A painting B to paint C paint
4 ‘You look happy.’
   ‘I am. I …….. my holiday.’
   A think about B am thinking about C thought about
5 ‘Jenny has been writing letters all morning.’
   ‘Yes. She …….. six letters so far.’
   A wrote B has been writing C has written
6 ‘Bill looks very tired.’
   ‘Yes. He …….. the house all afternoon.’
   A has been cleaning B has cleaned C had been cleaning
7 ‘Have you seen Jackie recently?’
   ‘No. I haven’t seen her …….. May.’
   A since B for C before
8 ‘Pauline always sits by herself.’
   ‘Yes, she is too shy …….. anyone.’
   A to talk B talking C talk
9 ‘Peter has been spending a lot of money lately.’
   ‘I know. He …….. a new computer yesterday.’
   A has bought B bought C had bought
10 ‘Did John visit you last night?’
    ‘Yes. I …….. on the phone when he arrived.’
    A talked B am talking C was talking
11 ‘Joanne is a secretary, isn’t she?’
    ‘Yes. She …….. a secretary for seven years.’
    A has been working B is working C works
12 ‘Is Katie enjoying her university course?’
    ‘Yes. She …….. the lectures very interesting.’
    A found B had found C finds
13 ‘Why are you all so excited?’
    ‘Dad suggested …….. the weekend in the mountains.’
    A spend B to spend C spending
You are interviewing people for a position within your company. Look at the information below and make comparisons using the adjectives and adverbs in the list, as in the example.

qualified, fluently, experienced, reliable, friendly, fast
e.g. Miss Houston is more qualified than Mr Spencer.
Mrs Thompson is the most qualified of all.

Qualifications: Bachelor of Arts
Experience: 3 years in similar position
Languages: fluent French
Skills: types 100 words per minute
Personality: very reliable, quite friendly

Miss Houston

Qualifications: 4 A-levels
Experience: 1 year in similar position
Languages: a little French
Skills: types 80 words per minute
Personality: not very friendly, quite reliable

Mr Spencer

Qualifications: Bachelor of Arts, Master of Arts
Experience: 2 years in similar position
Languages: working knowledge of French
Skills: types 120 words per minute
Personality: very friendly, not very reliable

Mrs Thompson

You now have to write a report for your boss, comparing the three candidates. Look at the Oral Activity again and complete the report below.

TO: Mrs K. Athow
FROM: Miss R. Allchin
DATE: 3rd June

I interviewed three candidates for the position of Personal Assistant to Head of Sales in France: Miss Houston, Mr Spencer and Mrs Thompson. Miss Houston is more qualified than Mr Spencer, but Mrs Thompson is the most qualified of all as she has a Bachelor of Arts and a Master of Arts Degree.

I personally believe that Miss Houston is the best candidate for the job, as she has all the necessary qualifications.
Choose the correct answer.

1. ...B... did Susie leave home?
   A. How long   B. How long ago   C. While

2. I don’t remember .......... that shop before.
   A. see       B. to see       C. seeing

3. His car is not .......... as mine.
   A. as modern  B. more modern  C. most modern

4. The teacher made me .......... behind after school.
   A. to stay    B. stay         C. staying

5. We couldn’t find anywhere .......... the car.
   A. park       B. to park      C. parking

6. He is thinking about .......... to Spain this summer.
   A. go         B. to go        C. going

7. .......... to Mike today? I need to ask him something.
   A. Will you be speaking   B. Will you have spoken  
   C. Will you have been speaking

8. He’s .......... the cleverest boy in the school.
   A. far        B. by far       C. much

9. Mr Johnson is regarded .......... a very successful lawyer.
   A. like       B. so           C. as

10. I .......... my work by 4 o’clock, so I went home.
    A. had finished B. was finishing C. will have finished

11. The weather is getting hotter and ...........
    A. the hotter  B. hottest     C. hotter

12. I haven’t played tennis .......... I was at school.
    A. for       B. since         C. just

13. That was .......... party I have ever been to.
    A. the best  B. the better   C. best

14. My new bed is .......... than my old one.
    A. comfortable B. more comfortable C. most comfortable

15. .......... is a great way to relax.
    A. Read       B. To read      C. Reading

16. There’s no point in .......... angry. He didn’t mean to annoy you.
    A. get       B. to get        C. getting

17. My new house is much .......... than my old one.
    A. big        B. bigger       C. biggest

18. Jessica Blake .......... her first novel when she was twenty.
    A. wrote      B. was written  C. had written

19. Claire is .......... runner on the team.
    A. fast       B. faster       C. the fastest

20. Colin is not .......... as Martin.
    A. strong     B. as strong    C. stronger

21. You will soon .......... to living in the city.
    A. be used    B. used         C. get used

22. I .......... to the supermarket. Do you need anything?
    A. go         B. will go      C. am going

23. We can’t decide what .......... for dinner.
    A. have       B. to have      C. having

24. The athlete .......... for hours and he needed a rest.
    A. had trained B. was training 
    C. had been training

25. Mark .......... a lot of overtime these days. He must need the money.
    A. works      B. is working   
    C. worked

26. She .......... a film when the telephone rang.
    A. was watching B. has watched
    C. has been watching

27. She swims .......... a fish.
    A. as       B. like        C. so

28. I haven’t been to the library .......... .
    A. yet          B. until   C. just

29. The man .......... near the door is my boss.
    A. standing  B. to stand    
    C. stands

30. I .......... you to the fair unless you behave yourselves.
    A. won’t be taking B. won’t take
    C. won’t have taken

31. The film was .......... funnier than I expected.
    A. by far      B. very        C. even

    A. be       B. is being      
    C. will have been

33. I wonder if Sally .......... to the disco.
    A. will come B. will be coming
    C. will have come

34. He is used .......... alone now.
    A. living    B. to live      C. to living

35. She prefers .......... trousers to skirts.
    A. wear        B. to wear     C. wearing
36 The meeting ................... at nine o'clock. Don't be late.
A started  B is starting  C starts

37 'How long ............... Tony?' 'Since we were children.'
A did you know  B have you known  C do you know

38 The taxi ............... here soon. Are you ready?
A will be  B is  C will have been

39 It is difficult ............... a good job these days.
A find  B to find  C finding

40 My father .......... to be a teacher, but now he has retired.
A is used  B got used  C used

Put the verbs in brackets into the correct tense.

1 A: Did you have a good evening?
B: Yes, thank you. We ............... (go) to see a play.

2 A: Cats .................. (wash) themselves.
B: I know. They are very clean animals.

3 A: Why are you so dirty?
B: I .................. (work) in the garden all morning.

4 A: I want to phone Jane.
B: Well, don't phone her now. She .................. (study).

5 A: You look busy.
B: I am. I .................. (write) a letter to my brother.

6 A: I would like a new bicycle.
B: Me too. My parents .................. (buy) me one for Christmas.

7 A: What time are the guests arriving?
B: They .................. (be) here in ten minutes.

8 A: Are you excited about your trip?
B: Yes. This time next week, I .................. (sail) across the Atlantic.

9 A: I'm going to the supermarket.
B: You'd better be quick, then. It .................. (close) at eight o'clock.

10 A: You sounded tired when I spoke to you last night.
B: Well, I .................. (paint) the house all day.

11 A: What .................. (you/do) when I called?
B: I .................. (water) the plants.

12 A: Have you sent those letters yet?
B: Yes, I .................. (post) them yesterday.

13 A: Are there any biscuits left?
B: No, sorry. I .................. (eat) them all.

14 A: Why was Julie crying this morning?
B: Because she .................. (hurt) her leg.

15 A: Paul is going to collect us at ten o'clock.
B: Yes. By the time he arrives, we .................. (have) breakfast.

Underline the correct item.

1 You must brush/to brush/brushing your teeth twice a day.

2 He has decided look/to look/looking for a new job.

3 Peter enjoys watch/watching/watched adventure films.

4 We are tired of live/living/to live in such a noisy area.

5 She claims to have repaired/to repair/repairing the car herself.

6 I would rather eat/to eat/eating pizza than spaghetti.

7 We refused lend/to lend/lending him the car.

8 He was too young go/to go/going to the party alone.

9 He denied take/to take/taking the money.

10 You really should to spend/spend/spending more time studying.

Complete the sentences.

1 It's cold outside. You can't wear a T-shirt. It's .................. too cold outside for you to wear a T-shirt ...

2 Sam is clever. He can go to university.
Sam is ..................

3 She is very tired. She can't watch the late film.
She is ..................

4 Mary has a lot of money. She can go on holiday.
Mary has ..................

5 He has bought a lot of sugar. He can make a cake.
He has bought ..................

6 This soup is very salty. I can't eat it.
This soup is ..................

7 This painting is very special. I can't sell it.
This painting is ..................

8 Carol is very pretty. She could be a model.
Carol is ..................

9 He has got lots of time. He can go to the cinema.
He has got ..................

10 Paul is ill. He can't go to work.
Paul is ..................
Revision 1  (Units 1 - 3)

11 The weather is warm. We can go for a picnic.
The weather is ..................................................
12 She is very full. She can't eat any more.
She is ..............................................................

5  Underline the correct item.

1 I have been working very hard late/lately.
2 The mountain was so high/highly that they couldn't climb it.
3 Hurry up! It is near/nearly time to go.
4 Her books are most/mostly romance novels.
5 He found it hard/hardly to explain his problem.
6 That man is a high/highly respected doctor.
7 Our new house is near/nearly the city centre.
8 Which of these dresses do you like most/mostly?
9 I had hardly/hard finished cooking when the guests arrived.
10 The girls were pretty/prettily dressed for the party.
11 I got this lipstick free/freely with a magazine.
12 He is always late/lately for work.
13 The exam was pretty/prettily difficult, but we all passed.
14 She was deep/deeply absorbed in her work and didn't hear me call.
15 Her hair blew free/freely around her head in the breeze.

6  Put the adjectives in brackets into the comparative or superlative form, adding any necessary words.

1 A: Mark is very confident.
   B: Yes, he is certainly more confident than (confident) his brother.
2 A: Did you enjoy your holiday?
   B: Oh, yes. It was ......................... (good) holiday I've ever had.
3 A: You're late home tonight.
   B: I know. The work took ......................... (long) I had expected.
4 A: Did you like the brown shoes?
   B: Yes, but they were far ......................... (expensive) shoes in the shop.
5 A: Have you put the heating on?
   B: Yes. I'm much .............................. (warm) now.
6 A: Do you like your new job?
   B: Yes. The staff are .............................. (friendly) people I've ever met.
7 A: The new cinema is great.
   B: Yes. It's .............................. (big) cinema I've ever been to.
8 A: Your new car looks good.
   B: It is. It's much .............................. (fast) my old car.
9 A: Thank you for the information.
   B: No problem. If you want any ......................... (far) information, just ask.
10 A: This bag is very cheap.
   B: Yes, but look. This one is even ......................... (cheap).
11 A: Why are we going this way?
   B: Because it's ......................... (short) route to the beach.
12 A: The children are so noisy today.
   B: I know. I wish they would be ......................... (quiet).

7  Rewrite the sentences using participles.

1 The boy who is taking photographs is my cousin.
   ...The boy taking photographs is my cousin. ...
2 Because she felt hungry, Julie bought a sandwich
   ..........................................................
3 After she had sold her flat, she moved into a house.
   ..........................................................
4 He fell asleep while he was watching TV.
   ..........................................................
5 Paul saw the rain clouds and started to hurry.
   ..........................................................
6 She was standing at the window and she was looking at the garden.
   ..........................................................
7 Because we had finished the job, we went home.
   ..........................................................

8  Underline the correct preposition.

1 We found it hard to cope about/with/for such noisy children.
2 The boy complained of/about/for having too much homework.
3 The mechanic charged me £50 of/with/for servicing my car.
4 He seems to be very anxious for/of/about the exam results.
5 There was no reason of/for/about him to shout at her.
6 He was dissatisfied by/with/of his new computer.
7 She dreamt of/for/about being a pop star last night.
8 According with/to/by the weather forecast, it will be sunny today.
9 My mother took care about/of/for my plants while I was away.
10 I am very angry with/about/at you for disobeying my orders.
11 I know I can count against/on/for my parents for support.
12 She accused me of/for/about stealing her necklace.
13 I don't always agree at/on/with the decisions he makes.
14 One advantage of/for/about living in the country is that it is quiet.
15 The taxi arrived at/to/in the hotel at half past two.
9 Fill in the gaps with the correct particle from the list.

down on, for, into, off, on, up, down with, out, down

1 We are trying to cut .... down ... on fuel this year. It is so expensive.
2 She is not cut ------------------ to be a teacher. She has no patience at all.
3 I can't print the files. The computer has broken ............
4 He missed the party because something came ............
5 She came .................... a cold and had to cancel her holiday.
6 The manager brought .................. the subject of overtime at the meeting.
7 She was .................. all night preparing for the presentation.
8 Being an athlete calls .................. a lot of stamina.
9 He was .................. school for two weeks when he had measles.
10 The business deal came .................. and the company made a lot of money.
11 The children carried .................. with their work when the teacher left the room.
12 The stress of the accident brought ............ one of her asthma attacks.
13 There is a good film .................. television this evening.
14 He had to break .................. his house because he had lost his keys.
15 The village was cut .................. after the snowstorm.

8 Could you help me make dinner, please?
9 He has difficulty in expressing his feelings.
10 They heard the boss shouting at her secretary yesterday.
11 Carl has got the same number of videos as Andrew.
12 Sarah was charmed by the silver earrings and bought them immediately.
13 This tea is too cold for me to drink.
14 He has never travelled by ship before.
15 She made me stay in my bedroom.
16 We haven't been to the theatre for months.
17 We were on the point of going out when the phone rang.
18 It was the first time she had driven a car.

10 Complete each sentence with two to five words, including the word in bold.

1 I got this job three months ago.
   for I .................. have had this job for .. three months.
2 That test was easier than the last one.
   less That test .......................... the last one.
3 Mark is shorter than Paul.
   as Mark .......................... Paul.
4 We haven't finished decorating the house yet.
   still We .......................... decorating the house.
5 As it got later, I became more tired.
   the The later it got, .................. I became.
6 Some people say it is bad for your eyes to watch too much TV.
   watching Some people say .................. is bad for your eyes.
7 She moved here when she was eighteen.
   since She .......................... she was eighteen.

8 Could you help me make dinner, please?
9 He has difficulty in expressing his feelings.
10 They heard the boss shouting at her secretary yesterday.
11 Carl has got the same number of videos as Andrew.
12 Sarah was charmed by the silver earrings and bought them immediately.
13 This tea is too cold for me to drink.
14 He has never travelled by ship before.
15 She made me stay in my bedroom.
16 We haven't been to the theatre for months.
17 We were on the point of going out when the phone rang.
18 It was the first time she had driven a car.

11 Cross out the unnecessary word.

1 I'll make the dinner when I get home.
2 She went to the market to buy some fruit.
3 I heard Michael to phone and book the tickets.
4 The question was too difficult for me to answer it.
5 He left the house without saying goodbye to me.
6 He's much more younger than he looks.
7 Bob was feeling the more and more tired.
8 She spent the most of the day lying on the beach.
9 He can hardly not see anything without his glasses.
10 Learning to drive it is difficult.
11 You had better to eat all of your dinner.
12 Karen made her brother to apologise to her.
UNIT 4
Nouns - Articles - Word Formation

Nouns

- **Nouns** are: *abstract* (love, freedom, etc.), *proper* (Joe, Europe, etc.), *group* (family, team, crowd, group, etc.) or *common* (chair, hat, boy, etc.).
- Most nouns which refer to jobs, social status, etc. have the same form for men and women e.g. doctor, teacher, etc.

Others have different forms:
- actor - actress
- (bride) groom - bride
- duke - duchess
- hero - heroine
- host - hostess
- king - queen
- monk - nun
- prince - princess
- waiter - waitress
- widower - widow, etc.

Countable Nouns/Uncountable Nouns

- **Countable nouns** are nouns which we can count. They have singular and plural forms. We usually form the plural by adding *-s*. (Look at Appendix 1).
- **Irregular Plurals**: man - men, woman - women, foot - feet, tooth - teeth, louse - lice, mouse - mice, child - children, goose - geese, ox - oxen
- Some nouns have the same form in the singular and the plural. These are:
  a) some kinds of animals (sheep, deer) and fish (trout, cod, salmon, etc.)
     e.g. A sheep was grazing in the field. Some sheep were grazing in the field.
  b) the words *aircraft*, *spacecraft*, *hovercraft*, etc.
     e.g. One hovercraft was approaching the port.
     Two hovercraft were approaching the port.
  c) some nouns ending in *-s*: crossroads, means, series, species, works, etc.
     e.g. A car is a means of transport. Cars are a means of transport.

- **Uncountable nouns** are nouns which we cannot count. They do not have different plural forms. Uncountable nouns include:
  a) many types of food: flour, yoghurt, butter, meat, cheese, spaghetti, rice, sugar, etc.
  b) liquids: coffee, lemonade, oil, petrol, wine, water, etc.
  c) materials: crystal, wood, plastic, silver, china, glass, etc.
  d) abstract nouns: knowledge, beauty, justice, help, freedom, education, love, etc.
  e) others: research, luggage, baggage, hair, weather, behaviour, advice, news, accommodation, information, fun, equipment, litter, rubbish, furniture, crockery, cutlery, jewellery, machinery, money, etc.

- We use the following nouns with uncountable nouns to show quantity: a *piece* of cake/paper/news/advice/information/furniture, a *glass/bottle* of water, a *jar* of jam/honey, a *rasher* of bacon, a *packet* of rice/tea, a *loaf/slice* of bread, a *pot* of yoghurt/honey, a *pot/cup* of tea, a *kilo* of meat, a *tube* of toothpaste, a *bar* of chocolate/soap, a *can* of soda, a *carton* of milk, a *bowl* of sugar/soup, etc.

Some of the above nouns can also be used with plural countable nouns.
- e.g. a kilo of tomatoes, a bowl of cherries

Scientists do a lot of research in order to find cures for various diseases. A lot of money is spent on equipment every year, but the information collected is invaluable.
Countable nouns:

- can take singular or plural verbs.
  e.g. The window is open.
  The windows are open.
- always go with a/an/the/my, etc. in the singular.
  e.g. I paid the bill. This is my pen.
- can be used alone or with some/any/many/few in the plural.
  e.g. I love apples.
  I bought some apples to make a pie.

Uncountable nouns:

- always take singular verbs.
  e.g. Gold is more expensive than silver.
  Milk comes from cows.
- do not go with a/an/one/two, etc.
  e.g. Water is good for you.
- can be used alone or with some/any/much/little/one/my, etc.
  e.g. Don’t forget to buy (some) coffee.

Note: We use a/an, one/two, etc. with uncountable nouns such as coffee, tea, soda, etc. when we order something in a restaurant, café, etc.
  e.g. We’ll have three coffees, please.

Some nouns can be used as countable or uncountable, with a difference in meaning.

- Would you like a glass of lemonade?
  Tina can’t see without her glasses. (spectacles)
  The vase is made of glass. (the material)
- He went to the newsagent’s to buy a newspaper. (newspaper)
  He wrote my phone number on a piece of paper. (the writing material)
  Don’t forget to bring all the necessary papers. (documents)
- Susan has got short, dark hair. (all the hair on her head)
  There is a hair in my soup!
- I’ve bought an iron as a wedding gift for Tom and Jane.
  (for ironing clothes)
  This chair is made of iron. (the material)
- You shouldn’t eat too much chocolate.
  We gave her a box of chocolates.
- Your room is a mess!
  We haven’t got enough room to put you up. (space)
- The table is made of wood. (the material)
  A lot of wolves live in the woods. (forest)
- Mr Davis has a lot of experience in accounting. (length of time doing it)
  He had a few unpleasant experiences while living abroad. (events)
- I haven’t got any time to lose.
  How many times did Rick phone? (occasions)

- A couple of, several, (a) few, many, a (good, large, great) number of and both are used with countable nouns. e.g. a couple of friends. (Too) much, (a) little, a great/good deal of, a small/large amount/quantity of are used with uncountable nouns. e.g. a small amount of money. A lot of, lots of, (hardly) any, some, no, plenty of are used with countable and uncountable nouns. e.g. plenty of friends/money

**Compound Nouns**

- **Compound nouns** are nouns that are made of two or more parts and are formed as follows:
  a) noun + noun. The plural is usually formed by adding -s/ -es to the second noun.
    e.g. ticket inspector → ticket inspectors
  b) -ing form/adjective + noun. The plural is formed by adding -s/-es to the noun.
    e.g. swimming pool → swimming pools
    e.g. greenhouse → greenhouses
  c) noun + in-law. The plural is formed by adding -s to the noun.
    e.g. sister-in-law → sisters-in-law
  d) noun + adverb. The plural is formed by adding -s to the noun.
    e.g. runner-up → runners-up
  e) verb + adverb particle. The plural is formed by adding -s to the word.
    e.g. breakthrough → breakthroughs
UNIT 4
Nouns - Articles - Word Formation

Singular/Plural Verb Forms

We use singular verb forms with:

a) nouns which refer to school subjects: economics, physics, mathematics (maths), politics, etc.
b) nouns which refer to sports: gymnastics, athletics, bowls, etc.
c) nouns which refer to games: billiards, dominoes, darts, draughts, etc.
d) nouns which refer to illnesses: measles, mumps, etc.
e) the word news.
   e.g. I think physics is a very interesting subject.
   The news isn’t very encouraging, I’m afraid.

plural nouns when we talk about an amount of money, a time period, weight, distance, etc.
   e.g. Five hundred thousand pounds was donated to build a new hospital wing.

group nouns such as jury, family, team, group, crew, crowd, class, audience, committee, council, army, club, press, government, company, etc. when we mean the group as a unit. But we use plural verbs when we mean the individuals who make up the group.
   e.g. The jury is ready to give the verdict. (We mean the jury as a unit.)
   The jury are all staying at the Park Hotel. (We mean the individual members of the jury.)

We use plural verb forms with:

nouns such as: clothes, people, police, stairs, (good) looks, surroundings, outskirts, premises, earnings, wages, cattle, poultry, etc.
   e.g. Designer clothes are rather expensive.

nouns which refer to objects that consist of two parts, such as: trousers, binoculars, shorts, shoes, gloves, pyjamas, tights, glasses, earrings, socks, scissors, etc.
   We do not use a/an or a number with these words. We use the phrase pair of ... instead.
   e.g. Where are your gloves?
       I was given a pair of gloves.

1) Fill in the gaps with an appropriate noun + of to indicate quantity.

5 a .............................................. water
6 a .............................................. wine
7 a .............................................. chocolate
8 a .............................................. crisps
9 a .............................................. honey
10 a ............................................. meat
11 a ............................................. spaghetti
12 a ............................................. flour

2) Fill the gaps with a, an, or some where necessary.

1 a) We had ...some... delicious food last night.
   b) We had ...a... delicious meal last night.
2 a) There is ...a... beautiful furniture in that shop.
   b) There is ...some... beautiful table in that shop.
3 a) I’m thirsty. I need ...a... drink.
   b) I’m thirsty. I need ...some... water.
4 a) She’s just bought ...some... expensive clothes.
   b) She’s just bought ...a... expensive dress.
5 a) They booked ...a... room in advance.
   b) They booked ...some... accommodation in advance.
6 a) The band played ...a... lovely song.
   b) The band played ...some... lovely music.
7 a) We had ...some... heatwave last week.
   b) We had ...a... hot weather last week.
8 a) I can’t do this job alone. I need ...a... assistant.
   b) I can’t do this job alone. I need ...some... help.
9 a) He has got ...some... heavy luggage to carry.
   b) He has got ...a... heavy suitcase to carry.
10 a) I need ...some... cutlery to eat this food with.
    b) I need ...a... knife and fork to eat this food with.
11 a) She has got ...a... important job to do.
    b) She has got ...some... important work to do.
12 a) He found ...some... coin on the ground.
    b) He found ...a... money on the ground.

3) Complete the sentences using the noun in brackets in the singular or plural form and a/an where necessary.

1 He gave me a box of my favourite ...chocolates... (chocolate)
2 His favourite food is ...chocolate... (chocolate)
3 She bought ...chocolate... on her way to work. (paper)
4 He placed all the important ...papers... in his briefcase. (paper)
5 I need some ...paper... to write this message on. (paper)
6 Hurry up! We don’t have much ...time... (time)
7 She has visited us several ...times... this month. (time)
8 He has no ...experience... but he is keen to learn. (experience)
9 She had a lot of exciting ...experiences... during her travels. (experience)
10 We went for a walk in the ______________ after lunch. (wood)
11 His desk is made of ______________. (wood)
12 Jane is in her ______________ reading a book. (room)
13 We have got plenty of ______________ for a party in here. (room)
14 I am going to have my ______________ cut tomorrow. (hair)
15 There was ______________ in my soup. (hair)
16 I’m thirsty. I need ______________ of water. (glass)
17 Susan only wears her ______________ when she reads. (glass)
18 This ornament is made of coloured ______________. (glass)
19 Helen bought ______________ in the sale at the electrical store. (iron)
20 The old gate was made of ______________. (iron)

**Cross out the expressions which cannot be used with the nouns, as in the example.**

1 There are ______________, many, ______________, ______________ of, too little things you can do to help.
2 He has met a ______________, a few, very little, plenty of, too much interesting people.
3 She earns ______________, hardly any, ______________, several, a great deal of money.
4 We have got no, many, ______________, a great deal of, a few work to do.
5 Don’t worry. there’s ______________, plenty of, a couple of, many, a lot of time.
6 Both, Several, A large quantity of, Plenty of, Too much students applied for the course.
7 He’s got no, hardly any, a little, some, a small amount of qualifications.
8 She’s got hardly any, several, a little, a few, a lot of experience in dealing with customers.
9 There is too much, a lot of, hardly any, few, several salt in this soup.
10 There is a little, many, too much, a great number of, some traffic on the roads today.

**What do we call the following things or people?**

1 A person who drives a bus is ______________.
2 The screen of a computer is ______________.
3 The juice from an orange is ______________.
4 A stick for walking with is ______________.
5 A curtain around the shower is ______________.
6 Someone who cleans windows is ______________.
7 Your husband’s mother is your ______________.
8 A chair which rocks is ______________.
9 A brush for your hair is ______________.
10 Someone who passes by a place or incident is ______________.
11 The keys to your house are ______________.

**Underline the correct word.**

1 A: I have a Physics exam tomorrow.
   B: Oh dear. Physics is/are a very difficult subject.
2 A: My office is three miles from my house.
   B: Three miles is/are a long way to walk to work.
3 A: My little brother has got measles.
   B: Oh dear. Measles is/are quite a serious illness.
4 A: Jane looked nice today, didn’t she?
   B: Yes. Her clothes were/was very smart.
5 A: I’ve got two pounds. I’m going to buy a CD.
   B: Two pounds is/are not enough to buy a CD.
6 A: The classroom was empty when I walked past.
   B: Yes. The class was/were all on a school outing.
7 A: Have you just cleaned the stairs?
   B: Yes, so be careful. They is/are very slippery.
8 A: Did you ask John to fix your car?
   B: Yes. His advice was/were that I take it to a garage.
9 A: Did you enjoy your holiday?
   B: Yes, thank you. The weather was/were wonderful.
10 A: These trousers is/are very old.
    B: You should buy a new pair.
11 A: How is/are the company doing lately?
    B: Great. We opened up two more branches.
12 A: I am going to travel for two years when I finish school.
    B: Two years is/are a long time to be away from home.

**Finish the sentences, as in the example.**

1 You need a lot of experience to do this job.
   A lot of experience ...is needed to do this job...
2 They gave us some interesting information.
   The information ..............................................
3 She likes Maths more than any other subject.
   Maths ...........................................................
4 We had mild weather this winter.
   The weather ..................................................
5 We called the police immediately.
   The police ..................................................
6 I told them some exciting news.
   The news ....................................................
7 He was irritated because of the bad traffic.
   He was irritated because the ..................................
8 I stayed in very luxurious accommodation.
   The accommodation ...........................................
9 The driver took the luggage out of the car.
   The luggage ..................................................
10 She gave me very sensible advice.
    The advice she gave me ..................................
11 These shorts are too big for me.
    This pair of shorts ........................................
12 The hotel is in magnificent surroundings.
    The hotel surroundings ..................................
13 She’s got long blonde hair.
    Her hair ....................................................
The Indefinite Article ‘A’/‘An’ - One/Ondes

We use a/an:

- with singular countable nouns when we talk about them in general.
  e.g. I want to buy a dress. (any dress)
- with the verbs to be and have (got).
  e.g. Mary has (got) a dog. It’s a German Shepherd.
- before Mr/Mrs/Miss/Ms when we refer to an unknown person.
  e.g. A Mrs Jones called you this morning. (A person that we don’t know.)
- to show: a) price in relation to weight (two pounds a kilo), b) distance in relation to speed (80km an hour) and c) frequency (twice a week).

We do not use a/an:

- with uncountable nouns or plural countable nouns.
  We use some instead of a/an.
  e.g. We need some milk and some flour.
  They bought some flowers.
- before an adjective if it is not followed by a noun.
  e.g. This ring is expensive.
  But: This is an expensive ring.

One/Ondes

- We use one in the singular and ones in the plural to avoid repeating the noun when it is clear what we mean.
  e.g. My house is the one with the red front door.
- We use a/an with one when there is an adjective before one.
  e.g. I want to buy a jacket. I want a leather one.
  BUT: I want to buy a jacket. I want one with a fur collar.
- We use one/ones with this/these.
  e.g. I don’t like this pair of shoes, but I like that one.
- We use which one(s) in questions.
  e.g. I like the yellow blouse best. Which one do you like?

Fill in a, an, one or ones.

1 I’m making ...a... sandwich. Would you like ...............
2 There was only ............... sandwich left. All the others had been eaten.
3 We saw ................. giraffe and ............... alligator at the zoo.
4 These biscuits are nicer than the ............... I normally buy.
5 She paid ................. thousand pounds for her car.
6 ................. day, I will buy a house of my own.
7 I’d love ................. car like that ............... over there.

8 ................. of my brothers is ................. policeman.
9 I’m looking for ................. dress. I’d like a blue ..............
10 I heard ................. amusing joke yesterday.
11 I like these three pairs of trousers. Which ............... do you like best?
12 Simon enjoys swimming. He goes to his local pool three times ............... week.
13 I’m tired. I need ............... rest.
14 ................. Mr Green came to see you. He’s waiting in your office.
15 We had ................. exciting holiday. It was better than the ............... we had last year.
We use the:

- with nouns when we are talking about something specific, that is, when the noun is mentioned for a second time or is already known. In other words, when we can answer the question ‘Who?’ or ‘Which?’
  e.g. I bought a shirt and a dress. The dress is blue and the shirt is green.
- with nouns which are unique.
  e.g. the sun, the Eiffel Tower
- with the names of cinemas (the Rex), hotels (the Carlton), theatres (the Globe), museums (the British Museum), newspapers/magazines (the Times but: Time magazine), ships (the Mary Rose), organisations (the EU), galleries (the Tate Gallery)
- with the names of rivers (the Nile), seas (the Caspian Sea), groups of islands (the Canary Islands), mountain ranges (the Alps), deserts (the Sahara Desert), oceans (the Atlantic), canals (the Panama Canal), countries when they include words such as state, Kingdom, republic, etc. (the United Kingdom) and names or nouns with ‘of’ (the Leaning Tower of Pisa)
  NOTE: the equator, the North/South Pole, the north of England, the south/west/north/east
- with the names of musical instruments and dances.
  e.g. the piano, the tango
- with the names of families (the Windsors), and nationalities ending in -sh, -ch or -ese (the French, the Scottish, the Japanese, etc.). Other plural nationalities are used with or without the (the Americans, the Greeks, etc.)
- with titles (the King, the Prince of Wales, the President)
  BUT: ‘The’ is omitted before titles with proper names. Queen Victoria
- with adjectives/adverbs in the superlative form.
  e.g. He’s the most respected man in the firm.
  BUT: When ‘most’ is followed by a noun, it does not take ‘the’.
  e.g. Most children like cartoons.
- with the words morning, afternoon, evening and night.
  e.g. We eat dinner in the evening, but: at night, at noon, at midnight, by day/night, at 4 o’clock, etc.
- with historical periods/events. the Middle Ages, the Crimean War (but: World War II)
- with the words only, last, first (used as adjectives).
  e.g. He was the first person to arrive.

We do not use the:

- with uncountable and plural countable nouns when talking about something in general, that is, when we cannot answer the question ‘Who?’ or ‘Which?’.
  e.g. Fish live in water.
- with proper nouns. e.g. Mark lives in Brighton.
- with the names of sports, games, activities, days, months, celebrations, colours, drinks, meals and languages (when they are not followed by the word ‘language’).
  e.g. I often play chess. We speak German.
  but: The German language is difficult to learn.
- with the names of countries (Italy, but: the Netherlands, the Lebanon, the Sudan, the Vatican City), cities (Paris), streets (Oxford Street, but: the High Street, the Strand, the Mall, the London road, the A19, the M6 motorway), squares (Trafalgar Square), bridges (Tower Bridge but: the Bridge of Sighs, the Humber Bridge), parks (Hyde Park), railway stations (Victoria Station), mountains (Ben Nevis), individual islands (Tahiti), lakes (Lake Geneva), continents (Africa)
- with possessive adjectives or the possessive case.
  e.g. That is my car.
- with two-word names when the first word is the name of a person or place.
  Gatwick Airport, Windsor Castle
  BUT: The White House (because ‘White’ is not the name of a person or place)
- with names of pubs, restaurants, shops, banks and hotels named after the people who started them and end in -s or -’s. (Lloyd’s Bank, Harrods, Dave’s Pub)
  but: the Red Lion (pub) (because ‘Red’ is not the name of a person or place)
- with the words bed, church, college, court, hospital, prison, school, university when we refer to the purpose for which they exist.
  e.g. Sarah went to school. (She is a student.)
  BUT: Her father went to the school to see her teacher yesterday. (He went to the school as a visitor.)
- with the word work (= place of work).
  e.g. He is at work.
- with the words home, Father/Mother when we talk about our own home/parents.
  e.g. Father is at home.
- with by + means of transport: by bus/car/train/plane, etc.
  e.g. She travelled by bus.
  BUT: She left on the 8 o’clock bus this morning.
- with the names of illnesses. e.g. He’s got malaria.
  but: flu/the flu, measles/the measles, mumps/the mumps
UNIT 4
Nouns - Articles - Word Formation

NOTE:

◆ We use the with the words beach, station, cinema, theatre, coast, country(side), ground, jungle, seaside, weather, world, shop, library, city, sea (BUT to be at sea = to be sailing), etc.
  e.g. Let’s go to the beach.
  We spent the weekend in the countryside.
  The weather is awful today.

◆ We usually don’t use the with the word television.
  e.g. I like watching television in the evenings.
  BUT: Turn on the television, please. (the television set)

◆ The is optional with seasons.
  e.g. My favourite season is the spring.

◆ We use the + adjective to refer to a group of people usually with the adjectives: poor, rich, sick, injured, elderly, unemployed, homeless, disabled, young, old, dead, blind, deaf, handicapped, mentally ill.
  e.g. The young are usually impatient.

◆ When we refer to a group of people, animals or things we use:
  1 a/an or the with singular countable nouns.
    e.g. A/The dolphin is a clever creature.
  2 plural countable nouns without a/an or the.
    e.g. Dolphins are clever creatures.
    (NOT: The dolphins are clever creatures.)

9 Fill in the gaps with one of the words from the list adding ‘the’ where necessary. Use each word twice.

  prison, school, bed, sea, hospital

1 The minute we reached the beach, the children ran into the sea... to swim.
2 My brother is in the navy. He is at ............... for months sometimes.
3 I usually go to ............... at about 11 pm to get a good night’s sleep.
4 The cat is sitting on ............... .
5 The Prime Minister visited ............... yesterday and talked to the prisoners.
6 The men who robbed the bank are in ............... now.
7 The ambulance took the injured people to ............... .
8 I must go to ............... to visit my aunt. She’s had an operation.
9 We saw the children in their classrooms as we walked past ............... .
10 I want to go to university when I leave ............... .

10 Choose the correct alternative.

  1 Catherine loves cats/the cats.
  2 Look at cats/the cats! They are chasing a bird.
  3 I don’t like coffee/the coffee, but I like tea/the tea.
  4 You cut the cake/the cake and I’ll pour coffee/the coffee.
  5 Life/The life will be very different in the future.
  6 Life/The life of a mayfly is extremely short.
  7 I enjoy swimming/the swimming in the sea.
  8 Children/The children usually like playing games.
  9 Children/The children have gone to the park.
  10 All people/the people in this room are my relatives.
  11 All people/the people should have freedom of speech.
  12 Villages/The villages in this part of the country are very beautiful.
  13 Breakfast/The breakfast is the most important meal of the day.
  14 Paul was only/the only person who remembered me.
  15 In Stone Age/The Stone Age, people lived in caves.
  16 I would like to travel to Spain/the Spain.
  17 We travelled to London by train/the train.
  18 He is learning to play flute/the flute.

11 Fill in a, an or the where necessary.

  1 A: Shall we go to ...the... cinema tonight?
    B: Yes. It’s a long time since I saw ............... film.
  2 A: Have you ever been to ............... Copenhagen?
    B: Yes. I think it’s ............... prettiest city in Europe.
  3 A: Did you see all ............... sights in Paris?
    B: Yes, but ............... Eiffel Tower and ............... Louvre were my favourites.
  4 A: What did you have for ............... lunch today?
    B: I had ............... sandwich in ............... office canteen.
  5 A: Do you buy ............... newspaper every day?
    B: Yes. I usually buy ............... Independent and my wife reads ............... Times.
  6 A: Danny plays ............... golf very well, doesn’t he?
    B: Yes, he practises every weekend with his friends.
  7 A: Which station are you meeting John at?
    B: ............... Waterloo Station. It’s ............... big place.
    I hope I find him easily.
  8 A: Are you going on holiday this summer?
    B: Yes. We’ve booked ............... holiday for three weeks in ............... Canary Islands.
  9 A: What did you see on your tour today?
    B: ............... Buckingham Palace and ............... Houses of Parliament.
  10 A: ............... Duports, who live next door to us, are French.
    B: ............... French are very friendly people, aren’t they?
  11 A: That’s ............... beautiful dress. Where did you get it?
    B: In ............... summer sale at ............... Harrods, actually.
  12 A: Who is going to open ............... new shopping centre?
    B: I heard that ............... Queen is going to do it.
UNIT 4

Nouns - Articles - Word Formation

12 Fill in a, an or the where necessary.

A 1) The football team who have won 2) World Cup 3) most times is 4) Brazil. They have won 5) competition four times. 6) team also hold 7) record for 8) greatest number of 9) goals scored overall and have played in every one of 10) tournament’s finals.

B 1) tallest man in 2) world was born in 3) USA in 1918. His name was 4) Robert Wadlow and 5) last time he was measured, in 1940, he had reached a height of 2.72 m. His hands were 32.4 cm from 6) tip of 7) middle finger.

C 1) David was waiting at 2) King’s Cross station. He was about to travel to 3) Newcastle by 4) train for 5) job interview. However, 6) train was late and he had been standing on 7) platform for over 8) hour.

D I take 1) bus to 2) school every day. I leave 3) house at eight o’clock in 4) morning. It is 5) five-minute walk from my house to 6) bus-stop. 7) journey to school takes about 8) quarter of 9) hour.

E 1) Queen is going to visit 2) Bridgeford next week to open 3) new hospital which has been built in 4) town. It will be 5) exciting event which all 6) local people will attend.

F 1) Stuart has got 2) cold, so he has to stay in 3) bed. His mother has made him 4) bowl of soup and he has got 5) box of 6) tissues on his 7) bedside table. He will probably spend most of 8) day sleeping.

13 Read the following proverbs and fill in a, an, the or –.

1 Rome wasn’t built in ………… day.
2 ………… actions speak louder than ………… words.
3 ………… apple ………… day keeps ………… doctor away.
4 ………… Rome, do as ………… Romans do.
5 Where there’s ………… will there’s ………… way.
6 You can’t teach ………… old dog ………… new tricks.
7 You can’t get ………… blood out of ………… stone.
8 You cannot make ………… omelette without breaking ………… eggs.
9 ………… more you get, ………… more you want.
10 ………… more ………… merrier.
11 ………… home is where ………… heart is.
12 Fire is ………… good servant but ………… bad master.

14 Choose the correct alternative.

1 Historian/A historian is a person who studies history/the history.
2 Panda/The panda is a large mammal which lives in China/the China. Pandas/The pandas have black and white fur and eat bamboo/the bamboo shoots.
3 We visited wildlife park/a wildlife park last week. It was interesting experience/an interesting experience.
4 Sally’s going to buy the new car/a new car next month. She wants one which runs on lead-free petrol/the lead-free petrol.
5 We stayed at hotel/a hotel by the sea/sea. Room/The room was very comfortable and a view/the view was fantastic.
6 Simon was last/the last person to arrive at party/the party. He had been waiting for the taxi/a taxi for an hour.
7 Susan doesn’t believe in ghosts/the ghosts. She thinks that the supernatural/a supernatural is a product/product of people’s/the people’s imagination.
8 Clothes/The clothes I bought yesterday were very cheap. There was sale/a sale in one of department stores/the department stores in a city centre/the city centre.

15 Fill in the gaps with a, an, the or –.

1 A: Have you got ………… car?
   B: Yes, I bought ………… second-hand one last winter.
2 A: How often do you take ………… holiday?
   B: I go to my house in ………… country about twice ………… year.
3 A: I can’t find ………… shoes I wanted to wear for my party.
   B: Have you looked in ………… cupboard in ………… hall?
4 A: Did you have fun at ………… theatre last night?
   B: Yes, it was ………… enjoyable evening and ………… play was great.
5 A: That’s ………… interesting painting.
   B: I know, I found it in ………… attic.
6 A: Did you stay in ………… hotel when you went to ………… London?
   B: Yes, we had ………… beautiful room in ………… King hotel.
UNIT 4
Nouns - Articles - Word Formation

Word Formation

◆ **Prefixes** are syllables which we add before certain words to form new words. The meaning of the new word depends on the prefix that has been used.

- **anti-** = against e.g. antisocial
- **bi-** = two e.g. biannual
- **co-** = with e.g. co-driver
- **ex-** = previous, former e.g. ex-husband
- **inter-** = between e.g. international
- **mis-** = done wrongly or badly e.g. misbehave
- **mono-** = one e.g. monorail
- **multi-** = many e.g. multinational
- **non-** = not e.g. non-fiction
- **out-** = more, better e.g. outnumber
- **over-** = (done) to a great extent e.g. overwork
- **post-** = after e.g. postdate
- **pre-** = before e.g. prehistoric
- **pro-** = in favour of e.g. pro-government
- **re-** = again e.g. redecorate
- **semi-** = half e.g. semi-final
- **sub-** = under, less e.g. submarine
- **super-** = big, more e.g. superhuman
- **trans-** = (travel) from one side, group etc to another e.g. transcontinental
- **under-** = not enough e.g. undercooked

◆ The prefixes below are used to express opposite meanings.

- **de-** e.g. defrost, decompose
- **dis-** e.g. dishonest, dislike
- **in-** e.g. indirect, independent

**BUT:**
- **il-** (before I) e.g. illogical
- **im-** (before m, p) e.g. immoral, impractical
- **ir-** (before r) e.g. irresponsible

- **but:** unreliable, unreasonable

- **non-** e.g. non-smoker, non-stop
- **un-** e.g. unacceptable, unemployed

◆ **Suffixes** are syllables which we add to the end of certain words to form new words.

◆ **Nouns referring to people**

- **verb + ar/or/ar**
  e.g. teach - teacher, sail - sailor, beg - beggar
- **noun/verb/adjective + ist**
  e.g. motor - motorist, tour - tourist, national - nationalist

- **verb + ant/ent**
  e.g. contest - contestant, study - student

- **noun + an/in**
  e.g. republic - republican, library - librarian

- **verb + ee (passive meaning).**
  e.g. train - trainee

◆ **Nouns formed from verbs**

- **-age** e.g. pack - package
- **-al** e.g. refuse - refusal
- **-ance** e.g. accept - acceptance
- **-ation** e.g. realise - realisation
- **-ence** e.g. differ - difference
- **-ion** e.g. revise - revision
- **-ment** e.g. enjoy - enjoyment
- **-sion** e.g. comprehend - comprehension (verbs ending in -d/-t)
- **-sis** e.g. hypnotise - hypnosis
- **-tion** e.g. prescribe - prescription

◆ **Nouns formed from adjectives**

- **-ance** e.g. important - importance
- **-cy** e.g. vacant - vacancy
- **-ence** e.g. competent - competence
- **-ion** e.g. desolate - desolation
- **-ness** e.g. lonely - loneliness
- **-ity** e.g. formal - formality
- **-ty** e.g. loyal - loyalty
- **-y** e.g. modest - modesty

◆ **Adjectives formed from nouns**

- **-ous** e.g. fame - famous
- **-al** e.g. addition - additional
- **-ic** e.g. hero - heroic
- **-ive** e.g. expense - expensive
- **-ful (with)** e.g. care - careful
- **-less (without)** e.g. care - careless
- **-y** e.g. health - healthy
- **-ly** e.g. friend - friendly

◆ **Adjectives formed from verbs**

- **-able** e.g. like - likeable
- **-ible** e.g. defend - defensible
- **-ive** e.g. conclude - conclusive

◆ **Verbs formed from adjectives**

- **-en** e.g. light - lighten
- **-ise** e.g. legal - legalise
UNIT 4
Nouns - Articles - Word Formation

16 Add the correct prefixes to the words in bold.

1 Kate is now doing a ...post... graduate degree.
2 Mr Bell is an ..........teacher. He retired ten years ago.
3 This is an ..........national company. It has offices all over the world.
4 Sharon is ..........weight for her age and height. She eats very little.
5 John is very ..........social. He is often rude to people.
6 The ..........finals of the championship are next week.
7 You can ..........book a vegetarian meal on this flight.
8 The men tried to ..........code the secret message.
9 The restaurant ..........charged us by £20 for our meal, but we refused to pay until they had checked the bill.
10 When you've finished reading, please ..........place the books on the shelves.

17 Add the correct prefixes to form the opposite of the words in bold.

1 He's an ..........un... interesting person. In fact, he's rather boring.
2 Driving a car without a licence is ..........legal.
3 I'm afraid I ..........agree with what you just said.
4 I can't do this puzzle. It's ..........possible!
5 The cake was ..........resistible, so she ate three pieces.
6 The waiting room is a ..........smoking area.
7 He is ..........literate. He can't read or write.
8 I am ..........decisive about where to go on holiday.
9 The telephone company ..........connected the phone when he failed to pay the bill.
10 His comment was ..........relevant to our discussion.

18 Fill in the correct form of the words in brackets.

A Sophie can be very 1) ..........careless... (care) at times. Although she tries to be 2) ..........help (help) and is always willing to offer her 3) ..........assist (assist), more often than not her 4) ..........clumsy (clumsy) causes great 5) ..........frustrate (frustrate) to her family and friends.

B The 1) ..........organise (organise) of the firework display had been a difficult job, but now the children were shrieking with 2) ..........excite (excite) as each 3) ..........colour (colour) 4) ..........explode (explode) lit up the sky. In the warm glow of the bonfire we could see that every child wore an 5) ..........express (express) of great 6) ..........happy (happy).

C We are having an 1) ..........extend (extend) built to our house. The 2) ..........build (build) have been working on its 3) ..........construct (construct) for two weeks and now it looks quite 4) ..........impress (impress). The extra space will be very 5) ..........use (use).

19 Correct the mistakes.

1 We lost our luggages at the airport.
2 We went to Bath by the car.
3 The police is searching for the stolen painting.
4 Twenty kilometres are too far to travel to school.
5 A very reliable means of transport are the train.
6 The criminal was sentenced to ten years in the prison.
7 Two hovercrafts almost collided at sea yesterday.
8 I have three sister-in-laws.
9 The most people enjoy listening to music.
10 The news are on TV at six o'clock every evening.

20 Cross out the unnecessary word.

1 She likes all the kinds of films.
2 There is a great film on the TV tonight.
3 Millions of people were killed in the World War II.
4 I spent a week looking for an accommodation.
5 Jason is at the work. He'll be back at six o'clock.
6 I want a new car. I want one car with a sunroof.
7 A lot of children learn the English nowadays.
8 She is seriously ill. She's got the malaria.
9 The most people enjoy spending their holidays by the seaside.
UNIT 4
Nouns - Articles - Word Formation

<table>
<thead>
<tr>
<th>Phrasal Verbs</th>
</tr>
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<tbody>
<tr>
<td><strong>do away with:</strong> (tr) 1) abolish, 2) murder</td>
</tr>
<tr>
<td><strong>do up:</strong> (tr) 1) fasten; tie, 2) wrap, 3) repair; decorate, 4) make oneself more attractive, dress up</td>
</tr>
<tr>
<td><strong>do with:</strong> (tr) want; need</td>
</tr>
<tr>
<td><strong>do without:</strong> (tr) live/continue without having sb/sth</td>
</tr>
<tr>
<td><strong>draw in:</strong> 1) (int) (of a bus/train) slow down to stop, 2) (tr) attract people</td>
</tr>
<tr>
<td><strong>draw up:</strong> 1) (of a vehicle) stop, 2) (tr) write sth (a will/a contract, etc)</td>
</tr>
<tr>
<td><strong>fall apart:</strong> 1) (int) break into pieces, 2) (int) end in failure</td>
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<tr>
<td><strong>fall back on:</strong> turn to sb/sth for help when other plans have failed; <strong>turn to</strong></td>
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<tr>
<td><strong>fall behind:</strong> (int) 1) fail to keep up with, 2) be late (with payment)</td>
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<tr>
<td><strong>fall for:</strong> (tr) 1) be deceived, 2) fall in love with sb</td>
</tr>
<tr>
<td><strong>fall in with:</strong> (tr) agree with; <strong>go along with</strong></td>
</tr>
<tr>
<td><strong>fall out (with):</strong> quarrel</td>
</tr>
</tbody>
</table>

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14 Don’t forget to do .......... your shoe laces or you’ll trip over them.
15 Despite months of preparation, their plans fell .......... at the last minute.
16 Jenny’s doing herself .......... at the moment because she’s going to a party tonight.
17 If you fall .......... with the payments, we may take legal action.
18 The parcel that was delivered to my house was done .......... with string.
19 You can always fall .......... your skills as a teacher if you don’t make it as an artist.
20 I’ll fall .......... whatever you plan for the weekend.

---

22 Underline the correct preposition.

1 She had never heard **for/of/from** the effects of global warming.
2 Did you hear **of/about/from** the robbery which took place yesterday?
3 I haven’t heard **of/about/from** Terry since he moved to Australia.
4 I am fed up **of/for/with** tidying up after those boys.
5 She is very fond **with/by** of her baby sister.
6 I have forgiven David **of/for/from** breaking my stereo.
7 Eating fruit and vegetables is very good **to/of/for** your health.
8 Peter is very good **at/to/for** Mathematics.
9 My brother is very good **at/to/for** me. He always looks after me.
10 Tom was upset by his failure **of/in/with** the exam.
11 Richard Branson failed **in/to/with** his attempt to cross the Atlantic in a hot air balloon.
12 Her car failed **in/to/with** start this morning, so she had to call a taxi.
13 I am very grateful **to/of/for** you for all your help with the arrangements.
14 That man looks familiar **to/with/by** me.
15 I am not familiar **to/with/of** the workings of this company yet.
16 He was found guilty **about/of/for** theft and sentenced to three months in prison.
17 She felt very guilty **of/about/for** lying to her parents.
18 Car exhaust fumes are harmful **for/to/of** the environment.
19 Tony hopes **of/for/from** a rise in salary and a promotion this year.
20 I hope **of/for/to** travel the world when I finish university next year.
21 There is no hope **of/for/to** finding a solution to this problem.
22 Vincent Van Gogh is famous **of/to/for** his beautiful paintings.

---

21 Fill in the correct particle.

1 This book is so old that it’s falling .......... apart.
2 We could do .......... a new washing machine. This one is very old.
3 I think Kate and Peter have fallen .......... They aren’t speaking to each other.
4 The car drew .......... next to me, and the driver asked for directions.
5 The slowest runner fell .......... very quickly after the race had started.
6 It’s about time the government did .......... housing tax.
7 We bought an old house last year and now we’re doing it .......... .
8 Mike was so handsome and charming that Sarah fell .......... him immediately.
9 The train drew .......... to the station exactly on time.
10 The politician thought that someone was trying to do .......... him, so he hired a bodyguard.
11 Lots of people fell .......... the comedian’s tricks before he was caught by the police.
12 The landlord drew .......... a contract for the new tenant.
13 Until you can afford to buy a car, you’ll have to do .......... one.
Revision Box

23. Choose the correct answer.

1. Sam hopes...B...an astronaut one day.
   A becoming  B to become  C become

2. I...A...you to the airport in my car if you like.
   A will take  B I'm going to take
   C have taken

3. Jane's work is...B...than Sarah's.
   A good  B better  C best

4. It's cold. I think I...A...another jumper.
   A will put on  B am putting on  C put on

5. Jake...B...at his friend's house last night.
   A stayed  B was staying  C had stayed

6. They advised her...A...a new lock for the door.
   A buy  B to buy  C buying

7. I have...A...money than David.
   A little  B less  C least

8. Would you like...A...to my party tonight?
   A come  B to come  C coming

9. Lisa...A...the house when her husband came home.
   A paints  B was painting  C has painted

10. Sally...B...by the time I get home tonight.
    A is leaving  B will leave  C will have left

11. Ellen...A...all her money by the time the shops closed.
    A had spent  B was spending  C spent

12. You should...B...the windows more often.
    A cleaning  B clean  C to clean

13. Paul...B...for three hours before he left the disco.
    A danced  B had been dancing  C was dancing

14. This time next month we...A...for our holiday.
    A are packing  B will pack  C will be packing

15. This is the...B...day of the year.
    A hot  B hotter  C hottest

16. That dress is rather...B...I can't afford to buy it.
    A expensive  B more expensive  C most expensive

17. Dad has finally managed...A...the television.
    A to fix  B fix  C fixing

18. The doctor made John...B...in bed for a week.
    A staying  B stay  C to stay

19. Jenny seems...A...very happy these days.
    A to be  B being  C be

20. You had better...B...now or you'll be late.
    A leaving  B leave  C to leave

Maxine recently won a competition. The prize was a free ticket to see her favourite band in concert and a chance to meet the band. Look at the prompts and say what Maxine did, using a, an, some or the where necessary, as in the example.

e.g. She bought some new clothes to wear to the concert.

Maxine has been asked to write an account of her evening for a music magazine. Look at the Oral Activity again and complete the article.

When I heard that I had won the competition to see 'Starstruck', I was very excited. First of all, I bought some new clothes to wear to the concert and I went...

...it was a fantastic evening which I will never forget.
UNIT 5
Modal Verbs

✦ The verbs can, could, may, might, must, will, would, shall, should and ought are modal verbs. They do not take a suffix (-s, -ing or -ed). e.g. He should stay here. They are followed by a bare infinitive, except for ought which is followed by a to-infinitive. e.g. They may come tonight. You ought to get a job. They go before the subject in questions and are followed by not in negations. e.g. Can I say something? I couldn’t understand him. Modal verbs do not usually have tenses. They can refer to the present or the future. e.g. I must go now. (present) You must call me early tomorrow morning. (future)

Ability (Can-Could-Be able to)

He was able to climb up the tree.

Can is used in the present and future. Could is the past tense of can. We use be able to to form all the other tenses.

✦ Can = be able to - ability in the present
  e.g. Tom can play the guitar.

✦ will be able to - ability in the future
  e.g. When you graduate, you will be able to get a job.
  But we use can when we decide now about something we will do in the near future.
  e.g. I haven’t got any money now, but I can pay you tomorrow. (= I decide now about something I will do tomorrow.)

✦ Could = used to be able to
  ability in the past (repeated past action)
  We can use was/were able to with no difference in meaning.
  e.g. I could/was able to run fast when I was young.

✦ was/were able to = managed to do ability in the past (single past action)
  We use was/were able to to show that someone had the ability to do something in a particular situation in the past.
  e.g. Although it was dark, he was able to find his way.

✦ We normally use could with the verbs see, hear, smell, taste, feel, understand, guess and remember.
  e.g. She listened carefully and she could hear people talking in the next room.
  (NOT: ... she was able to hear ...)

✦ In negations we can use couldn’t or wasn’t/ weren’t able to with no difference in meaning.
  e.g. I couldn’t/wasn’t able to reach him on the phone.

Obligation/Duty/Necessity (Must-Have to-Should/Ought-Need)

Everyone should recycle their rubbish.

We use must to refer to the present or future.

✦ must = it is your duty/you are obliged to do sth
  e.g. You must listen to your teacher.

✦ have to = it is necessary to do sth
  e.g. We have to be at the airport at 9 o’clock.
  We use must when the speaker decides that something is necessary. We use have to when somebody else other than the speaker has made the decision.
  e.g. I must finish the report by tomorrow. (The speaker decides.)
  I have to finish the report by tomorrow. (Somebody else has made the decision.)

✦ Must and have to have different meanings in questions.
  e.g. Must I tidy my room? (= Do you insist that I tidy my room?)
  Do I have to tidy my room? (= Is it necessary for me to tidy my room?)

✦ Have got to has the same meaning as have to, and is often used in everyday speech.
  e.g. ‘I’ve got to phone Mum tonight.’

✦ We use have to when we need to use other tenses.
  e.g. We had to call for the doctor when Aunt Lucy fainted last night.

✦ should/ought (less emphatic than must)
  Should and ought express duty.
  e.g. People should take ought to take better care of the environment.

✦ need = it is necessary to
  e.g. Need I talk to the boss right away?
UNIT 5 Modal Verbs

NOTE: *Need* can be used as a main verb or as a modal verb with no difference in meaning. When it is used as a main verb it is followed by a to-infinitive and takes - to in the third person singular. We form questions and negations with *do/does*. e.g. *Mike needs to buy* some new clothes. You don’t need to do this right now.

*Need* is used as a modal verb mainly in questions and negations. e.g. *Need I book* a room in advance? (Also: Do I need to book ...?) You needn’t give me a lift home. (Also: You don’t need to ...)

### Absence of Necessity

**Needn’t/Don’t have to/Don’t need to—Didn’t need to/Needn’t have done**

- **needn’t/don’t have to/don’t need to + present infinitive (present or future) = it isn’t necessary to do sth**
  e.g. You needn’t/don’t have to/don’t need to work tonight. (It isn’t necessary for you to work tonight.)

- **didn’t need to/didn’t have to = it was not necessary to do sth**
  This structure suggests that an action did not happen in the past because we knew then that it was not necessary.
  e.g. She didn’t need to/didn’t have to take a taxi. (It wasn’t necessary, so she didn’t.)

- **needn’t + bare perfect infinitive = it was not necessary to do sth, but it was done**
  This structure shows that an action happened in the past, even though it was not necessary.
  e.g. You needn’t have bought any bread. I’d already bought some. (It wasn’t necessary, but you did.)

### Prohibition

**mustn’t/can’t** = it is forbidden to do sth you are not allowed to do sth it is against the rules/law to do sth

- **You mustn’t/can’t drive over 35 mph. (= It’s against the law. You are not allowed to drive over 35 mph.)**

### Fill in the gaps with *can, can’t, could, couldn’t* or *wasn’t able to.*

1. I had my hands full, so I couldn’t/wasn’t able to... open the door.
2. When I was young, I .................. stand on my head.
3. Although he felt ill, he .................. finish all the paperwork.
4. Tony is clever. He .................. speak three languages.
5. I .................. afford that bag. It’s too expensive.
6. Although it was dark, he .................. find his way through the woods.
7. I heard his voice calling me, but I .................. see him.
8. We’re busy tonight, so we .................. come to the party.
9. When I entered the house, I .................. smell fresh bread baking.
10. I .................. drive a car. I learnt when I was eighteen.

### Fill in the gaps with *must, mustn’t* or *needn’t/don’t have to.*

1. A: You ...must... study hard to pass the exams.
   B: I know. I study every evening.
2. A: You .................. be late for your job interview.
   B: I know. I’ll leave early so as to get there on time.
3. A: Shall I collect the children from the party?
   B: No, you .................. collect them. Mrs Shaw is giving them a lift home.
4. A: Do you want me to wait for you after work?
   B: No. you .................. wait. I can walk home by myself.
5. A: You .................. interrupt while people are talking.
   B: No. It’s very bad manners to do that.
6. A: My dog has been ill all week.
   B: Oh dear! You .................. take him to the vet.
7. A: It’s Sally’s birthday on Wednesday.
   B: I know. I .............. remember to buy her a present.
8. A: Shall I wash the dishes for you?
   B: No, you .................. do that. I’ll do them later.

### Fill the gaps with *needn’t have or didn’t need to* and the correct form of the verb in brackets.

1. I ran all the way to work, but I .................. hurry (hurry) because I was the first person to arrive.
2. We .................. (hurry), so we stopped to have lunch on the way.
3. I went to college today, but I .................. (go) as all the lectures were cancelled.
4. I .................. (ask) the way to Lewes, since I’d been there before.
5. I .................. (buy) any food, so I didn’t go to the supermarket.
6. I .................. (buy) any food after all, because we had plenty at home.
7. I .................. (pack) my shorts. as it rained all week.
8. We .................. (pack) many things, as we would only be away for one night.
Logical Assumptions (Must-Can’t/Couldn’t)

- **must** = I’m sure/certain that sth is true
  Must is used in affirmative sentences and expresses positive logical assumptions.
  e.g. It is Sunday. He **must** be at home. (I’m sure he is at home.)

- **can’t/couldn’t** = I’m sure that sth isn’t true, real, etc.
  Can’t and Couldn’t are used in negations and expresses negative logical assumptions.
  e.g. It is Sunday. He **can’t/couldn’t** be at work. (I’m sure he isn’t at work.)

Possibility (Can-Could/May-Might)

- **can + present infinitive** = general possibility - it is theoretically possible
  This structure is used in affirmative sentences to show that something is possible theoretically or in general, that is, when we are not referring to a specific situation.
  e.g. This road **can** get very busy.
  (In general, not in a specific situation.)

- **Could/May/Might + present infinitive** = it is possible/it is likely/perhaps
  It is used to show that something is likely to happen in a specific situation.
  e.g. The roads **could/may/might** get very busy tomorrow afternoon because there is a demonstration. (NOT: The roads **can** get ...)

  **NOTE:** In questions we use **can** (to talk about general or specific possibility), **could** or **might**. We do not use **may**.

  e.g. ‘I got a bouquet of flowers, but there was no card.’
  ‘Who **can/could/might** they be from?’

Probability (Should/Ought)

- **should/ought** = probably
  Should and ought are used to express that something is likely to happen in the present or future.
  e.g. It’s 10 o’clock. He **should/ought** to be home by now.

4. Look at the pictures and answer the questions using **must/can’t**, as in the example.

  e.g. **No, they can’t be in the city.**

- A: Are they in the city? Are they tired? Do they know each other?
- B: Do they go fishing often? Is it winter? Are they bored?
- C: Did they walk up the mountain? Do they enjoy walking? Is the weather very hot?
- D: Has she been interviewing the man? Is she a reporter? Are they in an office?
Study these examples:

I'm sure she knows him well.
Perhaps he will be late.

It's possible that he's working late tonight.
I'm sure she'll be working tomorrow.

I'm sure he didn't know the truth.
Perhaps they have missed the bus.
It's possible he had got lost.

I'm certain he was sleeping.
Perhaps she has been lying.
It's likely they had been hiding.

<table>
<thead>
<tr>
<th>present inf.</th>
<th>present cont. inf.</th>
<th>perfect inf.</th>
<th>perfect cont. inf.</th>
</tr>
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<tbody>
<tr>
<td>She must know him well. He may be late.</td>
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<tr>
<td>He could be working late tonight. She must be working tomorrow.</td>
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<tr>
<td>He can't have known the truth. They might have missed the bus. He may have got lost.</td>
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<tr>
<td>He must have been sleeping. She may have been lying. They could have been hiding.</td>
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5. Complete the sentences using must or can't, as in the example.

1. I'm sure she has gone on holiday.
   She ... must have gone on holiday...

2. I'm certain he doesn't know the secret.
   He .................................................................

3. I'm certain Mike hasn't got a new car.
   Mike .................................................................

4. I'm sure Susan has paid the phone bill.
   Susan .................................................................

5. I'm sure they don't live here.
   They .................................................................

6. I'm sure they left the party early.
   They .................................................................

7. I'm certain he didn't call me.
   He .................................................................

8. I'm certain Marie sent you a birthday card.
   Marie .................................................................

9. I'm sure she has been keeping secrets from me.
   She .................................................................

10. I'm certain she is looking for a new job.
    She .................................................................

11. I'm sure David didn't go to the supermarket.
    David .................................................................

12. I'm certain he is working at the library.
    He .................................................................

6. Rephrase the following sentences in as many ways as possible.

1. It's likely they have gone to the cinema.
   They .................................................................

2. Perhaps they are asleep already.
   They .................................................................

3. It's likely he hasn't been promoted.
   He .................................................................

4. It's possible she called while we were out.
   She .................................................................

5. It's likely we will go shopping this afternoon.
   We .................................................................

6. Perhaps he is outside in the garden.
   He .................................................................

7. It's possible they didn't receive our message.
   They .................................................................

8. Perhaps she is visiting a friend.
   She .................................................................

7. Fill in can, can't, must, mustn't, needn't or have to.

1. A: Is Jason at work today?
   B: He ...can't... be. His car isn't in the car park.

2. A: I can't do my German homework. It's too difficult.
   B: I'll help you. I ......... speak German.

3. A: I'm going to watch television.
   B: Alright. But you ......... stay up too late.

4. A: We ......... book a taxi to take us to the airport.
   B: I'll do it now.

5. A: I didn't know Rachel was in the choir.
   B: Oh yes. She ......... sing beautifully.

6. A: Shall I cook dinner tonight?
   B: No, you ......... . We're going to a restaurant.

7. A: Has Tim bought a car yet?
   B: He ......... have. I saw him on the bus yesterday.

8. A: She ......... be very rich.
   B: Yes. She's got a huge house and an expensive car.

9. A: I did the washing-up for you.
   B: Oh, you ......... have, but it was kind of you.

10. A: Would you like to come to my party on Saturday night?
    B: I'd like to, but Mum says I ......... visit my grandparents.
UNIT 5
Model Verbs

Permission
(Can/Could/May/Might)

Can/Could/May/Might I ...? = Do you/Would you mind if ...?
Could and may are more polite than can. Might is formal. May and Might are used to ask for permission when we do not know the other person very well. We normally reply with: ‘Certainly.’ ‘Of course.’ ‘Why not?’ ‘No, I’m afraid you can’t.’
Examples:
- Can I use your pen for a minute? ‘Of course.’
- May I see the manager, please? ‘Certainly.’

Giving permission

Can/may = you are allowed to do sth
(can - informal, may - formal)
May is usually used in writing.
Examples:
- You may make a phone call here.
- We do not use could or might to give permission.
- Could I borrow your dictionary? ‘Yes, you can.’
- Yes, you may. (NOT: Yes, you could.)

Refusing permission

Can’t/mustn’t/may not = you are not allowed to do sth
May not is formal and is usually used in writing.
Examples:
- I’m sorry, but you can’t/mustn’t use the fax.
- Customers may not enter this area.
- We do not use couldn’t to refuse permission.
- Could I stay a little longer? ‘I’m sorry, but you can’t.’ (NOT: I’m sorry, but you couldn’t.)

Talking about permission

We use can and be allowed to to refer to laws or regulations.
Examples:
- All citizens over the age of 18 can/are allowed to vote. (law)
- There is a difference in meaning between may and be allowed to in questions.
- Study the examples:
  - e.g. a) May I use your phone? (= Will you allow me to use your phone?)
  - b) Are we allowed to use the office phone? (= What is the rule?)
- We use could or was/were allowed to to say that we had general permission to do something in the past.
- We use was/were allowed to and not could, to say that we had permission to do something in a particular situation in the past.
Examples:
- I could/was allowed to go to parties when I was young. (I was allowed to go to parties in general.)
- BUT: I was allowed to go to John’s party last night.
  (NOT: I could go ... as this is a particular situation.)

Fill in the gaps with could or was/were allowed to.

1. The children ...were allowed to... go to the cinema on their own yesterday.
2. When I was young, we ...wear whatever we liked to school.
3. Peter ...watch a concert on TV last night, although it was on quite late.
4. When we were children, we ...play outside until it got dark.
5. Yesterday, we ...bring our favourite toys to school.
6. When Dennis lived with his parents, he ...come in at whatever time he liked.

Underline the correct word(s).

Examples:
1. A: Could I sleep at my friend’s house tonight?
   B: Yes, of course you could/can.
2. A: I could/was allowed to go to the disco last night.
   B: Was it good fun?
3. A: Can/Might I have a biscuit please, Mum?
   B: Of course. Help yourself.
4. A: Excuse me, sir. May I/am I allowed to leave the room?
   B: Yes, but don’t be too long.
5. A: Must/Might I borrow these files for a moment, sir?
   B: Certainly. Take whatever you need.
6. A: Might I use your pen?
   B: Of course you may/might.
7. A: May I/am I allowed to park in the company car park?
   B: Of course you are!
Requests (Can/Could/Will/Would/May/Might)

◆ Can/Could/Will/Would you ...?
We use this structure to ask someone to do something for us. Can and will are informal. Would and could are more polite than can and will.
e.g. Can/Will you get me a glass of water? (informal)
Could/Would you type these letters for me, please? (more polite)

We normally reply with: ‘Yes, I’d (would) be happy to.’/’Yes, I’d be glad to.’/’Certainly.’/’Of course.’/’I’m sorry, but I can’t.’

◆ May/Might/Can/Could I ...?
We use this structure to ask for something politely. Might is formal and is not often used.
e.g. Can/Could/May I have a piece of that cake, please?

We normally reply with: ‘Certainly.’/’Yes, certainly.’/’Of course.’/’Yes, of course.’

Suggestions (Shall/Can/Could)

◆ Shall I/we ...?
I/We can/could  
Why don’t we ...?/How about ...?/
I’d rather not. We can/could go to the cinema instead.

◆ We use shall in questions when we are asking for suggestions or instructions.
e.g. ‘Where shall I put these flowers?’

Advice (Should/Ought/Must)

◆ I’ll = I’m willing to do something (informal)
e.g. You look tired. I’ll do the ironing for you.

◆ Shall/Can/Could I/we ...? = Would you like me/us to ...?/Do you want me/us to ...?
e.g. Shall/Can/Could I give you a hand with the preparations?

You should always wear a life jacket when you go canoeing.

◆ should/ought + present infinitive = I advise you to/You had better do sth

◆ We use must to give strong advice. Compare the examples:
e.g. ‘You must follow a healthy diet,’ the doctor said to me. (an order which is likely to be obeyed)
e.g. ‘You should follow/ought to follow a healthy diet,’ my friend said to me. (a piece of advice which may or may not be followed)
UNIT 5  
Model Verbs

Criticism (Should/Ought)

The owners shouldn't have left/ought not to have left the window unlocked.

◆ should/ought + perfect infinitive = it would have been better if you had...
We use these structures to criticise someone else's actions.
E.g. You should have come/ought to have come to me for help. (But you didn't.)

2 Liz bought an expensive jacket yesterday and now she hasn't got enough money for the rest of the week. She __________________________ (buy) such an expensive jacket.
3 Your sister eats a lot of junk food which is bad for her health. You __________________________ (eat) so much junk food.
4 Mr Jackson had a stiff back. He lifted some heavy boxes and now his back is worse. He __________________________ (lift) those heavy boxes.
5 Tony always drives too fast. Yesterday, he was arrested for speeding. He __________________________ (drive) more slowly.
6 Sally is clumsy. She is always breaking things. She __________________________ (be) more careful.
7 Paul didn’t do his homework. The teacher punished him. He __________________________ (do) his homework.
8 Amy borrowed her brother's car without asking. He was very angry. She __________________________ (borrow) his car without asking.

10 Fill in shall or will.

1 A: ...Shall... I help you with the washing-up?
   B: No, I can manage by myself.

2 A: __________________________ we have pizza for dinner tonight?
   B: I'd rather have steak.

3 A: __________________________ you carry this for me, please?
   B: Certainly. It looks heavy.

4 A: What __________________________ we buy for Bob's birthday?
   B: I think he’d like a book.

5 A: __________________________ you answer the phone, please?
   B: Of course.

6 A: Where __________________________ we sit in the classroom?
   B: Next to the window.

7 A: __________________________ you take the rubbish outside for me, please?
   B: Yes, in a minute.

8 A: __________________________ we have a barbecue next weekend?
   B: Yes, if the weather’s fine.

9 A: __________________________ you babysit for me tonight?
   B: I'm sorry, but I can't.

10 A: __________________________ we try this new recipe tonight?
    B: Yes. We've got all the ingredients.

12 Underline the correct word(s) in bold.

1 A: I found a briefcase on the train.
   B: You ought to/can take it to the police station as soon as possible.

2 A: Did you get some money from the bank?
   B: No, I didn't need to/needn't. I had enough in my wallet.

3 A: Sorry I'm late again.
   B: You should/might wear a watch.

4 A: Couldn't/May I speak to Claire, please?
   B: Just a moment, please. I'll call her.

5 A: We could/must go out for a meal this evening, if you like.
   B: Oh, yes. That would be nice.

6 A: I wonder if Paul and Jim have got lost.
   B: They can't/mustn't have got lost because I gave them a map.

7 A: Could/Would I use your telephone, please?
   B: Yes. of course.

8 A: Was the exam very difficult?
   B: Yes, but I can/was able to answer all the questions.

9 A: We mustn't/needn't go shopping this week. We've got plenty of food.
   B: Alright. We'll go next week instead.

10 A: Should/May I sit down, please?
    B: Yes, of course. Make yourself at home.

11 A: When will/shall I visit you next?
    B: You can/must call in tomorrow, if you like.

12 A: Helen should be here by now.
    B: She ought to/could have missed the train.
Expressions Similar to Modal Verbs

¶ Be supposed to + infinitive (= should)
This structure is used to show that someone else expects us to do something.
e.g. I’m supposed to work this weekend. (My boss expects me to do so.)

¶ Be to + infinitive (= must) is used to give orders.
e.g. You are to stay here until I return.
This medicine is to be taken three times a day.

¶ Be likely to + infinitive/It is likely that + clause (= probably - more emphatic than may but less emphatic than should/ought). They are used to express possibility.
e.g. The Austrian racing driver is likely to win the race.
It is likely that the Austrian racing driver will win the race.
Is Mary likely to get the job she applied for?

MATCH THE ITEMS IN COLUMN A TO THEIR SYNONYMS IN COLUMN B.

A
1. You mustn’t ...
2. You can’t be ...
3. You needn’t ...
4. They ought to ...
5. She didn’t need to ...
6. You should ...
7. May I ...?
8. We needn’t have ...
9. He was able to ...
10. Shall we ...?
11. You must ...
12. They must be ...

B
a. You are supposed to ...
b. It wasn’t necessary for us to ...
(c. but we did)
c. Let’s ...
d. He managed to ...
e. They had better ...
f. It is forbidden ...
g. I’m sure they are ...
h. Do you mind if I ...?
i. You are to ...
j. It isn’t necessary for you to ...
k. I’m certain you aren’t ...
l. It wasn’t necessary for her to ...

13. Answer the questions using a suitable modal verb.

1. Are the men criminals?
   They may be criminals.
2. Are they trying to escape?
3. Are they in the countryside?
4. Is it a cloudy day?
5. Is this their own boat?
6. Are they going to a hiding place?
7. Are the police chasing them?

14. REPHRASE THE FOLLOWING SENTENCES IN AS MANY WAYS AS POSSIBLE.

1. It is possible that Sue will be late this evening.
   Sue may/might/could be late this evening. Sue is likely to be late this evening.
2. I’m sure David isn’t going to the party tonight.
UNIT 5
Modal Verbs

Functions of Modal Verbs

Expressing ability
a) Terry is twenty years old. He can drive a car. (present)
b) When he was ten, he could / was able to ride a bicycle. (past repeated action)
c) Paula was able to climb to the top of the mountain. (managed to do; past single action)

Expressing lack of ability
a) Sue can’t dance. (present)
b) He couldn’t / wasn’t able to play chess when he was younger. (past repeated action)
c) She couldn’t / wasn’t able to finish the book. (past single action)

Expressing obligation / duty / necessity
a) You must attend the meeting. (You are obliged to / You have to / You need to / it is necessary.)
b) I must attend the meeting. (I have decided.)
c) I have to attend the meeting. (Someone else has decided.)
d) We ought to / should respect the elderly. (Less strong than must)
e) Need I buy her a present? (Is it necessary?)

Expressing absence of necessity
a) She doesn’t need to / doesn’t have to / needn’t do the shopping. I’ll do it later. (It isn’t necessary.)
b) She didn’t need to / didn’t have to do the shopping as I had already done it. (It wasn’t necessary for her to do it.)
c) She needn’t have done the shopping. (It wasn’t necessary for her to do the shopping, but she did.)

Expressing prohibition
You mustn’t / can’t be late for work. (It’s forbidden / you aren’t allowed to / it’s against the rules / law)

Expressing certainty
a) He must be at home. (Positive: I’m sure he is.)
b) He can’t be sleeping. (Negative: I’m sure he isn’t.)

Expressing probability
He ought to / should be in now. (He is probably in.)

Expressing possibility
a) It can get very hot in July. (It is theoretically possible)
b) We could / may / might be a little late. (It is possible)
c) He could / might have been injured. (But he wasn’t)

Expressing ability
a) Can I ask you a question, please? (informal)
b) Could I ask you a question, please? (more polite)
c) May / Might I ask you a question, please? (formal)

Giving / Refusing permission
a) You can park your car here. (informal)
b) You may park your car in this area. (formal - usually written)
c) You can’t / mustn’t use this phone. (informal)
d) You may not use this phone. (formal - usually written)

Talking about permission
a) All students can / are allowed to use the library. (regulation)
b) I could / was allowed to go out alone when I was 18. (general permission)
c) I was allowed to go out alone last night. (permission for one particular action)

Making requests
a) Can / Will you explain this to me? (informal)
b) Could / Would you explain this to me? (more polite)
c) Can I have some water? (informal)
d) Could / May I have some water? (formal)
e) Might I have some water? (very formal)

Making offers
a) I’ll help you with your essay. (I’m willing to help you.)
b) Shall / Can / Could I carry this bag for you? (Would you like me to / Do you want me to do it?)

Making suggestions
a) Shall we visit Grandma this weekend? (Why don’t we...? / How about...? / What about...? / Let’s...)
b) We can / could go to a concert tonight. (What is your suggestion?)

Giving advice
a) You ought to / should study harder. (I advise you to)
b) You must study harder. (I strongly advise you to)

Expressing criticism
a) You ought to / should have been more careful. (It would have been better if you had been more careful.)
16. **Rephrase the following sentences in as many ways as possible.**

1. You had better ask your teacher to help you with your studies. 
   ...You ought to/should ask your teacher to help you with your studies...
2. Can you hold this bag for me, please?
3. Why don’t we go for a picnic this weekend?
4. It wasn’t necessary for John to go to work because it was Sunday.
5. We managed to do the puzzle, although it was difficult.
6. You are to report to the manager as soon as you reach Manchester.
7. You are forbidden to enter this area.
8. Do you mind if I take this chair?
9. You don’t need to feed the dog. I’ve already done it.
10. You ought to have locked the doors when you went out.
11. I strongly advise you to take legal action.
12. We are supposed to obey the law.

17. **Choose the correct answer.**

1. Shall I make you a cup of tea?  
   A. Yes, please.  B. No, you won’t.
2. Would you help me please? My car won’t start.  
   A. I’d be happy to.  B. Yes, I would.
3. Could you open the door for me, please?  
   A. Yes, I could.  B. Of course.
4. Can you do the washing-up for me, please?  
   A. No, I may not.  B. No problem.
5. We could go for a walk this afternoon.  
   A. That’s a nice idea.  B. No, we might not.
6. Could I sit down for a minute, please?  
   A. Yes, of course.  B. No, you couldn’t.
7. Can I get you anything, madam?  
   A. No, you can’t.  B. No, thank you. I’m just looking.
8. Can I go and play football now, please?  
   A. Not at all.  B. Yes, if you like.
9. Shall I pick you up from work this evening?  
   A. Yes, please.  B. No, you won’t.
10. Will you hold this box for me, please?  
    A. Yes, I may.  B. Certainly.

18. **Complete the sentences, as in the example. Sometimes more than one answer is possible.**

<table>
<thead>
<tr>
<th>Modal</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You <strong>can</strong> go to the cinema.</td>
<td>giving permission</td>
</tr>
<tr>
<td>2. You <strong>must</strong> have any sweets.</td>
<td>refusing permission</td>
</tr>
<tr>
<td>3. <strong>Let’s</strong> we go for a walk?</td>
<td>making a suggestion</td>
</tr>
<tr>
<td>4. <strong>May</strong> I stay at Paul’s house tonight, please?</td>
<td>asking for permission</td>
</tr>
<tr>
<td>5. You <strong>shouldn’t</strong> have worked harder.</td>
<td>expressing criticism</td>
</tr>
<tr>
<td>6. You <strong>mustn’t</strong> talk in the library.</td>
<td>expressing prohibition</td>
</tr>
<tr>
<td>7. Sally <strong>has to</strong> invite us to her party.</td>
<td>expressing possibility</td>
</tr>
<tr>
<td>8. They <strong>must</strong> be lost.</td>
<td>expressing a positive logical assumption</td>
</tr>
<tr>
<td>9. You <strong>have to</strong> do your homework before you go out.</td>
<td>expressing obligation</td>
</tr>
<tr>
<td>10. She <strong>has to</strong> be older than me.</td>
<td>expressing a negative logical assumption</td>
</tr>
<tr>
<td>11. Steve <strong>ought to</strong> walk. He’s broken his leg.</td>
<td>expressing lack of ability</td>
</tr>
<tr>
<td>12. <strong>I must</strong> I paint the fence for you?</td>
<td>making an offer</td>
</tr>
</tbody>
</table>

19. **Rephrase the following sentences in as many ways as possible.**

1. Why don’t we go to Spain on holiday this year?  
   ...We can/could go to Spain on holiday this year...
2. Perhaps Tony has gone to work early.
3. Policemen are obliged to wear a uniform while on duty.
4. Simon managed to climb the mountain, although it was steep.
5. It is forbidden to sound the alarm for no reason.
6. How about watching a video this evening?
7. I’m certain Martin heard me calling him.
8. I’m sure Paul isn’t an engineer.
UNIT 5
Modal Verbs

20 Choose the correct answer.

1. ‘Has your pen? Mine doesn’t work.’
   A. Needn’t  B. Can  C. Ought

2. ‘I __________ go to the bank. I haven’t got any money.’
   A. must  B. mustn’t  C. may

3. ‘Lizzie __________ spell her name before she was three.’
   A. might  B. could  C. must

4. ‘__________ you help me with the shopping, please?’
   A. Must  B. Shall  C. Will

5. ‘__________ to the post office. I’ll go later.’
   A. needn’t  B. might  C. must

6. ‘__________ to study hard for your exams.’
   A. need  B. can’t  C. shall

7. ‘__________ to be at work by nine o’clock.’
   A. must  B. should  C. are

8. ‘No reporters __________ approach the scene of the accident.’
   A. might have  B. were allowed to  C. needn’t

9. ‘We __________ phone Mary. It’s her birthday today.’
   A. needn’t  B. ought to  C. are able to

10. ‘What time __________ I pick you up from work?’
    A. mustn’t  B. will  C. shall

8. ‘__________ you open the door for me, please?’
   ‘Yes, certainly.’
   A. Shall  B. Must  C. Would

9. ‘Ben had a hard time trying to find the leak in the pipe.’
   ‘But he __________ stop it, wasn’t he?’
   A. was allowed to  B. was able to  C. could

10. ‘I saw Tina in town last night.’
    ‘You __________ have seen her. She’s on holiday in Spain.’
    A. would  B. could  C. can’t

11. ‘Where’s Colin?’
    ‘I’m not sure. He __________ be in the study.’
    A. might  B. will  C. ought

12. ‘I feel very tired today.’
    ‘You __________ have stayed up so late last night.’
    A. shouldn’t  B. could  C. might

13. ‘Did you phone Alan yesterday?’
    ‘No, I __________. He came round to see me.’
    A. didn’t need to  B. needn’t  C. have to

14. ‘__________ you give me a lift to work tomorrow?’
    ‘Yes. I’ll pick you up at eight o’clock.’
    A. May  B. Shall  C. Will

15. ‘__________ I help you, madam?’
    ‘Yes, I’m looking for the manager.’
    A. Would  B. Must  C. May

21 Choose the correct answer.

1. ‘You __________ pay the bills today.’
   ‘I know. I promise I won’t forget.’
   A. would  B. shall  C. must

2. ‘__________ we go to the beach tomorrow?’
   ‘Yes. That’s a great idea.’
   A. Shall  B. Mustn’t  C. Would

3. ‘I’m going to the cinema. Do you want to come with me?’
   ‘No, thank you. I __________ do my homework.’
   A. could  B. would  C. have to

4. ‘You __________ put that shirt in the washing machine.’
   ‘I know. It has to be dry-cleaned.’
   A. must  B. mustn’t  C. couldn’t

5. ‘Was your suitcase very heavy?’
   ‘Yes, but I __________ carry it by myself.’
   A. was able to  B. can’t  C. ought

6. ‘__________ you drive?’
   ‘Yes, but I haven’t got my own car.’
   A. Might  B. Should  C. Can

7. ‘I __________ ride a bicycle until I was eight.’
   ‘Neither could I.’
   A. couldn’t  B. could  C. can’t

22 Imagine you’re a detective. You are at the scene of a crime and have found some clues. Look at the things you have found and answer the questions below using must and can’t.

1. Were the thieves wearing gloves?
   ... They can’t have been wearing gloves...
2. How many thieves were there?
3. How did they get into the house?
4. Did they have a getaway car?
5. Were they looking for something?
6. Did they want money?
**IN OTHER WORDS**

Study these examples. The second sentence has a similar meaning to the first sentence.

1. It’s forbidden to go near the launch pad.
   **mustn’t** You **mustn’t** **go** near the launch pad.
   **allowed** You **aren’t** **allowed** **to** **go** near the launch pad.

2. I advise you to send them a letter of apology.
   **should** You **should** **send** them a letter of apology.
   **ought** You **ought** **to** **send** them a letter of apology.

3. I’m certain Andrew didn’t reveal your secret.
   **can’t** Andrew **can’t** **have** revealed your secret.

4. Let’s discuss this over lunch.
   **can** We **can** **discuss** this over lunch.

5. Do you think Laura will leave for Chicago earlier than she thought?
   **likely** Is Laura **likely** **to** **leave** for Chicago earlier than she thought?

6. It isn’t necessary for Ron to pay for our tickets.
   **have** Ron **doesn’t** **have** **to** **pay** for our tickets.
   **need** Ron **doesn’t** **need** **to** **pay** for our tickets.

7. I’m sure Robert realised how wrong he was.
   **must** Robert **must** **have** **realised** how wrong he was.

8. It is possible that they will sell their house.
   **may** They **may** **sell** their house.

9. It wasn’t necessary for her to come early, but she did.
   **have** She **needn’t** **have** **come** early.

10. Everyone is supposed to pay taxes to the government.
    **should** Everyone **should** **pay** taxes to the government.

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**23 Complete each sentence with two to five words, including the word in bold.**

1. I’m sure the books are in this cupboard.
   **must** The books **...must be in this...** cupboard.

2. Let’s have lunch in half an hour.
   **can** We **......** **in half an hour.**

3. It isn’t necessary for you to work on Saturday.
   **have** You **......** **on Saturday.**

4. I advise you to open a bank account.
   **should** You **......** **a bank account.**

5. It is possible that she has forgotten to call.
   **may** She **......** **to call.**

6. It wasn’t necessary for him to buy a gift, but he did.
   **have** He **......** **a gift.**

7. Perhaps Alice is at the hairdresser’s.
   **could** Alice **......** **the hairdresser’s.**

8. I advise you to have your car serviced.
   **should** You **......** **car serviced.**

9. I’m sure Sylvia didn’t mean what she said.
   **can’t** Sylvia **......** **what she said.**

10. It wasn’t necessary for him to help me, but he did.
    **have** He **......** **me.**

11. It’s forbidden to take your bag into the building.
    **mustn’t** You **......** **into the building.**

12. I’m sure she understood what I was saying.
    **have** She **......** **what I was saying.**

13. Perhaps he took the train to work this morning.
    **may** He **......** **the train to work this morning.**

14. Running in the corridors is forbidden.
    **allowed** You **......** **in the corridors.**

15. Is it possible that Jane is leaving school at the end of this week?
    **be** Could **......** **at the end of this week?**

16. We’ll probably have a party for Simon’s birthday.
    **likely** It’s **......** **for Simon’s birthday.**

17. I’d better start studying for my exams soon.
    **ought** I **......** **for my exams soon.**

---

**Underline the correct word(s).**

1. A: **Shall/Would/Could** I speak to the manager, please?
   B: I’m afraid he’s busy at the moment.

2. A: The Taylors brought us a bouquet of flowers for our anniversary.
   B: They **needn’t/couldn’t/mightn’t** have done that, but it was very kind.

3. A: **Could/May/Shall** you tell me where the bank is, please?
   B: Certainly. It’s on the corner.

4. A: You **mustn’t/needn’t/couldn’t** clean the floor.
   B: Oh, have you done it already?

5. A: **Would/Shall/Will** we go for a walk this afternoon?
   B: Why not? It’s a lovely day.

6. A: **Can/Shall/Would** I have a milkshake, please?
   B: Yes, of course. What flavour would you like?

7. A: **May/Should/Would** I borrow your pen, please?
   B: Yes, of course. Be my guest.

8. A: **Shall/Will/Would** I pour you a glass of orange juice?
   B: Yes, please. **Could/May/Shall** you put some ice in it, too?

   B: Oh, no! You **shouldn’t/mustn’t/can’t** have done that. They have to be dry-cleaned.

10. A: Where’s Alan?
    B: Well, it’s five o’clock. He **ought/mustn’t/needn’t** to be here by now.

11. A: What are you doing on Saturday morning?
    B: **I have/to/will/should** go into the office for a couple of hours.

12. A: I want to get a better job.
    B: **You didn’t need to/should/needn’t** get some more qualifications.
UNIT 5
Model Verbs

25 Add the correct prefixes to form derivatives.

1 Carl is very .......... social and doesn’t like to be with other people.
2 The fact that Tony and Sue caught the same plane was a .......... incidence.
3 Simon is .......... lingual — he is fluent in both French and English.
4 The thieves managed to .......... activate the alarm before entering the building.
5 This exam gives you an .......... nationally recognised degree.
6 I forgot to set my alarm and I .......... slept.
7 After the earthquake, the town was slowly .......... built.
8 Tara was so nasty to Bob — her behaviour was .......... forgivable.
9 Brian had to .......... write several chapters of his book before it could be published.
10 Daniel is very .......... reliable — he never turns up for anything.

26 Fill in the blanks with the correct form of the word in brackets.

1 His ambition in life is to become a famous .......... actor (act)
2 The fireworks at the party were very .......... (impress)
3 Body language is an important part of .......... (communicate)
4 He is very .......... and uses hand gestures to emphasise whatever he says. (express)
5 The .......... was very proud of his time machine. (invent)
6 Many jobs require workers to wear .......... clothing. (protect)
7 The .........., from the gas plant took us all by surprise. (explode)
8 His most valuable .......... is a gold pocket-watch. (possess)
9 Her knowledge of the region is quite .......... (extend)
10 She has an amazing .......... of seashells. (collect)
11 One of the most popular .......... at the funfair is the Ghost Train. (attract)
12 Claire is a .......... girl and gets upset very easily. (sense)
13 The audience showed their .......... of the performance by cheering loudly. (appreciate)
14 Although she will be ninety this year, she is still a very .......... woman. (act)
15 These chemicals are .......... and should be treated with extreme care. (explode)
16 We could tell from the .......... on his face that he was very angry. (express)

Common mistakes

- You should to exercise regularly. ✓
- You should exercise regularly. ✓
- I must study very hard last week. x
- I had to study very hard last week. ✓
- Although he didn’t feel well yesterday, he could finish his work. x
- Although he didn’t feel well yesterday, he was able to finish his work. ✓
- Need I to pay cash for my ticket? x
- Need I pay cash for my ticket? ✓
- The shops can be very crowded tomorrow because it’s the last shopping day before Christmas. x
- The shops could/may/might be very crowded tomorrow because it’s the last shopping day before Christmas. ✓
- May this letter be from my friend? x
- Can/Could/Might this letter be from my friend? ✓
- ‘Could you lend me some money?’ ‘Of course I could.’ x
- ‘Could you lend me some money?’ ‘Of course I can.’ ✓
- I could watch the late film on TV last night. x
- I was allowed to watch the late film on TV last night. ✓

27 Correct the mistakes.

1 ‘Could you help me lift this box?’ ‘Of course I could.’
2 I could go to Emma’s party last Saturday.
3 Need I to book a table in advance?
4 May these flowers be from your fiancé?
5 Although she was exhausted, she could finish the race.
6 You should brush your teeth twice a day.
7 I must have my car repaired last month.
8 The bus can be late today because there is a lot of traffic.

28 Cross out the unnecessary word.

1 They shouldn’t have called the police.
2 Paul was able to change the flat tyre by himself.
3 She needn’t to have bought such an expensive dress.
4 The Prime Minister is to will give a speech at the conference tomorrow.
5 Jennifer is likely that to look for another job.
6 How about we driving to the coast?
7 That can’t to have been Paul. He’s on holiday in Jamaica.
8 Would you mind if my staying here for a couple of days?
9 They might have been forgotten about our meeting.
10 Jack has had to see the General Manager yesterday.
### Phrasal Verbs

get across: (tr) communicate ideas; become understood
get along (with): be on friendly terms; get on (with)
get at: 1) (tr) reach; find, 2) (int) imply
get away: avoid capture
get away from: avoid
get away with: (tr) 1) escape punishment for wrongdoing, 2) escape capture with stolen goods
get by: (int) survive despite difficulties
get down to: (tr) start doing sth seriously
get off: 1) (int) avoid punishment, 2) start a journey
get off with: (tr) not be punished; be treated leniently
get on: 1) (int) advance; make progress, 2) become late; get nearer 3) (int) have a friendly relationship with; get along
get on with: (tr) 1) be on good terms with; get along with, 2) continue after an interruption
get over: 1) recover, 2) overcome
get round: (int) to spread (news)
get round to: (tr) find the necessary time to do sth
get through: 1) (tr) finish (a piece of work), 2) (int) survive through difficult times, 3) (tr) use up all of sth (supplies, money, etc), 4) (tr) reach sb by telephone; get through to
get to: (tr) have an effect on sb’s feelings

There’s no getting ……………… giving taxes.
What he said really got ……………… her, and she started to cry.
Despite the cold, they got ……………… the winter without too many problems.
Bill got ……………… his illness quickly and returned to work.
By the time we got home, it was getting ……………… for midnight.
The burglars got ……………… the jewellery.
After several attempts, I finally got ……………… the radio station.
No one should get ……………… breaking the law.
The news got ……………… the office fast.
No problem is too big to get ………………
The thieves managed to get ……………… even though the police were looking for them.
I can’t get ……………… that box because the shelf it’s on is too high.
Susan got ……………… the work quickly, so she was able to leave early.

### 30 Underline the correct preposition.

1. I have a high opinion of/on/for Sarah’s teacher.
2. Tom refused to join on/in/for the football match.
3. I’ve lost my earring. Will you help me look after/for/at it?
4. I need someone to look at/after/for my children while I’m at work.
5. I looked closely after/at/for the man, but I didn’t recognise him.
6. I mistook that woman for/of/about my French teacher.
7. She earns hardly enough money to live on/with/for.
8. Since the company changed management there has been an increase on/of/in profits.
9. It is rude to laugh at/with/for other people.
10. What he lacks of/in/to size he makes up for in strength.
11. Her lack of/in/with confidence was the reason she didn’t get the job.
12. I have no intention of/for/to selling my car.
13. There is no need of/about/such childish behaviour.
14. Some people had objections about/to/for the proposed changes.
15. The new teacher made a great impression on/by/with the class.
16. The manager was impressed with/on/of the new player’s technique.
17. Jane likes to be comfortable, so she is not keen in/at/on camping.
18. Sam is keen on/to/of join the army when he leaves school.
19. Take no notice from/for/of Amanda. She’s showing off.
20. I don’t want to get involved on/about/in this argument.
22. She is completely ignorant for/about/to computer technology.
31  Put the verbs in brackets into the correct tense.

Dear Phil,

1) I'm writing (write) to tell you about the plans for the school Summer Fun Day. We 2) .................................. (already/put) some tables in the school field, but I don't think there 3) ....................... (be) enough, so we 4) .................................. (probably/borrow) some more.

I 5) .................................. (arrange) for the mayor to come and open the event. He 6) .................................. (arrive) at ten o'clock on the day and the headmaster, Mr. Pearson, 7) .................................. (take) him on a guided tour of the school.

We 8) .................................. (go) shopping yesterday to buy some prizes for the competitions. We also 9) .................................. (buy) some coffee, tea, orange juice and biscuits for the refreshments stall.

Anyway, as you can see, everything is almost ready. I hope everything 10) .................................. (go) well. See you on Saturday at the fair!

Lily

5  A: .................................. (you/ever/go) to Spain?
   B: No, but Chris .................................. (go) there last summer.

6  A: Were you at home when I called you?
   B: Yes, but I .................................. (cut) the grass and I didn’t hear the phone.

7  A: Steve is a famous singer now.
   B: Yes. He .................................. (make) his first record in 1993.

8  A: Why did you pay for the meal last night?
   B: Because Joe .................................. (lose) his wallet, so he couldn’t pay.

9  A: Why are you in such a hurry?
   B: Because I'm going to the theatre and the play .................................. (start) in ten minutes.

10 A: Shall we go for a picnic tomorrow?
    B: I can't. My cousins .................................. (come) to visit tomorrow.

11 A: I can't believe we're going on holiday in a few days.
    B: Just think. This time next week, we .................................. (ski) in the Alps.

33  Choose the correct answer.

When Simon woke up, he knew it 1) ...B... a good day.

The sun was shining through the curtains and he felt strangely 2) .......... . Today was 3) .......... day he had been waiting for. Six weeks 4) .......... Simon had taken his school exams. He had been 5) .......... nervous, but he had told himself, 'I 6) .......... for months and I know I can pass. I'll stay calm and, by the time the exam finishes, I'll have answered every question as 7) .......... as I can.'

And now the day when Simon would 8) .......... his results had come. He ran down the stairs and picked up the large envelope which 9) .......... on the mat. His hands were shaking as he read the results. He 10) .......... with top marks!

32  Put the verbs in brackets into the correct tense.

1  A: What does Tony do for a living?
   B: He ........................ (work) for a large company in London.

2  A: Are you busy this evening?
   B: Yes. I .................................. (meet) some friends at eight o'clock.

3  A: Mum .......................... (bake) all morning.
   B: I know. She .......................... (make) a lot of cakes.

4  A: Is Simon going to school today?
   B: No. He .......................... (feel) ill all week, so he's going to stay in bed.

5  A: .................................. (you/ever/go) to Spain?
   B: No, but Chris .................................. (go) there last summer.

6  A: Were you at home when I called you?
   B: Yes, but I .................................. (cut) the grass and I didn’t hear the phone.

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11 A: I can't believe we're going on holiday in a few days.
    B: Just think. This time next week, we .................................. (ski) in the Alps.

1  A is going to be
2  A excited
3  A one
4  A since
5  A very
6  A have been studying
7  A good
8  A to get
9  A was lying
10 A passed
C will be
B was going to be
B excited
B the
B before
B far
C was studying
B well
B getting
B lies
C has passed
B had passed
C best
C get
C after
C much
C a
C after
C before
C far
C study
C well
C get
C after
C much
C a
Revision Box

34 Underline the correct word.

1 Tony’s new job involves travelling/to travel around the country.
2 David is eighteen. He is too old to join/joining the youth club.
3 We considered to go-going to France, but then we decided to go-going to Italy.
4 Sarah learnt how to sew/sewing when she was eight.
5 The thief finally confessed to steal/stealing the jewels.
6 I regret to speak/speaking so angrily to my brother.
7 Try eat/eating more fruit. You will feel much healthier.
8 Mary is busy to clean/cleaning the house.
9 He would like going/to go to the cinema this evening.
10 Gary opened the door only to find/finding that there was nobody there.

35 Complete each sentence with two to five words, including the word in bold.

1 We haven’t been on holiday for five years.
   since      It’s …five years since we went… on holiday.
   been      She ................................................................. a party for three months.
2 The last time she went to a party was three months ago.
   been      She ................................................................. a party for three months.
3 I’ve never heard such a funny joke.
   funniest    It’s ………………………………… I’ve ever heard.
4 How long ago did you take your driving test?
   took      How long ………………………………… your driving test?
5 He hasn’t tidied his room yet.
   still      He …………………………………….. his room.
6 ‘No, I didn’t take your wallet,’ the young man said.
   denied    The young man ………………………………… my wallet.
7 Mark is more energetic than his brother.
   as      Mark’s brother isn’t …………………………………. Mark.
8 He is interested in literature. That’s why he buys so many books.
   finds     He …………………………………. That’s why he buys so many books.
9 Sally is the most graceful dancer of all.
   as      No one else …………………………………. Sally does.
10 They made me reveal the secret.
   was     I …………………………………. the secret.

UNIT 5
Modal Verbs

Look at the pictures and the prompts below and, in pairs, ask and answer questions using appropriate modal verbs, as in the example.

e.g. SA: Is he happy?
   SB: He can’t be happy. He must be angry, etc.

1 Is he happy?
2 Is he a businessman?
3 Does he want someone to help him?
4 Is he worried about something?

1Have they jumped out of a plane?
2 Are they frightened?
3 Do they enjoy doing this?
4 Will they land safely?

1Is he at school?
2 Is he enjoying himself?
3 Is he jumping up and down?
4 Will he be told off by his parents?

1 Has she been sleeping?
2 Is it late at night?
3 Has the phone call woken her up?
4 Is it an emergency?
UNIT 6
The Passive - Have Something Done

The Forbidden City is situated in the centre of Beijing. It was built as the Imperial Palace for the emperors of China. It was named the Forbidden City because no common or foreign person was allowed to go inside without special permission.

We form the passive with the verb to be and the past participle of the main verb.

<table>
<thead>
<tr>
<th>Present Simple</th>
<th>Present Continuous</th>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>He delivers the parcels.</td>
<td>He is delivering the parcels.</td>
<td>The parcels are delivered.</td>
<td>The parcels are being delivered.</td>
</tr>
<tr>
<td>He delivered the parcels.</td>
<td>He was delivering the parcels.</td>
<td>The parcels were delivered.</td>
<td>The parcels were being delivered.</td>
</tr>
<tr>
<td>He has delivered the parcels.</td>
<td>He will deliver the parcels.</td>
<td>The parcels will be delivered.</td>
<td>The parcels will have been delivered.</td>
</tr>
<tr>
<td>He had delivered the parcels.</td>
<td>He has delivered the parcels.</td>
<td>The parcels have been delivered.</td>
<td>The parcels had been delivered.</td>
</tr>
<tr>
<td>He must deliver the parcels.</td>
<td>He will have delivered the parcels.</td>
<td>The parcels must be delivered.</td>
<td>The parcels must have been delivered.</td>
</tr>
<tr>
<td>He must have delivered the parcels.</td>
<td>I object to his delivering the parcels.</td>
<td>The parcels being delivered.</td>
<td>The parcels having been delivered.</td>
</tr>
<tr>
<td>Having delivered the parcels. ...</td>
<td>He should deliver the parcels.</td>
<td>The parcels should be delivered.</td>
<td></td>
</tr>
</tbody>
</table>

- The present perfect continuous, the future continuous, the past perfect continuous and the future perfect continuous are not normally used in the passive.

- We can use the verb to get instead of the verb to be in everyday speech when we talk about things that happen by accident or unexpectedly.
  e.g. Four people got hurt in the car crash.
  (= Four people were hurt ...)

Use

We use the passive:

a) when the person who carries out the action is unknown, unimportant or obvious from the context.
  e.g. a) My flat was broken into last week. (We do not know who broke into the flat.)
  b) Coffee beans are grown in Brazil. (It is not important to know who grows the coffee.)
  c) My car was serviced yesterday. (It is obvious that a mechanic serviced it.)

b) when the action itself is more important than the person who carries it out, as in news headlines, newspaper articles, formal notices, instructions, advertisements, processes, etc.
  e.g. a) The new hospital will be opened by the Queen on May 15th. (formal notice)
  b) Then, the milk is taken to a factory where it is pasteurised. (process)
  c) when we refer to an unpleasant event and we do not want to say who or what is to blame.
  e.g. A lot of mistakes have been made. (instead of 'You have made a lot of mistakes'.)
Changing from active into passive

To change a sentence from the active into the passive:

a) the object of the active sentence becomes the subject in the passive sentence.

b) the active verb remains in the same tense, but changes into a passive form.

c) the subject of the active sentence becomes the agent, and is either introduced with the preposition by or omitted.

Only transitive verbs (verbs followed by an object) can be changed into the passive.

e.g. active: Grandma knitted my jumper. (transitive verb)

passive: My jumper was knitted by Grandma.

But: They travelled to Lisbon last summer. (intransitive verb)

Some transitive verbs such as have, fit, suit, resemble, etc. cannot be changed into the passive.

e.g. I have a shower every morning. (NOT: A shower is had by me.)

We use by + agent to say who or what carries out the action. We use with + instrument/material/ingredient to say what the agent used.

e.g. The pancakes were made by Claire. They were made with eggs, flour and milk.

The agent is often omitted in the passive sentence when the subject of the active sentence is one of the following words: people, one, someone/somebody, they, he, etc.

e.g. active: Somebody has rearranged the furniture.

passive: The furniture has been rearranged.

But: The agent is not omitted when it is a specific or important person or when it is essential to the meaning of the sentence.

e.g. a) The ‘Mona Lisa’ was painted by Leonardo da Vinci.

b) A new law has been passed by the government.

Object pronouns (me, you, him, etc.) become subject pronouns (I, you, he, etc.) in the passive.

e.g. active: They arrested him.

passive: He was arrested.

With verbs which take two objects such as bring, tell, send, show, teach, promise, buy, throw, write, award, hand, sell, owe, grant, allow, feed, pass, post, read, take, offer, give, pay and lend we can make two different passive sentences.

active: Patrick gave Laura some flowers.

passive: a) Laura was given some flowers by Patrick. (more usual)

b) Some flowers were given to Laura by Patrick. (less usual)

When the verb of the active sentence is followed by a preposition, the preposition is kept in the passive sentence as well.

e.g. active: They presented him with a medal.

passive: He was presented with a medal.

When we want to find out who or what did something, then the passive question form is as follows: Who/What ... by?

e.g. Who was Australia discovered by?

What was the fire caused by?

The verbs hear, help, see and make are followed by the bare infinitive in the active but by the to-infinitive in the passive.

e.g. active: They saw him leave the building.

passive: He was seen to leave the building.

But: hear, see, watch + -ing form (active and passive)

e.g. active: They saw him running down the stairs.

passive: He was seen running down the stairs.

The verbs think, believe, say, report, know, expect, consider, understand, etc. are used in the following passive patterns in personal and impersonal constructions.

active: People believe that he lied in court.

passive: a) It is believed (that) he lied in court.

(impersonal construction)

b) He is believed to have lied in court.

(personal construction)

active: They expect him to arrive soon.

passive: c) It is expected (that) he will arrive soon.

d) He is expected to arrive soon.
UNIT 6
The Passive - Have Something Done

1 What happens in Luigi’s restaurant before it opens for the evening? Look at the prompts and make sentences using the present simple passive, as in the example.

1 the carpets/vacuum
...The carpets are vacuumed...
6 the food/prepare
2 the tables/wipe
...The tables are wiped...
7 the ovens/heat
3 the cutlery/polish
...The cutlery is polished...
8 the flowers/arrange/in vases
4 the places/set
...The places are set...
9 the salt and pepper pots/fill
5 the menu/check
...The menu is checked...
10 the candles/light

2 Put the verbs in brackets into the correct passive tense.

1 A: That’s a lovely shirt. Is it new?
   B: Yes. It was bought... (buy) for me by my grandmother.
2 A: When do you have to have this report ready?
   B: Well, it must/hand in by Tuesday.
3 A: Did you read the newspaper this morning?
   B: No. It was not/deliver by the time I left for work.
4 A: Where is your car?
   B: At the garage. It is repaired... (repair).
5 A: Do you know your exam results yet?
   B: No. They were not/announce yet.
6 A: Are you going to make dinner tonight?
   B: No. It was made... (make) by Simon. He promised to do it.
7 A: Have you finished your homework yet?
   B: No, but it is finished... (finish) by eight o’clock.
8 A: Who waters your plants for you when you’re away?
   B: They are/water by my neighbour.
9 A: The TV/don’t work... (work) all day.
   B: It was/will be/will be repaired... (repair) tomorrow.

3 Rewrite the newspaper headlines as complete sentences.

1 FIVE-DAY STRIKE TO BE HELD BY CUSTOMS OFFICERS
2 MONEY BEING RAISED FOR CHILD’S OPERATION IN AMERICA
3 DECISION MADE ABOUT NEW EXAMS YESTERDAY
4 SHOPPING CENTRE TO BE OPENED BY MAYOR TOMORROW
5 ESCAPED PRISONER STILL NOT CAUGHT
6 FAMILY RESCUED FROM BURNING HOUSE LAST NIGHT

1 A five-day strike is to be held by customs officers.
2 A money is being raised for a child’s operation in America.
3 A decision was made about new exams yesterday.
4 A shopping centre will be opened by the mayor tomorrow.
5 An escaped prisoner is still not been caught.
6 A family was rescued from a burning house last night.

4 Put the verbs in brackets into the correct passive tense.

The Academy Awards Presentation 1) was first organised... (first/organise) in 1929 and since then, it 2) was held... (hold) every year. The presentation 3) is/are attended by those at the top of the film industry and 4) is/was watched on TV by millions of viewers who want to see who 5) is/was/will be presented with the golden statue which 6) is/was/will be desired by everyone in the motion picture world.

The voting for the Academy Awards 7) was/are conducted secretly and the results 8) were/will be not revealed to anyone until the envelope 9) is/was opened... (open) on stage in front of the audience. Awards 10) were/will be given for the best individual and collective work and 11) were/will be separated into different categories. Up to five nominations 12) are/will be made in each category. The awards, which 13) are/will be known as Oscars, 14) are/will be considered to be the highest honour anyone in the film industry can 15) be/will be given.

5 Rewrite the sentences in the passive, where possible.

1 Her mother drives her to school every day. ...She is driven to school by her mother every day...
2 Paul drives to work every day. ...It cannot be changed...
3 I woke up late on Sunday morning. ...
4 Her mother woke her up at seven o’clock. ...
5 Sue asked the waiter to bring some water. ...
6 David asked for some help. ...
7 Simon is moving house next month. ...
8 Michael moved the boxes out of the way. ...
9 Sandra walks on the beach regularly. ...
10 The boys walk the dog every day. ...
6. **Fill in by or with.**

1. She was woken up ...by... a loud noise.
2. The parcel was tied up ............... string.
3. John was told off .............. his mother.
4. This picture was painted ............... a famous artist.
5. The chair was covered ............... a woollen blanket.
6. The walls were decorated ............... posters.
7. My car was repaired ............... my father.
8. This dessert was made ............... fresh cream.

7. **Rewrite the sentences in the passive. Omit the agent where possible.**

1. Do they sell clothes in this shop?  
   ...Are clothes sold in this shop?...
2. Someone is cleaning the windows.
3. She tapped him on the hand with her pen.
4. I don't like people laughing at me.
5. People spend a lot of money on food.
6. Is Sue washing the car?
7. Who made this mess?
8. Grandfather is going to tell the children a story.
9. They will open the new sports centre soon.
10. They made him confess to the robbery.
11. Liz showed me some holiday pictures.
12. Sam remembers his friend telling him about the party.
13. They heard him calling for help.
14. Who broke this mug?
15. The jury will have reached a verdict by the morning.
16. The teacher will mark the essays.
17. People make jam from fruit.
18. They sent for the doctor.
19. Clive hasn't cut the grass yet.
20. They may not repair the car this week.

8. **Complete the sentences, as in the example.**

1. It is said that this orchestra is the best in the world.  
   This orchestra ...is said to be the best in the world.
2. It is believed that the thieves have left the country.  
   The thieves ..........................................
3. The fire is reported to have started by accident.  
   It ..................................................
4. He is known to be making a lot of money.  
   It ..................................................
5. It is expected that they will arrive in time for dinner.  
   They ..................................................
6. She is said to know a lot about gardening.  
   It ..................................................
7. It is thought that he will be attending the meeting.  
   He ..................................................
8. It is believed that we are able to win the competition.  
   We ..................................................
9. The company is thought to be making a big profit.  
   It ..................................................
10. It is reported that the government has reached a decision.  
    The government ..................................
11. It is said that they were responsible for the damage.  
    They ..................................................
12. She is expected to break the world record.  
    It ..................................................
13. He is known to have several foreign bank accounts.  
    It ..................................................
14. They are reported to have financial problems.  
    It ..................................................

9. **Underline the correct answer.**

A large amount of valuable jewellery 1) has stolen/has been stolen from Forest Manor. A man 2) arrested/was arrested yesterday and 3) is questioned/is being questioned by the police at the moment. He 4) thought/is thought to 5) have committed/have been committed the crime, although so far no proof 6) has found/has been found. The robbery 7) believed/is believed to 8) have carried out/have been carried out by two men, but so far no clue 9) has discovered/has been discovered as to the second man's identity. The police say that he may 10) have left/have been left the country.
UNIT 6
The Passive - Have Something Done

10 Rewrite the following passages in the passive.

A Yesterday afternoon, the school held a sports day. John’s teacher entered him for the 100m race because people thought John was the fastest runner in the school. John’s teacher blew the whistle and the race started. Loud cheers filled the air as John’s friends cheered him on. John overtook all the other runners and, as people had expected, John won the race. The headmaster gave him a trophy as a prize.

B Do you think that people will ever use electric cars? Someone has already invented the electric car, but at the moment they are too expensive for most people to buy. Also, you have to recharge their batteries frequently. However, if people drove electric cars instead of the cars we use today, the air we breathe would be cleaner, as they would not pump exhaust fumes into the atmosphere.

11 Rewrite the sentences in the active.

1 Her excuse may not be believed by her parents. 
Her parents may not believe her excuse...

2 The painting has been valued by an expert.

3 He likes being given presents.

4 The bill must be paid immediately.

5 Hot water is provided by the hotel 24 hours a day.

6 Our newspaper is delivered by a boy every morning.

7 Her wedding dress will be made by a designer in Paris.

8 The meeting was attended by several important art critics.

9 Preparations are being made by the event organisers.

10 An interesting book has been published by the company.

12 Put the verbs in brackets into the correct passive or active tense.

Coffee 1) ...is said... (say) to originate from Kaffa in Ethiopia and most species of coffee plant 2) ................. (find) in the tropics of the Eastern Hemisphere. The species which 3) ..... (think) to be the earliest coffee plant 4) ......................... (ever/cultivate) by man is Coffea arabica. Today it 5) ......................... (grow) mostly in Latin America.

The coffee shrub 6) ...................... (reach) a height of 8-10 metres and 7) ...................... (have) white scented flowers. It 8) ......................... (produce) a red fruit which 9) ...................... (call) a cherry. The cherry 10) ................. (contain) two seeds which 11) ...................... (join) together. These seeds, which 12) ...................... (also/ know) as beans, 13) ...................... (first/ roast) and then they 14) ......................... (grind) to make coffee. The grounds 15) ......................... (then/ process) in a variety of different ways. Sometimes they 16) ......................... (filter) and sometimes they 17) ......................... (soak) in water to make the drink which is popular with so many people. Coffee is available as grounds or as instant coffee powder and 18) ......................... (drink) by one third of the world’s population.
Have something done

Simon is having his temperature taken.
His mother is taking his temperature.

We use **have + object + past participle** to say that we have arranged for someone to do something for us.
e.g. We **had new cupboards made by the carpenter**.
(We didn’t make them ourselves. The carpenter made them for us.)

◆ Questions and negations of the verb **have** are formed with **do/does or did**.
e.g. **Did you have** your car serviced?

◆ **We can also use have something done** to say that something unpleasant happened to somebody.
e.g. Paul **had his bike stolen** yesterday. (= Paul’s bike was stolen.)

◆ **We can use the verb get** instead of the verb **have** only in informal conversation.
e.g. You must **get/have** your hair cut this week.

| present simple         | He paints the house.          |
| present continuous     | He is painting the house.     |
| past simple            | He painted the house.         |
| past continuous        | He was painting the house.    |
| future simple          | He will paint the house.      |
| future continuous      | He will be painting the house.|
| present perfect        | He has painted the house.     |
| present perfect cont.  | He has been painting the house.|
| past perfect           | He had painted the house.     |
| past perfect cont.     | He had been painting the house.|
| infinitive             | He must paint the house.      |
| -ing form              | It’s worth painting the house.|
|                       | He has the house painted.     |
|                       | He is having the house painted.|
|                       | He had the house painted.     |
|                       | He was having the house painted.|
|                       | He will have the house painted.|
|                       | He will be having the house painted.|
|                       | He has had the house painted.  |
|                       | He has been having the house painted.|
|                       | He had had the house painted.  |
|                       | He had been having the house painted.|
|                       | It’s worth having the house painted.|

13. Write a correct sentence for each picture, as in the example.

1. Jack / paint / fence
   ...Jack is painting the fence...

2. Melanie / take / picture
   ..................................................

3. Paul / fill / tooth
   ..................................................

4. Helen / mop / floor
   ..................................................

5. Jane / paint / nails
   ..................................................

6. Tim / prune / tree
   ..................................................

91
Connie moved to a new town last week. She knows nothing about the town, so this morning she has decided to have a look at the shops. Look at the pictures and the prompts below and say what Connie thinks when she sees the signs, as in the example.

e.g. I can have my garden tidied by them.

14

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>• I can / garden / tidy by them</td>
<td>• I can / my living room / design here</td>
<td>• I will / my suits / clean here</td>
<td>• I will / my hair / cut here</td>
<td>• I can / new locks / make / for the house here</td>
<td>• I will / my clothes / mend here</td>
</tr>
</tbody>
</table>

6 A printer has printed party invitations for Emma. What has Emma done? .............................................

7 Diana is at the hairdresser’s. The hairdresser is cutting her hair. What is Diana doing? ..................................................

8 Robert is taking his car to the garage for a service tomorrow. What’s he going to do? .............................................

9 Their roof has a hole in it. What should they do? ..................................................

10 Tracey’s bicycle has got a puncture. What should she do? ..................................................

16 Complete the following conversation using have something done.

A: I 1) ...’m having an extension built... (an extension build) on my house this week. 
B: That’s nice. When it’s finished, 2) ............................................. (it/decorate)?
A: No, I’m going to do that myself. First, though, I 3) ............................................. (double glazing/fit).
B: I’m not sure yet. How about you? 4) ............................................. (you/your curtains/deliver) last week?
A: Yes. They’re really nice. I also 5) ............................................. (the carpets/clean), so everything looks lovely now.

17 Rewrite the sentences using have something done.

1 His teeth are checked twice a year.  
...He has his teeth checked twice a year...

2 Her skirt is being cleaned at the moment.

3 My hair is trimmed once a month.

4 Central heating is going to be installed in our house next month.

5 Sam’s burglar alarm was fitted last week.

6 My car is being repaired at the moment.

7 The band’s new single has just been recorded.

8 Our new furniture is going to be delivered tomorrow.

9 Their new house is being decorated at the moment.

10 The windows will be cleaned.

11 A new jumper has been knitted for me.

12 The lock has to be fixed.

13 A new pair of glasses is going to be made for him.
Rewrite the sentences using *have something done*.

1. Their windows need to be cleaned.  
   ...*They need to have their windows cleaned.*

2. The hairdresser was styling Mrs Brown’s hair.

3. She told her son to carry the shopping to the house.

4. Dad is going to arrange for someone to cut the grass.

5. They used to employ a cleaner who cleaned the house.

6. Did the mechanic repair Paul’s motorbike?

7. The boss asked his assistant to type the letter.

8. A plumber fixed the dripping tap for Joe.

9. Have you told the secretary to make some photocopies?

10. The chef was cooking Tom’s lunch.

11. Did you tell the shop to deliver the sofa to you?

12. My purse was stolen last Friday.

13. Did you employ a painter to decorate your house?

14. The builders are putting a new roof on Adam’s house at the moment.

15. She asked the maid to polish the silver.

16. The man had asked the porter to take his luggage to his room.

17. Did you ask Jenny to arrange the flowers for you?

18. When will your glasses be made?

19. I hired a professional to cater for my party.

20. Did you ask anyone to sweep the chimney?

21. She asked him to do the shopping.

22. Their house was burgled last night.

23. He employed a carpenter to build the fence.

24. Julie’s housekeeper irons all her clothes.

25. His shop’s windows were smashed in the riot.

---

**IN OTHER WORDS**

Study these examples. The second sentence has a similar meaning to the first sentence.

1. It is known that the explosion caused major damage to the buildings.
   *have* The explosion is known to *have caused* major damage to the buildings.

2. The Lumière brothers invented the first film-making equipment.
   *was* The first film-making equipment *was invented* by the Lumière brothers.

3. Bob doesn’t like people asking him questions about his job.
   *being* Bob *doesn’t like being asked* questions about his job.

4. They hired a famous architect to design their house.
   *had* They *had their house designed* by a famous architect.

5. Someone stole his bike while he was in the bank.
   *had* He *had his bike stolen* while he was in the bank.

6. They will punish you if you go on causing trouble.
   *get* You *will get punished* if you go on causing trouble.

---

**Complete each sentence with two to five words, including the word in bold.**

1. The boss will shout at you if you’re late again.
   *get* You *will get shouted at*... if you’re late again.

2. People say that a problem shared is a problem halved.
   *be* A problem shared *be* a problem halved.

3. John repaired the fence after the storm.
   *was* The fence *was* repaired after the storm.

4. Ann likes people listening to her when she is talking.
   *being* Ann *being* listened to when she is talking.

5. Mum will tell you off if you don’t stop fighting.
   *will* You *will be told off* if you don’t stop fighting.

6. Daniel hasn’t locked the doors yet.
   *been* The doors *been* locked yet.

7. Are the local artists organising a new exhibition this year?
   *organised* Is a new exhibition *organised* by the local artists this year?

8. They expect the police to be present at the demonstration.
   *expected* The police *expected* to be present at the demonstration.

9. Janet needs someone to teach her how to drive.
   *be* Janet *needs to be taught how to drive*.

10. Someone should tell Pauline about the new arrangements.
    *be* Pauline *be* told about the new arrangements.
UNIT 6
The Passive - Have Something Done

11 Colin is mending the broken table.
   by The broken table ............................... Colin.
12 Someone told us about the party.
   were We ........................................... the party.
13 She will get a famous designer to design her wedding dress.
   have She will ................................. by a famous designer.
14 Two of his teeth were broken in a fight.
   had He ........................................... broken in a fight.
15 They will give Lily a pay rise this month.
   be Lily .................................. a pay rise this month.

20 Fill in the gaps with the correct form of the word in brackets.

1 It is hard to tell the ...difference... between the twins, as they are identical. (differ)
2 I received a large ...................... in the post this morning. (pack)
3 I value my ...................... highly, and so I enjoy living alone. (independent)
4 There was a very high ...................... at yesterday’s meeting. (attend)
5 The ...................... was a great success and the audience enjoyed themselves. (perform)
6 We spent a very ...................... weekend in the country. (please)
7 She gives the ...................... of being shy, but in fact she is quite self-assured. (impress)
8 My father is very fit and leads a ...................... lifestyle. (health)
9 I have received no ...................... from David since he moved away. (correspond)
10 She was ...................... of the fact that air pollution can cause so many health problems. (ignore)
11 The teacher made ...................... to a book we had been studying. (refer)
12 The noise from outside spoilt his ...................... of the performance. (enjoy)
13 His ...................... was noticed by the manager. (缺席)
14 We apologise for any ...................... this delay will cause. (inconvenient)
15 Great ...................... is placed on exam results in this school. (important)
16 The police discovered vital ...................... which led to the arrest of the thief. (evident)
17 His ...................... was proved in court and he was set free. (innocent)
18 The ...................... of the headmaster made the children nervous. (present)
19 Scenes of ...................... on television can have a negative effect on children. (violent)
20 The invention of personal computers was one of the greatest ...................... of this century. (achieve)

21 Correct the mistakes.

1 He is said he has stolen some money. ✓
2 This pie was made by shortcrust pastry. ✓
3 Who was this cake made? ✓
4 Have you your car serviced often? ✓
5 Green clothes are suited by Katie. ✓
6 The man was seen the police officer. ✓
7 The house has decorated recently. ✓

22 Cross out the unnecessary word.

1 Valerie was being sent on an important mission last month.
2 She doesn’t mind to having her house photographed for interior decoration magazines.
3 The famous star is believed to have been signed a new multi-million dollar contract.
4 This car it is expected to be very popular with the younger generation.
5 She was seen to entering the Plaza Hotel late last night.
6 The painting was disappeared from the owner’s house yesterday.
7 Did you have had the food provided by a caterer? ✓
8 The Prime Minister is said that to be thinking of introducing a new tax.
9 You should to have an extension built as soon as possible.
10 She insists on having been her breakfast brought to her room at nine o’clock sharp.
**Phrasal Verbs**

<table>
<thead>
<tr>
<th>Phrase</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>give away:</td>
<td>(tr) 1) reveal sth; betray sb, 2) lose or waste (sth)</td>
</tr>
<tr>
<td>give in:</td>
<td>1) (int) surrender, 2) (tr) hand in</td>
</tr>
<tr>
<td>give off:</td>
<td>(tr) emit (heat, fumes, smell, etc.)</td>
</tr>
<tr>
<td>give out:</td>
<td>1) (int) come to an end, 2) (tr) distribute, hand out</td>
</tr>
<tr>
<td>give up:</td>
<td>(tr) 1) stop/abandon an attempt, habit, etc., 2) surrender, offer oneself as a prisoner, 3) stop doing or having sth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phrase</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>go ahead:</td>
<td>continue</td>
</tr>
<tr>
<td>go along:</td>
<td>(int) advance; make progress; go on</td>
</tr>
<tr>
<td>go along with:</td>
<td>(tr) 1) agree with sb/sth, 2) advance with sth</td>
</tr>
<tr>
<td>go back:</td>
<td>(int) date back to</td>
</tr>
<tr>
<td>go back on:</td>
<td>(tr) break a promise or agreement</td>
</tr>
<tr>
<td>go by:</td>
<td>(int) 1) (of time) pass, 2) (of a chance) let it pass without taking it</td>
</tr>
<tr>
<td>go down:</td>
<td>(int) 1) be reduced, 2) (of the sun/ moon) set</td>
</tr>
<tr>
<td>go down with:</td>
<td>(tr) become ill</td>
</tr>
<tr>
<td>go in for:</td>
<td>(tr) take part in (a competition)</td>
</tr>
<tr>
<td>go into:</td>
<td>(tr) investigate thoroughly</td>
</tr>
<tr>
<td>go off:</td>
<td>(int) 1) (of a bomb) explode; (of an alarm) ring, 2) be switched off, 3) (of food) bad</td>
</tr>
<tr>
<td>go on:</td>
<td>(int) 1) happen, 2) make progress, 3) be turned on</td>
</tr>
<tr>
<td>go out:</td>
<td>(int) stop burning, be extinguished</td>
</tr>
<tr>
<td>go over:</td>
<td>(tr) examine details, 2) repeat</td>
</tr>
<tr>
<td>go round:</td>
<td>(int) 1) be enough for everyone to have a share, 2) visit; look round, 3) (of news, a disease) spread; circulate</td>
</tr>
<tr>
<td>go through:</td>
<td>(tr) 1) examine carefully; go over, 2) (of money, food, etc) use up; spend, 3) experience; endure</td>
</tr>
<tr>
<td>go through with:</td>
<td>complete sth in spite of opposition; carry out</td>
</tr>
<tr>
<td>go up:</td>
<td>(int) rise (in price); increase</td>
</tr>
<tr>
<td>go without:</td>
<td>(tr) endure the lack of sth; do without</td>
</tr>
</tbody>
</table>

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### Fill in the correct particle.

1. They went **through** the survey results carefully.
2. The price of petrol has gone **...** again; the cost of running a car is increasing.
3. You must give **...** your assignments at the end of the week.
4. Let’s sit and watch the sun go **...** from your balcony.
5. The candle went **...** when a gust of wind blew through the window.
6. Pam isn’t in today. She’s gone **...** the flu.
7. When their supplies gave **...** , the team decided to abandon their trip.
8. He has gone **...** some difficult periods this year.
9. They had a difficult childhood — they often had to go **...** things they needed.
10. Please could you go **...** what you said again?
11. My alarm went **...** at 6 o’clock this morning.
12. The fraud team are going **...** the matter thoroughly.
13. Robert has decided to go **...** his plan to change jobs this year.
14. Things are going **...** fine at the moment. There are no problems.
15. House prices are going **...**, which is good news for buyers.
16. Someone is giving **...** secret information.
17. Did you go **...** the poetry competition?
18. Go **...** with the project since you have already started it.
19. This fire gives **...** a lot of heat, doesn’t it?
20. Time goes **...** very quickly when you’re enjoying yourself.
21. The electricity went **...** when there was a power cut this afternoon.
22. Is there enough coffee to go **...**, or shall I make some more?
23. She gave **...** her chances of promotion when she shouted at her boss.
24. The thieves gave themselves **...** and were taken to prison.
25. The records in the office go **...** ten years.
26. The teacher gave **...** the exam papers after everyone had sat down.
27. The accountant went **...** the receipt book to try to find the mistake.
28. Put the milk in the fridge. otherwise it will go **...**
29. I hope he doesn’t go **...** his promise.
30. The news went **...** the office quickly.

---

### There are eight unnecessary words in the text below. Cross them out.

1. Ten-year-old Martin Witts, who was been rescued from a fire at his home last week, has to be fully recovered from his injuries. The fire was started by accident when a pan was knocked over. Smoke was seen to come from the house by Mr. Steven Free, who broke the door and rescued Martin and his parents, who we were not seriously injured. Mr. Free was awarded a medal for the bravery.
UNIT 6
The Passive - Have Something Done

25 Underline the correct preposition.

1 May I pay by/in cheque, please?
2 He offered to pay by/in dinner, but I wouldn’t let him.
3 We paid by/in cash when we bought our television.
4 She persists on/in/to playing that dreadful song again and again.
5 We had the pleasure of/in meeting the conductor after the concert.
6 He was very pleased of/in his new stereo.
7 This group are very popular in/with/for young people.
8 I prefer reading of/to/with watching television.
9 John has a preference of/to/for milk chocolate rather than dark chocolate.
10 The police surrounded the bank to prevent the robbers of/to/from escaping.
11 Rachel prides herself on/to/in being the cleverest girl in the class.
12 Mary takes pride of/to/in being a brilliant musician.
13 We were very proud of/in/of Martin when he won the competition.
14 The government provided the victims of the earthquake of/with/by temporary shelter.
15 Sam is not qualified of/or/to such difficult work.
16 Jane is always quick at/by/for answering the teacher’s questions.
17 Her reaction to/or/of the news was most surprising.
18 He has a reputation for/on/by doing excellent work.
19 The headmaster referred to/at/with a famous poem during his speech.
20 Tim is regarded of/by/as the best lawyer in the area.
21 What is the relationship between/with/to Tony and Claire?
22 Did you know that Ruth is related to/or/in a famous musician?
23 Steven has an open relationship between/with/to his parents.
24 That information is hardly relevant to/or/of this subject.
25 I must remind Simon about/on/from tomorrow’s meeting.
26 The management will not be held responsible of/from/to for any damage.
27 Who knows what will result in/from/to of his irresponsible behaviour?
28 Such careless driving is certain to result of/from/in an accident.
29 His successful career was the result of/from/in hard work.
30 He had a lot of injuries resulting from/of/in the accident.
31 I’ve had this cold for weeks. I can’t get rid from/of/by it.
32 She feels great pity on/to/for the homeless.
33 The woman took pity on/to/for the stray dog and gave it some food.
34 There is no reason for/to/with/to her to be angry with me.
35 It is impossible to reason for/to/with/to Steve when he loses his temper.

26 Correct the mistakes.

1 Sally knows Jim for about six months.
2 At ten o’clock last night, I am baking an apple pie.
3 Pollution in cities becomes a serious problem.
4 Who are you talking to just now?
5 Julie writes five letters so far.
6 This time next week, Claire is flying to America.
7 We have visited our cousins last weekend.
8 The train from London is arriving at 1.15.
9 Shall you open the door for me, please?
10 I’m tired. I had been working hard all day.
11 She was used to play tennis when she was younger.
12 I will call Sam when I will have finished my homework.
13 We have done the shopping by the time the shops closed.
14 She talks on the telephone at the moment.
15 Susan can walk the dog when she will come home.
16 He had waited for half an hour before his friend arrived.
17 Paul will finish writing the report by lunchtime.
18 I am walking to school every day.
19 Last night, I am watching TV when the phone rang.
20 By the end of June, I will be working here for six months.

27 Put the verbs in brackets into the correct infinitive form or the -ing form.

Chris Weaver is thought 1) to be ... (be) one of the best modern artists in the world. 2) ................. (paint) and 3) ...................... (make) statues are his favourite types of art but he also enjoys 4) ................. (draw). So far, he has managed 5) .................. (sell) his best pieces to collectors and galleries all over the world. As a result, he has made a lot of money. At the moment, he is planning 6) .................. (hold) an exhibition. He would like 7) ................. (have) it at the National Gallery in London, but he isn’t sure whether he can 8) ................. (do) that or not. As well as 9) .................. (plan) his exhibition, Chris is also busy 10) ................... (work on) his latest statue, which was ordered two months ago by a famous actress for her new mansion in Miami.
Rewrite the sentences in the passive.

1. They gave us very expensive gifts.
   The gifts ...were given very expensive...

2. Many people watch the news.
   The news ...

3. You need a lot of wool to knit a jumper.
   A lot of wool ...

4. The gardener planted some flowers.
   Some flowers ...

5. We spent a lot of money at the supermarket.
   A lot of money ...

   Cartoons ...

7. The resort offers excellent accommodation.
   The accommodation ...

8. She washed the clothes and hung them out to dry.
   The clothes ...

9. They examined the information before writing the article.
   The information ...

10. She told the police about the robbery.
    The police ...

11. We entertain guests in the living room.
    Guests ...

12. The optician repaired and cleaned her glasses.
    Her glasses ...

Underline the correct word.

1. A: Jane works very quick/ quickly, doesn’t she?
   B: Yes, but if she worked slow/slowly she might not be careless/carelessly.

2. A: It’s so peaceful/peacefully here.
   B: It certain/certainly is. I’m having a wonderful/wonderfully holiday.

3. A: This film is so sad/sadly. I can’t watch any more.
   B: Oh, you should. I’m sure it will end happy/happily.

4. A: Close the door careful/carefully. We don’t want to wake the children.
   B: Don’t worry. I’m being as quiet/quietly as I can.

5. A: Tom behaved terrible/terribly today. He was very rude/rudely to his teacher.
   B: Oh dear! He knows he should speak polite/politely to other people.

6. A: I wish you would discuss this serious/seriously. It isn’t funny/funnily.
   B: I’m sorry. I’m only trying to be cheerful/cheerfully.

7. A: Gary left rather sudden/suddenly last night.
   B: I know. He doesn’t enjoy talking to people he hard/hardly knows.
Choose the correct answer.

1. You ...A... write and thank Aunt Louise for your present.
   A must    B need    C can

2. No announcement about the results .......... so far.
   A has made    B has been made    C was made

3. He .......... his teeth checked once every six months.
   A is having    B has had    C has

4. You .......... wear a coat. It is very warm outside.
   A must    B needn’t    C could

5. I can’t come to the cinema tonight. I .......... work.
   A could    B needn’t    C have to

6. The children are at .......... school at the moment.
   A –    B a    C the

7. She got .......... of presents on her birthday.
   A several    B a great deal    C a great number

8. I brush my teeth twice .......... day.
   A a    B the    C one

9. The play was said .......... because the lead actor was ill.
   A to be cancelled    B to have been cancelled    C to have cancelled

10. He was very nervous. He .......... for this moment all his life.
    A had waited    B had been waiting    C has been waiting

11. The advice you gave me .......... really useful.
    A were    B are    C was

12. I read .......... interesting article in the newspaper today.
    A a    B an    C the

13. No information .......... to the new staff yet.
    A has given    B has been given    C was given

14. It’s late. Mark .......... have forgotten about the meeting.
    A might    B will    C ought

15. He .......... be at work. His car isn’t outside his house.
    A would    B can’t    C must

16. .......... we have lunch in the garden today?
    A Shall    B Mustn’t    C Would

17. Sam .......... carry the box. It was too heavy.
    A couldn’t    B could    C can’t

18. We .......... go shopping because we had plenty of food.
    A needn’t have    B didn’t need to    C need to

19. She spends .......... of her income on clothes.
    A a large amount    B many    C a large number

20. The football team which he supports .......... a large fan club.
    A have    B is having    C has

21. The news .......... at six o’clock last night.
    A announced    B were announced    C was announced

22. Could you get me two .......... of bread from the bakery, please?
    A loaves    B packets    C kilos

23. He always catches .......... 8 o’clock train to work.
    A a    B the    C –

24. It was very dark, but he .......... find his way.
    A was able to    B could    C couldn’t

25. She .......... be on holiday. I saw her this morning.
    A can’t    B would    C must

26. Two months .......... a long time to wait for a reply.
    A are    B were    C is

27. .......... you help me with my homework, please?
    A Will    B Shall    C Must

28. Steve fell asleep on .......... sofa last night.
    A a    B the    C one

29. She .......... her hair cut yesterday afternoon.
    A will have    B had    C has had

30. .......... day, I will buy a big house with a garden.
    A One    B A    C The

31. Matthew is busy .......... for his interview.
    A prepare    B to prepare    C preparing

32. A lot of children .......... to boarding school in the old days.
    A are sent    B is sent    C were sent

33. Simon is .......... friendly than Jason.
    A the least    B as    C less

34. She heated up a .......... of soup for her dinner.
    A bar    B tin    C plate

35. Her feet ache. She .......... all day.
    A has stood up    B has been standing up    C had been standing up
Revision 2 (Units 1 - 6)

36 Be careful. This saucepan is ........... hot.
A much B by far C very

37 Paul is not ........... as Charles.
A as handsome B more handsome C most handsome

38 A lot of people ........... by this company last year.
A hired B are hired C were hired

39 ........... Queen is going to visit this town next month.
A A B An C The

40 Cathy is ........... the fastest runner in the school.
A much B by far C very

2 Complete the sentences.

1 He told me a wonderful story.
   The story ...he told me was wonderful...

2 She was angry because of the man's rudeness.
   She was angry because the ...........................................

3 She bought some very expensive luggage.
   The luggage .................................................................

4 His secretary had booked his accommodation.
   His accommodation ....................................................

5 These trousers are too small for me now.
   This pair of trousers ..................................................

6 The house is surrounded by beautiful gardens.
   Beautiful gardens ..............................................................

7 She's got short brown hair.
   Her hair ...............................................................

8 You need a lot of patience to be a teacher.
   A lot of patience .................................................................

9 They cooked us a delicious meal.
   The meal .................................................................

10 She likes chocolate more than any other food.
   Chocolate .................................................................

11 They had great weather during their holiday.
   The weather .................................................................

12 He called the fire brigade immediately.
   The fire brigade .................................................................

3 Rewrite the sentences in the passive. Omit the agent where possible.

1 Jack must have sent this letter.
   ...This letter must have been sent by Jack...

2 He should plant some more flowers.
   .................................................................

3 I object to her using my computer.
   .................................................................

4 Does she train all the new staff?
   .................................................................

5 We will have finished the project by next Friday.
   .................................................................

6 Having posted the letters, John went back to the office.
   .................................................................

7 What did they open the safe with?
   .................................................................

8 You must inform the contestants about the rules of the game.
   .................................................................

9 She had made all the beds.
   .................................................................

10 Has Danny written a poem for you?
   .................................................................

11 The children were feeding the dog.
   .................................................................

12 She locked all the doors before she went on holiday.
   .................................................................

13 Is Mark repairing my bicycle?
   .................................................................

14 Dad decorated the living room last week.
   .................................................................

15 People believe that he should be given a medal.
   .................................................................

16 They heard him making the arrangements.
   .................................................................

17 Everyone knows that she is a successful businesswoman.
   .................................................................

18 Who broke this teapot?
   .................................................................

19 We expect him to arrive early in the morning.
   .................................................................

20 Why did they pull down that building?
   .................................................................

21 People say that he is a very wealthy man.
   .................................................................

22 When will they repair my car?
   .................................................................

4 Fill in the correct form of the word in brackets.

1 The ....construction... (construct) of the new shopping centre is almost complete.

2 You must be very .......... (care) not to break these glasses.

3 He always offers his .......... (assist) when he sees someone in trouble.

4 She has some very .......... (colour) flowers in her garden.

5 He is just giving some directions to a .......... (tour).

6 She changed the .......... (arrange) for the outing at the last minute.

7 The wedding .......... (receive) was held in a small hotel.

8 He gave the policeman a .......... (describe) of the thieves.

99
Revision 2 (Units 1 - 6)

9 That author is a distant .......... (relate) of mine.
10 I’m sorry. I didn’t mean to .......... (fright) you.
11 He couldn’t contain his .......... (excite) about the coming holiday.
12 Luckily, no one was injured in the .......... (explode).
13 He had a worried .......... (express) on his face throughout the exam.
14 Some of the paintings we saw were very .......... (impress).
15 He has made a very .......... (attract) offer for our house.

18 It’s forbidden to smoke in the waiting room.
mustn’t You ........................................ in the waiting room.
19 Claire needs someone to show her to the dining room.
be Claire needs .................................. the dining room.
20 It wasn’t necessary for him to lock the door.
have He ......................................... the door.

5 Complete each sentence with two to five words, including the word in bold.

1 Wearing jewellery to school is forbidden.
   allowed You .......... are not allowed to wear .......... jewellery to school.
2 Someone should invite Kerry to the party.
   be Kerry .................. to the party.
3 I’m sure Michael has been promoted.
   must Michael .................. promoted.
4 They will sack you if you are caught making personal calls.
   be You .................. you are caught making personal calls.
5 I advise you to mend those trousers.
   ought You .................. those trousers.
6 Sally cleaned the house before the guests arrived.
   was The house .................. before the guests arrived.
7 Perhaps she has gone on holiday.
   may She .................. on holiday.
8 I split my coffee when I knocked the table.
   got My coffee .................. when I knocked the table.
9 People say that Martin is a good sportsman.
   be Martin .................. a good sportsman.
10 I’m sure he hasn’t forgotten your birthday.
   can’t He .................. your birthday.
11 It isn’t necessary for you to attend the meeting.
   have You .................. the meeting.
12 I’d better go and tidy my bedroom.
   should I .................. my bedroom.
13 Steve likes people to ask him about his work.
   being Steve .................. about his work.
14 Dad hasn’t tidied the garage yet.
   been The garage .................. yet.
15 We’ll probably go to visit my parents at the weekend.
   likely It is .................. to visit my parents at the weekend.
16 People think that he will be discharged from hospital tomorrow.
   thought It .................. will be discharged from hospital tomorrow.
17 Perhaps David has been held up in traffic.
   could David .................. in traffic.

6 Rephrase the following sentences in as many ways as possible.

1 Perhaps she has got a new job.
   ......She may/might/could have got a new job...
2 I’m sure he isn’t a policeman.

3 It is likely that they will move house this month.

4 I’m certain she made this cake herself.

5 It’s possible he posted the letters yesterday.

6 Perhaps we have won a prize.

7 I’m sure they don’t eat meat.

8 I’m certain she lives with her parents.

9 It is likely that I will be late for work tomorrow.

10 Perhaps he has gone to the doctor’s.

11 I’m sure we haven’t missed the bus.

12 It’s possible they have been invited to the party.

7 Cross out the expressions which cannot be used with the nouns.

1 Both, Several, A large quantity of, Many of, Too much employees were made redundant last year.
2 She’s got hardly any, several, a little, a few, a lot of spare time these days.
3 There is too much, a lot of, hardly any, few, many noise in here.
4 There’s a little, plenty of, a couple of, many, a lot of soup left. Would you like some?
5 He passed no, hardly any, a little, some, a small amount of exams at school.
6 She owns few, hardly any, plenty of, a great deal of, several property.
7 There is a little, many, too much, a great number of, some ice on the roads today.
8 There are several, many, much, plenty of, very little ways to solve this problem.
8. Underline the correct preposition.
1. He is completely ignorant for/about/to British history.
2. Did you hear of/about/from Clive’s new job?
3. She prides herself on/to/in keeping the house clean and tidy.
4. We must remind the staff about/on/from the new policy.
5. She is very pleased of/for/with her new flat.
6. Will you help me look at/after/for my contact lens, please?
7. He can afford a holiday. He earns more than enough to live on/off/for.
8. I haven’t heard of/about/from my friend for weeks.
9. The children took no notice from/of/for the new teacher.
10. Sandra is keen on/off/for join the choir.
11. My next-door neighbour is related for/with/to a famous actor.
12. His lack in/with/of money meant that he had to sell his car.
13. I cannot forgive him about/to/for insulting my brother.
14. He felt very guilty off/about/for forgetting her birthday.
15. This restaurant is regarded of/for/as one of the best in the country.

9. Fill in the gaps with the correct particle from the list.
on, away with, behind, up, off, in, back on

1. The manager drew up a contract for the new employee.
2. Please give your assignments at the end of the lesson.
3. I have never really got to know my next-door neighbours.
4. She has given up eating chocolate in order to lose weight.
5. It is a good idea to have some savings to fall back on in difficult times.
6. The school is going to do away with the old uniform.
7. My brother’s hobby is doing up old cars.
8. He has fallen behind with his school work recently.
9. The fire was not giving off enough heat to warm the room.
10. It was unfair of him to go back on his promise to help me.
11. The thieves panicked when the burglar alarm went off.
12. He thought he would get away with parking on the double yellow line.
13. The meeting went off until after lunchtime.
14. The bus left the bus station and we all got off.
15. The boys got off with a warning from the police, but they had learnt their lesson.

10. Cross out the unnecessary word.
1. I would love to be able to speak French.
2. He needn’t have bought me a present.
3. He might have been missed the train.
4. Mark has had to take his car to the garage last week.
5. She eats all the kinds of food.
6. I need a new bike. I want one bike with lots of gears.
7. You can’t have seen Jane. She is in America.
8. We are likely that to be moving house soon.
9. The team were been able to win the game after all.
10. I don’t mind to lending you the money.
11. How about we watching a video this evening?
12. He insists on having been his hair cut every three weeks.
13. Mike is in the hospital. He has broken his arm.
14. Sue was being sent a bunch of flowers yesterday.
15. She shouldn’t have spoken to me like that.

11. Rewrite the sentences using have something done.
1. Her hair was cut by her best friend.
   She had her hair cut by her best friend.
2. Tony’s car will be taken to the garage tomorrow.
3. Jane’s bag was stolen last night.
4. Paul’s jaw was broken in a boxing match.
5. The new lock will be fitted on Monday.
6. His passport has just been stolen.
7. Their house is decorated every year.
8. Our rooms were cleaned by our mother this morning.
9. Sally’s wedding dress is going to be made next month.
10. My salary is deposited in my bank account every month.
11. Our grass is cut by the gardener.
12. My window was broken during the storm.
13. His photograph will be taken by his friend.
14. His case was carried to the car by the chauffeur.
15. Their windows are cleaned once a month.
16. How often is your eyesight checked by the optician?
UNIT 7
Reported Speech

What did Mr Lee tell his partner yesterday?
He told his partner, ‘We will have to spend a lot of money on the construction of these buildings.’

OR

He told his partner (that) they would have to spend a lot of money on the construction of the buildings.

◆ We can report people’s words by using direct speech or reported speech. Direct speech is the exact words someone used. We use quotation marks (‘ ’) in direct speech. e.g. ‘I’m tired,’ Helen said. Reported speech is the exact meaning of what someone said, but not the exact words. We do not use quotation marks in reported speech. We can either use the word that after the introductory verb (say, tell, etc.) or we can omit it.

◆ Personal pronouns, possessive adjectives/possessive pronouns change according to the meaning of the sentence.
   e.g. Helen said (that) she was tired.

◆ We can report someone’s words either a long time after they were said (out-of-date-reporting) or a short time after they were said (up-to-date reporting).

Say - Tell

We can use the verbs say and tell both in direct and reported speech.

◆ Say is used with or without a personal object. When used with a personal object, it is always followed by the preposition to (said to me).
  e.g. He said, ‘I’m cold.’
  He said (that) he was cold.
  He said to me, ‘I’m cold.’
  He said to me (that) he was cold.

◆ Tell is always followed by a personal object (told me), e.g. He told me, ‘I’m cold.’
  He told me (that) he was cold.

Expressions with say and tell:

say  good morning/afternoon etc, something/nothing etc, a prayer, so, a few words, etc.
tell  the truth, a lie, a secret, a story, a joke, the time, the difference, sb one’s name, sb the way, one from another, one’s fortune, sb so, etc.

1. Fill in the gaps with say or tell in the correct tense.

A  ‘This sugar-free chocolate is delicious’. 1) said  Sandra. ‘I can’t 2) ............ the difference between this chocolate and the one containing sugar.’ ‘I like it, too’. 3) ............ Mark. ‘I wish someone had 4) ............ me about it sooner. I could have lost so much weight!’ ‘To 5) ............ you the truth, I don’t think you should lose weight.’ 6) ............ Sandra. ‘I like you just the way you are.’ she 7) ............ him.

B  ‘I saw Paul in town today’. Steve 1) ............ Louise. ‘I 2) ............ good afternoon to him and I noticed that he’d had his hair cut. I should have 3) ............ something about it, but it looked awful, so I didn’t mention it.’ ‘You did the right thing’. Louise 4) ............ him. ‘It’s better to 5) ............ nothing than to 6) ............ a lie.’

C  At Alison’s wedding reception, her father stood up and 1) ............ the guests that he would like to 2) ............ a few words. He started to 3) ............ a story about when Alison was young. Alison felt embarrassed, but she didn’t 4) ............ so. Then, her father 5) ............ the guests some jokes, which everyone found very funny. Finally, he 6) ............ a prayer for the happy couple.
Reported Statements

◆ Verb tenses and time expressions change in reported speech:
  a) when the introductory verb is in a past tense.
     *e.g.* "I'm moving to a new flat next week," she said.
     She said (that) she was moving to a new flat the following week.
  b) in out-of-date reporting.
     *e.g.* (Monday 2 May) Mike said, "I borrowed some money from my parents."
     (Thursday 5 May) Mike said (that) he had borrowed some money from his parents.
  c) when we consider what the speaker says to be untrue.
     *e.g.* "Paula and I are best friends," Jack said to me.
     Jack said to me that he and Paula were best friends, but Paula had never actually met him.

The tenses change as follows:

- **present simple** → **past simple**
  "I need a new car," Greg said.
  Greg said (that) he needed a new car.

- **present continuous** → **past continuous**
  "He's sleeping," she said.
  She said (that) he was sleeping.

- **present perfect** → **past perfect**
  "I've already seen this film," he said.
  He said (that) he had already seen the film.

- **past simple** → **past simple or past perfect**
  "I got up late," Tonia said.
  Tonia said (that) she (had) got up late.

- **past continuous** → **past cont. or past perfect cont.**
  "I was working at four o'clock," Tim said.
  Tim said (that) he was working/had been working at four o'clock.

- **future (will)** → **conditional (would)**
  "I'll call you tomorrow," Rea said.
  Rea said (that) she would call me the following day.

The past perfect and past perfect continuous remain the same.

◆ Some words and time expressions change according to the meaning of the sentence:
  - **now** → **then, at that time, immediately**
  - **today, tonight** → **that day, that night**
  - **yesterday** → **the day before, the previous day**
  - **tomorrow** → **the next day, the following day**
  - **this week** → **that week**
  - **last week** → **the week before, the previous week**
  - **next week** → **the week after, the following week**
  - **two days ago** → **two days before**
  - **here** → **there**
  - **come** → **go**

◆ When this/these are used in time expressions, they change to that/those.
  *e.g.* this week → that week, these days → those days

When this/these/that/those are not used in time expressions, they change as follows:

- **they change to the when used as adjectives,**
  that is, when they are followed by a noun.
  *e.g.* 'This film is boring,' Claire told me.
  Claire told me (that) the film was boring.

- **they change to it or they/them when used as pronouns,**
  that is, when they are not followed by a noun.
  *e.g.* 'This is an unusual situation,' Dad said.
  Dad said (that) it was an unusual situation.

◆ Certain modal verbs change as follows:
  - **will** → **would**
    He said, 'One day I'll be able to afford a car.'
    He said (that) one day he would be able to afford a car.
  - **can** → **could**
    He said, 'I can speak French.'
    He said (that) he could speak French.
  - **can** → **could/would be able to (future reference)**
    He said, 'We can meet tomorrow.'
    He said (that) we could/would be able to meet the next day.
  - **may** → **might**
    He said, 'I may call you.'
    He said (that) he might call us.
  - **shall** → **should (asking for advice)**
    → **offer (expressing offers)**
    He said, 'When shall I come?'
    He asked when he should come.
    He said, 'Shall I help you?'
    He offered to help me.
  - **must** → **must/had to (obligation)**
    He said, 'You must finish this.'
    He said (that) I must/had to finish it.
  - **needn't** → **needn't/didn't need to/didn't have to**
    He said, 'You needn't pay in cash.'
    He said (that) I needn't/didn't need to/didn't have to pay in cash.

Would, could, might, should, ought, had better, used to and mustn't do not change. Must does not change when it expresses a logical assumption. *e.g.* a) 'I might talk to her,' Danny said.
  Danny said (that) he might talk to her.
  b) 'You must be tired,' Paul told Susan.
  Paul told Susan (that) she must be tired.

◆ In Type 1 conditionals tenses change in reported speech as follows: the present simple becomes past simple in the if-clause and will becomes would in the main clause.
  *e.g.* 'If you ask Liz, she'll help you,' he said.
  He said (that) if I asked Liz, she would help me.
UNIT 7
Reported Speech

◆ In Type 2 and Type 3 conditionals tenses do not change.
  e.g. a) ‘If I had more time, I would take up a hobby.’
      Eric said to me.
      Eric told me (that) if he had more time, he would take up a hobby.
  b) ‘If I hadn’t parked my car on a double yellow line, I wouldn’t have got a ticket,’ Sam said.
      Sam said (that) if he hadn’t parked his car on a double yellow line, he wouldn’t have got a ticket.

The verb tenses remain the same in reported speech when the introductory verb is in the present, future or present perfect.
  e.g. Mum says, ‘Dinner is ready.’
       Mum says (that) dinner is ready.

The introductory verb is in the present tense:
a) when we pass on messages, e.g. Debbie says she needs the car tonight. b) when we report the content of a letter, article, etc. while reading it, e.g. The article says that people use too much water.
  c) when we refer to something someone says very often, e.g. Mum often says that I shouldn’t talk to strangers.

◆ The verb tenses can either change or remain the same in reported speech:
  a) in up-to-date reporting.
  b) when reporting a general truth or law of nature.

  e.g. The teacher said, ‘Paris is the capital of France.’
      The teacher said (that) Paris is/was the capital of France.

Ruth met lots of students when she went to visit a university last month. Read their words, then report what they said.

  e.g. 1 Sarah told her (that) she had made lots of friends.

1 I’ve made lots of friends. (Sarah)

2 The library is huge. (Tina)

3 I’m learning lots of interesting things. (Paul)

4 The teachers are very friendly. (Simon)

5 I will always remember my time here. (Elaine)

6 I’m taking my final exams next month. (Roger)

3 Turn the following sentences into reported speech.

1 Robert said, ‘This film is very funny’.
   ...Robert said (that) the film was very funny...

2 I’m starting a new job next week,’ she said.

3 ‘I got my exam results last week,’ she told them.

4 ‘I can’t afford to buy this dress,’ said Sally.

5 ‘I would buy a car if I had enough money,’ he said to her.

6 Frank said, ‘That’s the house where I was born.’

7 ‘That was a wonderful party,’ said Jill.

8 ‘Oranges grow in hot countries,’ the teacher said.

9 ‘A lot of people visit museums,’ he said.

10 ‘This is a very famous statue,’ the tour guide told us.

11 ‘I don’t like that jacket,’ said Bob.

12 ‘I’m lost,’ the boy said. (up-to-date reporting)

13 ‘I may be a little late this evening,’ she said.

14 ‘You’d better clean up this mess,’ Mum said to Claire.

15 ‘I’ve already done the shopping,’ she said. (up-to-date reporting)

16 ‘I found this note under the sofa,’ said Sue.

17 ‘I won’t be late again,’ he said to us.

18 ‘If I finish work early, I’ll call you,’ she said.

19 ‘I’ve been training hard recently,’ he told the reporters.

20 ‘Shall I make some tea?’ said Zoë.

21 ‘We must go home now,’ said the man to his children.

22 ‘Those are the boys who chased me,’ Sarah said.

23 ‘I’m going to a party tonight,’ Lynne told her friends.
   (up-to-date reporting)

24 ‘I used to have long hair,’ Laura said.

25 ‘There is too much violence on TV,’ said Grandad.

26 ‘You ought not to make a decision soon,’ Andrew told her.
Complete the sentences with your own ideas using reported speech, as in the example.

1. ‘I bought a new dress yesterday.’
   Did you? But you told me ... you had bought trousers.
   ‘I bought a new dress yesterday.’
   ‘Did you? But you told me you had bought trousers.’

2. ‘Bill is moving house on Saturday.’
   ‘Is he?’
   ‘Bill is moving house on Saturday.’
   ‘Is he?’

3. ‘I like Chinese food a lot.’
   ‘Do you?’
   ‘I like Chinese food a lot.’
   ‘Do you?’

4. ‘Tom can speak German fluently.’
   ‘Can he?’
   ‘Tom can speak German fluently.’
   ‘Can he?’

5. ‘I haven’t seen Anna for months.’
   ‘Haven’t you?’
   ‘I haven’t seen Anna for months.’
   ‘Haven’t you?’

6. ‘Sam is working for his father at the moment.’
   ‘Is he?’
   ‘Sam is working for his father at the moment.’
   ‘Is he?’

7. ‘I’m afraid I have to work this weekend.’
   ‘Do you?’
   ‘I’m afraid I have to work this weekend.’
   ‘Do you?’

8. ‘Janet knows about the surprise party.’
   ‘Does she?’
   ‘Janet knows about the surprise party.’
   ‘Does she?’

Turn the sentences into reported speech. In which of the following sentences do the tenses not change? In which do they not have to be changed? Why?

1. The instructions say, ‘The camera needs two batteries.’
   The instructions say (that) the camera needs two batteries.
   The tenses do not change because the introductory verb is in the present simple.

2. ‘I’ve finished the letters you asked me to write,’ Jill said.
   ‘I’ve finished the letters you asked me to write,’ Jill said.
   The tenses do not change because the introductory verb is in the present simple.

3. ‘Pandas live in China,’ the teacher said.
   ‘Pandas live in China,’ the teacher said.
   The tenses do not change because the introductory verb is in the present simple.

4. Dad says, ‘It’s time for bed.’
   ‘It’s time for bed.’
   The tenses do not change because the introductory verb is in the present simple.

5. ‘I have to tidy my bedroom now.’ Toby said.
   ‘I have to tidy my bedroom now.’ Toby said.
   The tenses do not change because the introductory verb is in the present simple.

6. The article says, ‘There has been an increase in the number of university students.’
   ‘There has been an increase in the number of university students.’
   The tenses do not change because the introductory verb is in the present simple.

7. Mr Brown says, ‘My son is going to work abroad.’
   ‘My son is going to work abroad.’
   The tenses do not change because the introductory verb is in the present simple.

8. ‘I should have bought her a present,’ he said.
   ‘I should have bought her a present,’ he said.
   The tenses do not change because the introductory verb is in the present simple.

9. ‘I’m never going to have a pet,’ my sister always says.
   ‘I’m never going to have a pet,’ my sister always says.
   The tenses do not change because the introductory verb is in the present simple.

10. Alison says, ‘The taxi is here.’
    ‘The taxi is here.’
    The tenses do not change because the introductory verb is in the present simple.

11. Mr Collins says, ‘You needn’t work late this evening.’
    ‘You needn’t work late this evening.’
    The tenses do not change because the introductory verb is in the present simple.

12. ‘I’ll pick you up at eight o’clock,’ she told me.
    ‘I’ll pick you up at eight o’clock,’ she told me.
    The tenses do not change because the introductory verb is in the present simple.

13. Coal is found underground,’ he said.
    ‘Coal is found underground,’ he said.
    The tenses do not change because the introductory verb is in the present simple.

14. You ought to go to the doctor’s,’ she said to her son.
    ‘You ought to go to the doctor’s,’ she said to her son.
    The tenses do not change because the introductory verb is in the present simple.

15. ‘It is raining hard today,’ she said.
    ‘It is raining hard today,’ she said.
    The tenses do not change because the introductory verb is in the present simple.

16. They said, ‘We’ve never travelled by plane before.’
    ‘We’ve never travelled by plane before.’
    The tenses do not change because the introductory verb is in the present simple.

17. ‘We might go to the cinema tonight,’ they said.
    ‘We might go to the cinema tonight,’ they said.
    The tenses do not change because the introductory verb is in the present simple.

18. Mum always says, ‘You should wear warmer clothes.’
    ‘You should wear warmer clothes.’
    The tenses do not change because the introductory verb is in the present simple.

Lucy’s grandmother was a famous actress. Now that she has retired, she is showing Lucy reviews from some of the films she made. Using the prompts below, make sentences, as in the example.

Example: When I starred in ‘The Love Affair’ in 1952, ‘Movie World’ said that I was an extremely talented actress. ‘The Stars’ said that...

- ‘The Love Affair’ — 1952
  - ‘Frances Garner is an extremely talented actress.’
    Movie World
  - ‘Frances Garner gives an amazing performance in this film.’
    The Stars

- ‘Over the Moon’ — 1958
  - ‘Frances Garner brings any character to life.’
    Film Stars
  - ‘Frances Garner is always a pleasure to watch.’
    Movie News

- ‘The Secret House’ — 1961
  - ‘Frances Garner is the best actress ever seen on screen.’
    Film Weekly
  - ‘Frances Garner has a gift which is very rare.’
    Movie Times

- ‘Only for You’ — 1963
  - ‘Frances Garner has made this film a success.’
    Film World
  - ‘Frances Garner truly is a star of the screen.’
    Screen Play
Reported Questions

Why are you mixing the liquids?

Yesterday, they carried out an experiment.
One student asked the teacher why he was mixing the liquids.
The other student asked the teacher if/whether they should take notes.

Reported questions are usually introduced with the verbs ask, inquire, wonder or the expression want to know. The verb is in the affirmative. The question mark and words/expressions such as please, well ..., oh, etc. are omitted. The verb tenses, pronouns and time expressions change as in statements.

e.g. 'What did you make for dinner yesterday?' Bob asked me.
Bob asked me what I had made for dinner the day before.

When the direct speech begins with a question word (who, where, how old, how long, when, why, what, etc.), the reported question is introduced with the same question word. When the direct question begins with an auxiliary (is, do, have) or a modal verb (can, may, etc.), then the reported question begins with if or whether.

e.g. 'Why do you want to leave your job?' Pam asked me.
Pam asked me why I wanted to leave my job.
'Do you like rock music?' he asked us.
He asked us if/whether we liked rock music.
'Can you ride a motorcycle?' Ben asked David.
Ben asked David if/whether he could ride a motorcycle.

Turn the questions into reported speech. Begin each one with I asked the ... and give the name of the person who does the job, as in the example.

1. 'Do I need another filling?'
   I asked the dentist if I needed another filling....
2. 'How much does this blouse cost?'
3. 'How many tablets should I take each day?'
4. 'Can I borrow the book for another week?'
5. 'Will it cost very much to repair the television?'
6. 'May I look at the menu. please?'

Turn the following into reported questions.

1. 'What is your name?' he asked me.
   ...He asked me what my name was....
2. 'Where are your parents?' Uncle Bill asked us.
3. 'Will you help me carry the box, please?' Dad asked.
4. 'What time will you be home?' Mum asked me.
5. 'Can you play the guitar?' he asked her.
6. 'Who was at the door?' David asked Janet.
7. 'Where is the post office?' they asked us.
8. 'When will you do your homework?' Meg asked me.
9. The boss asked me, 'Have you finished those reports?'
10. John asked Sam, 'Do you like computer games?'
11. 'Will you give me a lift to work, please?' he asked her.
12. 'Where is your jacket?' she asked him.

Yesterday, Simon interviewed a famous actor. He asked him the following questions. Turn them into reported questions.

1. 'Do you enjoy being famous?'
   ...Simon asked him if/whether he enjoyed being famous....
2. 'What is the best part of your job?'
3. 'What do you find difficult about acting?'
4. 'How many films have you starred in?'
5. 'What is your favourite film?'
6. 'Have you met many other famous people?'
7. 'Where would you most like to make a film?'
8. 'Have you visited many interesting places?'
9. 'What are your plans for the future?'
10. 'Are you happy with your life?'
UNIT 7

Reported Speech

Reported Commands/Requests/Suggestions

Lorna asked them not to tell anyone about it.
Peter told them to inform the manager right away.
Jim suggested calling the computer expert.

To report commands, instructions, requests or suggestions in reported speech, we use an appropriate introductory verb (ask, order, beg, suggest, tell, etc.) and the to-infinitive, -ing form or that-clause depending on the introductory verb (see page 109).

E.g. a) ‘Stop the car!’ the policeman said to him.
The policeman ordered him to stop the car.
b) ‘Put all the ingredients in a bowl,’ she said to me.
She told me to put all the ingredients in a bowl.
c) ‘Will you please hold this bag for me?’ Laura said to Helen.
Laura asked Helen to hold the bag for her.
d) ‘How about going to the cinema?’ I said to them.
I suggested going to the cinema.

Turn the following sentences into reported speech.

1 The teacher said to the student, ‘Come and see me after the lesson.’
   ...The teacher asked the student to go and see him/her after the lesson....
2 He said, ‘Shall we go out for dinner?’
3 Colin said to Dave, ‘Please hold this book for me.’
4 He said to her, ‘Close the door, please.’
5 Father said, ‘How about going to the beach?’
6 She said, ‘Let’s watch the game on TV.’

7 He said to them, ‘Please, please don’t hurt me.’
8 The policeman said to the thieves, ‘Put your hands up!’
9 The man said to the waiter, ‘Can you bring me some water, please?’
10 Jason said to his father, ‘Please, please let me go to the party.’
11 The librarian said to the boys, ‘Don’t make so much noise.’
12 The chef said to me, ‘Put the cake in the oven.’

First read, then report what the teacher told the students before the exam.

1 Please leave your bags at the front of the room.
2 Don’t talk during the exam.
3 Raise your hand if you need anything.
4 Write all your answers in pen.
5 Don’t forget to write your name at the top of the page.
6 Check your answers again before you hand the paper in.
7 Please leave quietly when you finish.
8 Answer all the questions.
UNIT 7
Reported Speech

12 Study the speech bubbles, then complete the sentences below using reported speech, as in the example.

1 It was very late, so I ...said I was going to bed.......
2 Clare was planning to stay with friends, so she .........
3 I was hungry, so I ..............................................
4 The shopping was very heavy, so Sarah ..........................................
5 Mark wasn’t ready for school, so his brother ..........................................
6 The children were shouting, so the teacher ..........................................
7 Susie wanted to watch a play, so she ..........................................
8 Pam was busy when I asked for some advice, so she ..........................................

13 Turn the following sentences into reported speech.

1 ‘Where are you going?’ she said to them. ...She asked them where they were going....
2 ‘I’m going shopping,’ said Anna. (up-to-date reporting) ..........................................
3 ‘Go away!’ said his friend. ..........................................
4 She asked me, ‘Are you ready to leave?’ ..........................................
5 ‘I’ll pick you up at five o’clock,’ he said to her. ..........................................
6 ‘It’s time for lunch,’ Ruth says. ..........................................
7 ‘When did you arrive?’ asked Marilyn. ..........................................
8 ‘The meeting started ten minutes ago,’ she said. (up-to-date reporting) ..........................................

14 Choose the correct answer.

1 She said that it was going to be a wonderful party.
   a ‘It was going to be a wonderful party.’
   b ‘It’s going to be a wonderful party.’

2 He said the bus might be a little late that day.
   a ‘The bus was a little late today.’
   b ‘The bus might be a little late today.’

3 She told him that he should study harder.
   a ‘You should study harder.’
   b ‘You should have studied harder.’

4 He said that the fire had done a lot of damage to the building.
   a ‘The fire had done a lot of damage to the building.’
   b ‘The fire has done a lot of damage to the building.’

5 He said that Michael was the best student he had ever taught.
   a ‘Michael is the best student I have ever taught.’
   b ‘Michael was the best student I have ever taught.’

6 She told us that the new furniture had been delivered the day before.
   a ‘The new furniture had been delivered yesterday.’
   b ‘The new furniture was delivered yesterday.’

7 They said that the manager would inspect the office the following day.
   a ‘The manager will inspect the office the following day.’
   b ‘The manager will inspect the office tomorrow.’

8 He said that if we hadn’t acted so quickly, the accident would have been even worse.
   a ‘If you hadn’t acted so quickly, the accident would have been even worse.’
   b ‘If you haven’t acted so quickly, the accident would be even worse.’

9 My father said to me, ‘Don’t be late.’

10 ‘Tom has already left,’ said Pam to us.

11 ‘Who’s there?’ said Joe.

12 ‘What colour skirt did you buy?’ she asked me.

13 They said to him, ‘We’re leaving early in the morning.’ (up-to-date reporting)

14 ‘Don’t go near the fire,’ Dad said to the boys.

15 ‘Let’s have a barbecue this weekend,’ said Liz.
## Introductory Verbs

<table>
<thead>
<tr>
<th>introductory verb</th>
<th>direct speech</th>
<th>reported speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ to - inf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>agree</td>
<td>‘Yes. I’ll lend you the money.’</td>
<td>He agreed to lend me the money.</td>
</tr>
<tr>
<td>*claim</td>
<td>‘I saw the robbers.’</td>
<td>He claimed to have seen the robbers.</td>
</tr>
<tr>
<td>demand</td>
<td>‘Give me the money.’</td>
<td>He demanded to be given the money.</td>
</tr>
<tr>
<td>offer</td>
<td>‘Would you like me to help you?’</td>
<td>He offered to help me.</td>
</tr>
<tr>
<td>*promise</td>
<td>‘I’ll return the book to you soon.’</td>
<td>He promised to return the book to me soon.</td>
</tr>
<tr>
<td>refuse</td>
<td>‘No. I won’t call her.’</td>
<td>He refused to call her.</td>
</tr>
<tr>
<td>*threaten</td>
<td>‘Stop shouting or I’ll punish you.’</td>
<td>He threatened to punish her if she didn’t stop shouting.</td>
</tr>
<tr>
<td>+ sb + to - inf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>advise</td>
<td>‘You should eat more fruit.’</td>
<td>He advised me to eat more fruit.</td>
</tr>
<tr>
<td>allow</td>
<td>‘You can go to the party.’</td>
<td>He allowed me to go to the party.</td>
</tr>
<tr>
<td>ask</td>
<td>‘Could you do me a favour?’</td>
<td>He asked me to do him a favour.</td>
</tr>
<tr>
<td>beg</td>
<td>‘Please, please don’t hurt me.’</td>
<td>He begged them not to hurt him.</td>
</tr>
<tr>
<td>command</td>
<td>‘Put your hands up.’</td>
<td>He commanded them to put their hands up.</td>
</tr>
<tr>
<td>forbid</td>
<td>‘You mustn’t stay out late.’</td>
<td>He forbade me to stay out late.</td>
</tr>
<tr>
<td>invite</td>
<td>‘Will you come to my wedding?’</td>
<td>He invited me to (go to) his wedding.</td>
</tr>
<tr>
<td>order</td>
<td>‘Go to your room!’</td>
<td>He ordered me to go to my room.</td>
</tr>
<tr>
<td>*remind</td>
<td>‘Don’t forget to buy some milk.’</td>
<td>He reminded me to buy some milk.</td>
</tr>
<tr>
<td>warn</td>
<td>‘Don’t touch the iron.’</td>
<td>He warned me not to touch the iron.</td>
</tr>
<tr>
<td>+ -ing form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>accuse sb of</td>
<td>‘You committed the crime.’</td>
<td>He accused her of committing/having committed the crime.</td>
</tr>
<tr>
<td>*admit (to)</td>
<td>‘Yes, I gave away your secret.’</td>
<td>He admitted (to) giving/having given away my secret.</td>
</tr>
<tr>
<td>apologise for</td>
<td>‘I’m sorry I’m late.’</td>
<td>He apologised for being late.</td>
</tr>
<tr>
<td>*boast about/of</td>
<td>‘I’m the best student in my class.’</td>
<td>He boasted about/of being the best student in his class.</td>
</tr>
<tr>
<td>*complain to sb of</td>
<td>‘I have noisy neighbours.’</td>
<td>He complained of having noisy neighbours.</td>
</tr>
<tr>
<td>*deny</td>
<td>‘No, I didn’t use your computer.’</td>
<td>He denied using/having used my computer.</td>
</tr>
<tr>
<td>*insist on</td>
<td>‘You must finish by Friday.’</td>
<td>He insisted on me/my finishing by Friday.</td>
</tr>
<tr>
<td>*suggest</td>
<td>‘Let’s go out to dinner.’</td>
<td>He suggest-ed going out to dinner.</td>
</tr>
<tr>
<td>explain to sb + how</td>
<td>‘That’s how it works.’</td>
<td>He explained to us how it worked.</td>
</tr>
<tr>
<td>+ that - clause</td>
<td></td>
<td></td>
</tr>
<tr>
<td>explain</td>
<td>‘I don’t like him because he’s rude.’</td>
<td>She explained that she didn’t like him because he was rude.</td>
</tr>
<tr>
<td>inform sb</td>
<td>‘The results will come out tomorrow.’</td>
<td>He informed us that the results would come out the next day.</td>
</tr>
<tr>
<td>exclaim/remark</td>
<td>‘What a glorious day!’</td>
<td>He exclaimed/remarked that it was a glorious day.</td>
</tr>
</tbody>
</table>

*Note: The verbs marked with an asterisk can also be followed by a that - clause in reported speech.*

e.g. He **claimed** that he had won a prize.
He promised that he would call.
He threatened that he would leave.
He reminded me that I had a meeting that afternoon.
He admitted that he was wrong.

He boasted that he was very rich.
He complained that he didn’t earn enough money.
He denied that he had taken the money.
He insisted that I (should) work on Saturday.
He suggested that we (should) take out a loan.
UNIT 7
Reported Speech

15. Complete the sentences.

1. ‘You should spend more time studying.’
   The teacher advised...**me to spend more time studying**...
2. ‘Don’t forget to lock the door before you leave.’
   Sam reminded...**(to)**...
3. ‘I’m sorry I forgot to call you.’
   Jim apologised...**(for)**...
4. ‘You never listen to me, Stuart.’
   Mary complained...**(about)**...
5. ‘Shall we go bowling this evening?’
   Mark suggested...**(if)**...
6. ‘You mustn’t play near the road.’
   Father forbade...**(not to)**...
7. ‘This man stole my wallet!’
   Mr Brown accused...**(of)**...
8. ‘I’m the best basketball player in the school.’
   Steve boasted...**(about)**...
9. ‘Yes, I took the letter.’
   Claire admitted...**(that)**...
10. ‘You must stay for lunch, Sarah.’
    Mrs Stamp insisted...**(to)**...
11. ‘Please, please, let me borrow your bicycle.’
    Martin begged...**(for)**...
12. ‘Don’t touch the oven. It’s hot.’
    Mother warned...**(not to)**...

16. Fill in the gaps with one of the introductory verbs from the list below in the past simple.

   deny    suggest    boast    agree
   insist   accuse    promise    complain
   advise   threaten warn   remind

1. ‘I’m the fastest runner on the team,’ he said.
   He...**boasted**...about being the fastest runner on the team.
2. ‘I didn’t take your jacket,’ he said to her.
   He...**insisted**...taking her jacket.
3. ‘You should go to the doctor’s,’ Mum said to me.
   Mum...**ordered**...me to go to the doctor’s.
4. ‘I’ll call you next week,’ she said to him.
   She...**promised**...to call him next week.
5. ‘Yes, I’ll set the table for dinner,’ he said to her.
   He...**assured**...to set the table for dinner.
6. ‘He always forgets my birthday,’ she said.
   She...**advised**...that he always forgets her birthday.
7. ‘Let’s go for a walk,’ she said.
   She...**advised**...going for a walk.
8. ‘Leave, or I’ll shoot,’ the man said to them.
   The man...**ordered**...to shoot them if they didn’t leave.
9. ‘Don’t forget to feed the cat,’ she said to him.
   She...**warned**...him to feed the cat.
10. ‘You broke my CD player,’ she said to him.
    She...**reminded**...him of breaking her CD player.
11. ‘Don’t go near the edge of the cliff,’ Dad said to them.
    Dad...**warned**...them not to go near the edge of the cliff.
12. ‘You must do your homework before you go out,’ she said to us.
    She...**ordered**...on us doing our homework before we went out.

17. Turn the sentences into reported speech using an appropriate introductory verb.

1. ‘No, I won’t do your homework for you,’ she said to me.
   **She refused to do my homework for me...**
2. ‘You lied to me,’ Dennis told Ann.
3. ‘I promise I won’t tell anyone your secret.’ Tara said to Diana.
4. ‘Don’t forget to post the letters,’ Mum said to me.
5. ‘I’m sorry I ruined your shirt,’ Sarah told Frances.
6. ‘No, I didn’t use Tim’s computer,’ George said.
7. ‘Don’t get too close to the fire,’ Mike said to the children.
8. ‘Let’s have a party,’ Simon said.
9. ‘I’ll punish you if you behave badly,’ Mum told the twins.
10. ‘It was me who broke the vase,’ she said.
11. ‘Could I use your phone, please?’ David asked me.
12. ‘Yes, I’ll help you with the washing-up,’ Sandra told me.
13. ‘Everyone stop talking!’ Mr Jones told the class.
14. ‘Please, please, don’t tell anyone about this,’ he said to us.
15. ‘You should go to the dentist’s,’ she told her brother.
16. ‘Children, sit down!’ the school bus driver said.
17. ‘Throw down your weapons!’ the policeman said to the robbers.
18. ‘No, you may not stay out late tonight,’ Dad said to Louise.
19. ‘You must wash your hands before eating dinner,’ she told the children.
20. ‘That’s the most beautiful necklace I’ve ever seen!’ Amanda said.
In dialogues we use a mixture of statements, questions, commands, requests, etc. In reported speech, we use: and, as, adding that, and (he/she) added that, because, but, since, and then (he/she) went on to say (that), while, then, etc. to link the sentences in a dialogue. We can also use introductory verbs in the present participle form (offering, begging, explaining, etc.).

a) ‘I’m exhausted,’ she said to him. ‘Can you make me a cup of tea?’
She exclaimed that she was exhausted and asked him to make her a cup of tea.

b) ‘I’ll take a taxi home. It’s getting late’, he said.
He said that he would take a taxi home as/because/since it was getting late.

c) Mr Adams: Can I talk to Mr Stephens?
Secretary: I’m sorry, but he’s not here. Would you like me to take a message?
Mr Adams: No, thank you. I need to see him in person.
Mr Adams asked to talk to Mr Stephens. His secretary said that he wasn’t there and offered to take a message. Mr Adams declined, explaining that he needed to see him in person.

18. Turn the following sentences into reported speech.

   1. ‘I’m hungry,’ she said. ‘I haven’t eaten all day.’
   ...She said that she was hungry, explaining that she hadn’t eaten all day...

   2. ‘Let’s go to the cinema,’ he said. ‘We haven’t seen a film for months.’

   3. Tim: Dave is ill. He can’t come to the party.
      Mike: What’s wrong with him?
      Tim: He’s got flu. He has to stay in bed.

   4. ‘You’re early,’ he said to her. ‘I’m not ready yet.’

   5. ‘Hurry up!’ she told him. ‘We’re going to miss the bus.’

   6. ‘Have you got your key?’ she said. ‘I’ve forgotten mine.’
UNIT 7
Reported Speech

7 'I'm going out,' Colin said. 'I might be back late.'

8 Sally: I've bought a car. It's being delivered tomorrow.
   John: What kind of car is it?
   Sally: It's a sports car. It was very expensive.

9 'I'm sorry I'm late. I overslept,' he said to them.

10 Martin: Can you help me? I need some advice.
     James: What's the problem?
     Martin: I don't know what to buy my mother for her birthday. I want to get something special.

21 Turn the following sentences into direct speech, as in the example.

1 He threatened to tell the headmaster if we didn't behave properly.
   ...'I'll tell the headmaster if you don't behave properly,' he said....

2 She invited me to go to the cinema with her.

3 He offered to help me clean the house.

4 We explained that we were late because we had missed the bus.

5 She advised me to see a professional.

6 She admitted to reading my diary.

7 She agreed to help me interview the candidates.

8 He accused me of breaking his glasses.

9 We apologised for missing their dinner party.

10 Edward complained that the children were always disturbing him.

20 Punctuation in Direct Speech

◆ We put the speaker's words in quotation marks and we capitalise the first word of the direct speech. When the speaker is mentioned before the direct speech, we put the comma outside the quotation marks. When the speaker is mentioned after the direct speech, we put the comma inside the quotation marks.
   e.g. He said, 'I love Paris in the winter.'
   OR: 'I love Paris in the winter,' he said.

◆ If the direct speech is a question and the person being spoken to comes after it, we put a question mark and not a comma.
   e.g. Shall we go now? he asked her.
   OR: He asked her. 'Shall we go now?'

22 Turn the following sentences from direct into reported speech or vice versa.

1 'What are your plans for the weekend?' he asked her.
   ...He asked her what her plans for the weekend were....

2 Malcolm suggested that they go fishing that afternoon.

3 Simon denied having damaged the car.

4 'Could you open the door for me, please?' Kate asked Harry.

5 Julia claimed to have met Kevin Costner.

6 'You never listen when I'm talking to you,' she said.

7 The instructor said, 'This is how you open the parachute.'
8 'I promise I won't lose your necklace,' she told her friend.

9 Stuart begged his parents to let him go to the disco.

10 His father said to him, 'No, you can't go to the concert.'

11 'Yes, you may stay out late on Saturday,' said Mum.

12 The man demanded to speak to his lawyer.

13 'I'm afraid there are no tickets left,' he said to us.

14 'The path is very slippery,' the guide said to the climbers.

15 He asked her to write to him while she was away.

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**Common mistakes**

- She **told** me that she was late. ✗
- She **told** me that she was late. ✓
- Colin said, 'I met them last week.'
  - Colin said he had met them **last week**. ✗
  - Colin said he had met them **the week before the previous week**. ✓
- 'This is a mistake,' she told me.
  - She told me that **that** was a mistake. ✗
  - She told me that it was a mistake. ✓
- 'Derek must be very rich.' Samantha told me.
  - Samantha told me that Derek **had to be** very rich. ✗
  - Samantha told me that Derek **must be** very rich. ✓
- Peter says, 'Everybody is in the garden.'
  - Peter says that everybody **was** in the garden. ✗
  - Peter says that everybody is in the garden. ✓
- 'Where did you find this ring?' Karen asked me.
  - Karen asked me where **had I found** the ring. ✗
  - Karen asked me where **I had found** the ring. ✓

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23 Turn the following into reported speech.
Use appropriate introductory verbs.

1 Sam: 'We're having trouble finding a good sales assistant.'
...Sam complained that they were having trouble finding a good sales assistant...

2 Dave: 'We've been interviewing people for two weeks.'

3 Lucy: 'Why don't you contact the Job Centre?'

4 Ann: 'I think that Julie Smith is looking for a job.'

5 Tom: 'Yes, right. We forgot that she has been looking for a job.'

6 Dave: 'Actually, Julie might be perfect for the job. Ann, do you have her phone number?'

7 Ann: 'Yes, I do. I'll give her a call if you like.'

8 Sam: 'Don't forget to ask her if she can work flexible hours.'

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24 Correct the mistakes.

1 Anna says that lunch was ready.
2 They told me that that was a photograph of their family.
3 Brian told me that he had a new car.
4 Linda said she had seen the film last month.
5 Tim asked me where had I been on holiday.
6 Alan told me that John had to be in the office.

---

25 Cross out the unnecessary word.

1 Our friends told us that we had better to avoid the city centre.
2 Annabelle asked Tony where he was being going for his holidays.
3 They asked me if I would like to buy her a gift and I said I would so.
4 Paul suggested that they should to inform the police as soon as possible.
5 Rebecca told to her husband that the postman had delivered a parcel for him.
6 The man wanted to know if where the nearest post office was.
7 Melissa promised that to call us as soon as she reached Madrid.
8 The teacher told us do not to make any noise.
9 Rhonda asked me that what I would like for my birthday.
10 He insisted on that we should tell the truth about the incident.
Complete each sentence with two to five words, including the word in bold.

1. ‘I feel very ill,’ he said to her. **complained** He ...complained of feeling... very ill.
2. ‘I promise I’ll send you a postcard,’ Julie said to Mike. **promised** Julie .................................. Mike a postcard.
3. ‘I will send you to your room if you don’t apologise,’ she said to him. **threatened** She .................................. to his room if he didn’t apologise.
4. ‘Would you like to come to dinner on Friday?’ they said to us. **invited** They .................................. to dinner on Friday.
5. ‘What an amazing garden!’ said Marie. **exclaimed** Marie .................................. an amazing garden.
6. ‘I’m sorry I interrupted the meeting,’ he said to her. **for** He .................................. the meeting.
7. ‘You must finish that report by five o’clock,’ she said to me. **on** She .................................. the report by five o’clock.
8. ‘No, I won’t give you any more pocket money,’ Dad said to Steve. **refused** Dad .................................. any more pocket money.
9. ‘Let’s go for a picnic this afternoon,’ Mum said. **going** Mum .................................. that afternoon.
10. ‘I didn’t leave the tap on,’ she said. **denied** She .................................. the tap on.
11. ‘Don’t forget to pack your swimming costumes,’ Mum said to us. **reminded** Mum .................................. our swimming costumes.
12. ‘I took your new skirt,’ my sister said. **admitted** My sister .................................. my new skirt.
13. ‘You drank the last can of lemonade,’ Sue said to Jane. **of** Sue .................................. the last can of lemonade.
14. ‘Why don’t we organise a party for Lucy’s birthday?’ Dave said. **should** Dave .................................. organise a party for Lucy’s birthday.
15. ‘Ok, I’ll give you a chance,’ she said. **agreed** She .................................. a chance.
16. ‘Drop your gun!’ the policeman told the man. **ordered** The policeman .................................. his gun.
17. ‘Why are you making such a fuss?’ Mum asked me. **was** Mum wanted to know .................................. such a fuss.
18. ‘I’ll give you a lift to the station.’ Mike said to me. **to** Mike .................................. a lift to the station.
19. ‘You should save some money every month,’ Rita told her son. **advised** Rita .................................. some money every month.
20. ‘I’ve got the fastest car of all my friends,’ Daniel said. **boasted** Daniel .................................. the fastest car of all his friends.
21. ‘I don’t suppose you can lend me thirty pounds. can you?’ Caroline said to me. **whether** Caroline wanted to know .................................. her thirty pounds.
22. ‘I saw who broke into the flat,’ Mrs Reeves told the police. **claimed** Mrs Reeves .................................. who broke into the flat.
23. ‘Where is my purse?’ she asked herself. **wondered** She .................................. was.
24. ‘Why are you so upset?’ Diana asked Fiona. **was** Diana asked Fiona .................................. so upset.

Underline the correct preposition.

1. Colin searched everywhere **at**/for/on his missing keys.
2. I am quite satisfied **about**/with/by my new television.
3. We hurried through the storm in search **for**/of/at shelter.
4. The judge sentenced the thief **to**/of/for five years in prison.
5. The teacher shouted **to**/at/about the naughty children.
6. The boy shouted **at**/to/for his friends that he was going home.
7. This dress is similar **to**/with/for the one Sally bought.
8. Toby is a doctor who specialises **in**/of/at allergies.
9. The lifeguard saved the old lady **of**/by/from drowning.
10. They spent all their money **for**/on/at computer games, so they had to walk all the way back home.
11. Sam hopes to succeed **in**/at/of becoming captain of the football team.
12. Paula suffers **from**/with/of hay fever every summer.
13. I am not sure **about**/of/on where to go on holiday this year.
14. She is always suspicious **with**/of/at people who refuse to look her in the eye.
15. The police suspect her **for**/about/of committing a robbery.
16. I sympathise **to**/with/for you over the loss of your job. I’m out of work, too.
17. Although he is sympathetic **to**/with/for the hardships of the homeless, he doesn’t do anything to help them.
18. We’re in a difficult situation, but I hope we’ll find a solution **for**/at/to our problem soon.
### Phrasal Verbs

<table>
<thead>
<tr>
<th>Verb Expression</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>hold back:</td>
<td>1) (tr) control (tears, laughter), 2) (tr) delay, 3) (tr) keep secret, 4) (int) be reluctant to act</td>
</tr>
<tr>
<td>hold in:</td>
<td>(tr) restrain; keep under control</td>
</tr>
<tr>
<td>hold on:</td>
<td>(int) to wait (esp on the phone)</td>
</tr>
<tr>
<td>hold out:</td>
<td>1) (tr) delay, 2) (tr) use violence in order to rob, 3) (int) last: hold out</td>
</tr>
<tr>
<td>keep away (from):</td>
<td>(tr) stay away</td>
</tr>
<tr>
<td>keep back:</td>
<td>(tr) conceal</td>
</tr>
<tr>
<td>keep behind:</td>
<td>(tr) make sb remain after others have left</td>
</tr>
<tr>
<td>keep (oneself) from:</td>
<td>(tr) prevent from, 2) avoid</td>
</tr>
<tr>
<td>keep off:</td>
<td>1) (tr) make sb stay away from, 2) avoid (food, a habit, etc); keep away from</td>
</tr>
<tr>
<td>keep on:</td>
<td>1) (int) continue in spite of difficulties, 2) (tr) continue doing sth: carry on</td>
</tr>
<tr>
<td>keep out of:</td>
<td>(tr) stay away from (trouble)</td>
</tr>
<tr>
<td>keep up:</td>
<td>1) (tr) maintain sth at the same level, 2) keep sb out of bed, 3) keep sth in good condition</td>
</tr>
<tr>
<td>keep up with:</td>
<td>1) (tr) proceed at an equal pace with, 2) continue to be informed (news, events)</td>
</tr>
</tbody>
</table>

### Fill in the correct particle.

1. The house is becoming too expensive for them to keep up...
2. You shouldn’t hold up your anger. It will only make you feel worse.
3. I’m keeping up chocolate for a while in an attempt to lose a little weight.
4. I didn’t mean to let the secret slip. It was an accident.
5. We were held up in traffic. That’s why we arrived late.
6. Our business is holding up quite well, despite the economic crisis.
7. The young man was let down because he had never been in trouble before.
8. The secretary asked me to hold up until Mrs Harris was ready to take my call.
9. Kate is trying to keep her grades up at the same level.
10. The jury thought that one of the witnesses was keeping some important information up.

11. The joke was so funny that Jake couldn’t hold up his laughter.
12. Sally buys a newspaper every day to keep up with the news.
13. You mustn’t hold back secrets if there’s something I ought to know.
14. I’ve had a few problems, but I’m going to keep up with trying until I succeed.
15. This skirt is too short. I’ll let it down a bit.
16. I think our water supplies will hold up for another four days.
17. Simon held back because he wasn’t sure if it was the right thing to do.
18. You’ve put on weight! I’ll have to let up on the waist of your trousers for you.
19. When Jane had measles, her mother kept her away from school for two weeks.
20. The demonstrators held on for three weeks before ending their protest outside the factory.
21. I’m counting on you. Please don’t let me down.
22. Don’t walk so fast. I can’t keep up with you!
23. George keeps up with the watering in the garden, but I’m sure it’s dead.
24. The noise from the party kept me up until the early hours of the morning.
25. While we’re away, please try to keep up with trouble.

### Fill in the gaps with the correct form of the words in brackets.

A. Making a cake does not require much 1) [intelligent]. All you have to do is follow the 2) [instruct] (instruct) in the recipe book. If you pay 3) [attend] (attend) to the recipe and are 4) [care] (care) to measure the ingredients accurately, then you should end up with a 5) [wonder] (wonder) cake.

B. The ‘Spice Girls’ are a very 1) [success] (successful) band. Their 2) [popular] (popular) is a result of their 3) [fashion] (fashionable) image and their 4) [enjoy] (enjoyable) music. The band has many fans who watch each new 5) [develop] (develop) with interest.

C. I have a great deal of 1) [admire] (admiration) for doctors and nurses. Their work demands 2) [commit] (commitment) and, of course, 3) [concentrate] (concentrate). They make difficult 4) [decide] (decide) every day and treat all kinds of illnesses and 5) [injure] (injured) with interest.

D. Our trip to the theatre last night was rather a 1) [disappoint] (disappointed). A woman in the audience caused a 2) [distract] (distract) by coughing loudly throughout the 3) [perform] (performance). It totally spoiled our 4) [enjoy] (enjoyment) of the play as we found the noise 5) [bear] (unbearable).
### Choose the correct answer.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I'm going to take Louise to a restaurant tonight.</td>
<td>A: shall, B: ought to, C: may</td>
</tr>
<tr>
<td>'Well, you ...B... book a table in advance.'</td>
<td></td>
</tr>
<tr>
<td>2. 'How is Brian today?'</td>
<td>A: felt, B: is feeling, C: has been feeling</td>
</tr>
<tr>
<td>'He ............ a little better, thank you.'</td>
<td></td>
</tr>
<tr>
<td>3. 'Mr Jones won't be free for at least half an hour.'</td>
<td>A: wait, B: to wait, C: waiting</td>
</tr>
<tr>
<td>'That's alright. I don't mind ............'</td>
<td></td>
</tr>
<tr>
<td>4. '............ fruit is good for your health.'</td>
<td>A: Eating, B: To Eat, C: Eat</td>
</tr>
<tr>
<td>'I know. I eat an apple every day.'</td>
<td></td>
</tr>
<tr>
<td>5. 'What is happening over there?'</td>
<td>A: is building, B: is built, C: is being built</td>
</tr>
<tr>
<td>'A new supermarket ............ .'</td>
<td></td>
</tr>
<tr>
<td>6. 'This room looks very nice.'</td>
<td>A: have it decorated, B: had it decorated, C: are having it decorated</td>
</tr>
<tr>
<td>'Thank you. We ............ last week.'</td>
<td></td>
</tr>
<tr>
<td>7. 'You look tired.'</td>
<td>A: the, B: an, C: a</td>
</tr>
<tr>
<td>'I am. I think I need ............ holiday.'</td>
<td></td>
</tr>
<tr>
<td>8. 'I bought these trousers from a wonderful shop.'</td>
<td>A: the, B: an, C: a</td>
</tr>
<tr>
<td>'Really. What was ............ name of the shop?'</td>
<td></td>
</tr>
<tr>
<td>9. 'That's a beautiful painting.'</td>
<td>A: painted, B: was painted, C: is painted</td>
</tr>
<tr>
<td>'Yes. It ............ by my sister.'</td>
<td></td>
</tr>
<tr>
<td>10. 'Sarah is in a good mood today.'</td>
<td>A: happily, B: happy, C: happier</td>
</tr>
<tr>
<td>'Yes. She looks very .............'</td>
<td></td>
</tr>
<tr>
<td>11. 'David's car isn't here.'</td>
<td>A: should, B: will, C: must</td>
</tr>
<tr>
<td>'No. He ............ be at work.'</td>
<td></td>
</tr>
<tr>
<td>12. 'Do you know Steven?'</td>
<td>A: know, B: knew, C: have known</td>
</tr>
<tr>
<td>'Yes. I ............ him for years.'</td>
<td></td>
</tr>
<tr>
<td>13. 'John is a lovely person.'</td>
<td>A: to be, B: being, C: be</td>
</tr>
<tr>
<td>'Yes. I consider him ............ the nicest person I know.'</td>
<td></td>
</tr>
<tr>
<td>14. 'You're up very early today.'</td>
<td>A: late, B: lately, C: later</td>
</tr>
<tr>
<td>'I know. I don't want to be ............ for my interview.'</td>
<td></td>
</tr>
<tr>
<td>15. 'That film was brilliant.'</td>
<td>A: funniest, B: the funniest, C: the funnere</td>
</tr>
<tr>
<td>'Yes. It was ............ film I've ever seen.'</td>
<td></td>
</tr>
<tr>
<td>16. 'Grandpa wants to go to university!'</td>
<td>A: very, B: enough, C: too</td>
</tr>
<tr>
<td>'You're never ............ old to do something like that.'</td>
<td></td>
</tr>
<tr>
<td>17. 'We ............ in the country.'</td>
<td>A: are living, B: used to live, C: use to live</td>
</tr>
<tr>
<td>'When did you move to the city?'</td>
<td></td>
</tr>
<tr>
<td>It was very 1) ............ at night and Susan was fast 2) ............ in bed. Suddenly, she 3) ............ by a loud noise. She sat up and turned on the light. She 4) ............ hear faint noises 5) ............ from downstairs. Someone was in the house. Susan was very scared, but she decided to go and 6) ............ what was happening. She wouldn't let her house 7) ............ burgled. She didn't want to have all her belongings 8) ............ Pulling on her dressing-gown, she crept slowly down the stairs. As she opened the door to the kitchen she came face to face with her brother. He 9) ............ downstairs to get something to eat, but he had dropped the biscuit tin on the floor. They both laughed and 10) ............ went back to bed.</td>
<td></td>
</tr>
</tbody>
</table>
Revision Box

Complete each sentence with two to five words, including the word in bold.

1. I'm sure he didn’t go to the cinema last night.
   **have** He ...*can’t have gone to*... the cinema last night.

2. It wasn’t necessary for him to give me a lift because I had my own car.
   **need** He .......................................................... me a lift because I had my own car.

3. I advise you to be more careful.
   **should** You ............................................ more careful.

4. I'll cut the grass for you.
   **like** Would ........................................... the grass for you?

5. Let’s go for a drive in the countryside.
   **about** What .......................................................... in the countryside?

6. It wasn’t necessary for her to buy me a present, but she did.
   **bought** She .......................................................... me a present.

7. You mustn’t interrupt the teacher when she’s talking.
   **allowed** You .......................................................... the teacher when she’s talking.

8. It’s possible that you left your keys at home.
   **have** You .......................................................... your keys at home.

9. You are not allowed to play football in the house.
   **mustn’t** You .......................................................... in the house.

10. It wasn’t necessary to go shopping, so we didn’t.
    **need** We .......................................................... go shopping.

11. She will probably go to university.
    **likely** It .......................................................... go to university.

12. It wasn’t necessary for her to clean the windows, but she did.
    **needn’t** She .......................................................... the windows.

13. It’s possible that they will sell their house.
    **may** They .......................................................... their house.

14. I am certain Philip proposed to Mary last night.
    **must** Philip .......................................................... to Mary last night.

15. You ought to reconsider your decision.
    **better** You .......................................................... your decision.

16. ‘What a spectacular view!’ said Virginia.
    **exclaimed** Virginia .......................................................... was spectacular.

The reporter is now writing an article about Mr Houston and his museum. Look at the Oral Activity again and complete the article below.

Yesterday, I met Mr Houston, who has recently opened a local museum which shows the history of our town. I asked Mr Houston why he had decided to open the museum and he said ...

... 

... 

... 

The museum is open from 9am-5pm, Monday to Saturday and is well worth a visit.
We can put emphasis on certain words or parts of a sentence with:

**It is/was ... who/which/that**

e.g. a) Sheila is planting flowers in the garden.
   It is **Sheila** who/that is planting flowers in the garden. (emphasis on the subject = Sheila)

b) Sheila is planting **flowers** in the garden.
   It is **flowers** that Sheila is planting in the garden. (emphasis on the object = flowers)

c) Sheila is planting **in the garden**.
   It is **in the garden** that Sheila is planting flowers. (emphasis on the adverbial phrase = in the garden)

d) The dog’s barking didn’t wake me up, the alarm clock did.
   It wasn’t the dog’s barking **which/that** woke me up. it was the alarm clock.

Note: We use who, which or that to put emphasis on the subject. We normally use that to put emphasis on the object or the adverbial phrase.

**All (that) = the only thing**

e.g. All (that) she cares about is money.
   All (that) he did was call me to say goodbye.

**What**

  e.g. a) Jogging keeps me in shape. (subject)
    What keeps me in shape is jogging.
    OR Jogging is what keeps me in shape.
  b) I need a holiday. (object)
    What I need is a holiday.
    OR A holiday is what I need.

**What ... do (to put emphasis on verbs)**

e.g. a) Sharon designs clothes.
    What **Sharon does** is (to) design clothes.

b) Greg updated the files.
    What **Greg did** was (to) update the files.

**Question word + ever (usually shows surprise)**

e.g. Who ever told you I was getting married?
    Where ever did you find this old map?
Which and whose are not used in this case.

e.g. Whose idea was it? (NOT: Which ever idea...)

Note: Question words + ever (except for why) can be written as one word. e.g. Whoever told you...
We also use ever to put emphasis on negative sentences.

e.g. Nobody ever explained this to me.
    I haven’t seen this man ever before.

**We use do/does/did + bare infinitive in the present simple, past simple or the imperative to give emphasis.**

e.g. a) She believes in supernatural powers.
    She does believe in supernatural powers.
  b) He went to the reception.
    He did go to the reception.
  c) Stay a little longer.
    Do stay a little longer.

---

1. **Rewrite these first aid instructions using what, as in the example.**

   1. You should remember to stay calm.
      ...**What you should remember is to stay calm**...
   2. You need to act quickly.
      .............................................................
   3. You have to call an ambulance.
      .............................................................
   4. You must concentrate on helping the victims.
      .............................................................
   5. You need to check that the injury is not serious.
      .............................................................
   6. You should not allow anyone to move the injured people.
      .............................................................
   7. You should remember to keep the victims warm.
      .............................................................
   8. You have to keep the injured people calm.
      .............................................................

2. **Change the sentences, as in the example.**

   1. I don’t need a pencil. I need a pen.
      ...**It’s not a pencil I need, it’s a pen**....
   2. Sam isn’t a policeman. Daniel is.
3 I don’t like carrots. I like potatoes.
4 He’s not eating sweets. He’s eating fruit.
5 We didn’t watch a film. We watched a play.
6 I don’t speak French. I speak German.
7 They don’t want a house. They want a flat.
8 I didn’t break a window. I broke a mirror.

Rewrite the sentences putting emphasis on the highlighted words.
1 Lydia stole the papers from the office.
   ...It was Lydia who/that stole the papers from the office....
2 Alison made the bridesmaids’ dresses.
3 Where did you meet Jason?
4 Who gave you this expensive necklace?
5 Are you going to buy that cake for the party?
6 Steve decorated the living room.
7 What made you react like this?
8 Why did you phone the police?
9 Why don’t you remember my birthday?
10 We received the letter this morning.

Rewrite the sentences in all possible ways, as in the example.
1 Jane moved to Italy in 1986.
   ...it was Jane who/that moved to Italy in 1986....
   ...it was Italy that Jane moved to in 1986....
   ...it was in 1986 that Jane moved to Italy....
2 Paul sold his old car last week.
3 Sarah lost her keys this morning.
4 David made dinner last night.
5 Simon published his latest novel last month.
6 I met a film star last week.
7 Alan repaired the fence this afternoon.
8 Catherine found a kitten on Monday.

Rewrite the sentences using emphatic constructions, starting with the words given.
1 John set off the fire alarm.
   It was ...John who/that set off the fire alarm....
2 Come in!
   Do ...
3 Why did they close the shop?
   Why ever ...
4 She needs a pay rise.
   What ...
5 She promised to call him.
   She did ...
6 When did you get married?
   When was ...
7 What have you done?
   Whatever ...
8 I told you to be quiet.
   I did ...
9 Annie opened the windows.
   It was ...

Complete the sentences, using your own ideas.
1 All I want is ...to be happy...
2 What I would like is ...
3 What I really need is ...
4 What I enjoy is ...
5 What I hate is ...
6 What I don’t understand is ...
7 What I would like to know is ...
8 What I like most is ...
UNIT 8
Emphasis - Inversion

Inversion

No sooner had they arrived at the station than the train pulled in.

There are two ways to invert the subject and the verb.

1) be/have/modal_auxiliary verb + subject + main verb

It is used in the following cases:

a) in questions.
e.g. Is Peter taking an exam today?

b) after the following words or expressions, when they come at the beginning of a sentence.

Seldom Only in this way
Rarely Only then
Little Hardly (ever) ... when
 Barely No sooner ... than
Nowhere (else) Not only ... but (also)
Never (before) Not until/till
Not (even) once In no way
On no account In/Under no circumstances
Only by Not since, etc.

e.g. Never (before) have I seen such a beautiful woman.
Not only did they make a donation but they (also) promised to build a shelter for the homeless.
Seldom do we go out since the baby was born.

But: We seldom go out since the baby was born.
(There is no inversion because the word seldom does not come at the beginning of the sentence.)

Note: When the expressions only after, only by, only if, only when, not until/till come at the beginning of a sentence, the inversion is in the main clause.
e.g. Only after she started working was she able to save some money.
Only if you follow my advice will you succeed.

c) with so, neither, nor, as to express agreement.
e.g. ‘I love chocolate ice cream.’ ‘So do I.’ (We use ‘so’ to agree with an affirmative statement.)
‘I can’t stand violent films.’
‘Neither/Nor can I.’ (We use ‘neither’ nor’ to agree with a negative statement.)
She was a talented musician, as was her sister and so was her sister.

d) with should, were, had when they come at the beginning of an if-clause instead of ‘if’.
e.g. Type 1: Should he call, tell him I’m out.
(= If he should call ...)
Type 2: Were I you, I wouldn’t trust her.
(= If I were you ...)
Type 3: Had I been told, I would have offered my help.
(= If I had been told ...)

2) main verb + subject

It is used in the following cases:
a) after verbs of movement or adverbial expressions of place when they come at the beginning of a sentence.
e.g. Outside the house was a sports car.
On the sofa sat an old man.
Here comes the bride.
There goes the bus.

If the subject is a pronoun, there is no inversion.
Here she comes. (NOT: Here comes she.)
Up you get. (NOT: Up get you.)

b) in direct speech when the subject of the introductory verb is a noun.
e.g. ‘I don’t like this hotel,’ said Henry.
(OR: ... Henry said.)
‘I’ll call you a taxi,’ said the doorman.
(OR: ... the doorman said.)

But: ‘What can I do for you?’ she asked.
(NOT: ... asked she, because the subject of the introductory verb is a pronoun.)

Fill in the gaps, as in the example.

1 ‘I have a terrible cold.’
   ‘So ... do I... I feel really bad.’
2 ‘I didn’t go to the party last night.’
   ‘Nor ........................................................................ I stayed at home instead.’
3 ‘We went shopping yesterday.’
   ‘So ........................................................................ We bought lots of things.’
4 ‘I’ve got some good news!’
   ‘So ........................................................................ I’ve got a new job’
Rewrite the sentences, beginning with the words in bold.

1. The rain came **down**.  
   ...Down came the rain...

2. The birds flew **away**.

3. My house is at the **end** of the road.

4. The actors came **onto** the stage.

5. The aeroplane rose **up** into the sky.

6. The Grand Hotel stands at the **foot** of the mountain.

7. The policeman walked **down** the street.

8. The window cleaner climbed **up** the ladder.

Rewrite the sentences using the words/phrases given.

1. I have seldom eaten at such an expensive restaurant.  
   **Seldom** ...have I eaten at such an expensive restaurant...  

2. She had no sooner fallen asleep than the telephone rang.  
   **No sooner** ...................................................

3. We not only got lost, but our car broke down.  
   **Not only** ...................................................

4. I have never heard such a terrible story before.  
   **Never before** ..............................................

5. We realised only then that the jewels had been stolen.  
   **Only then** ................................................

6. Business has rarely been so good.  
   **Rarely** ....................................................

7. The boss has not once given him a bonus.  
   **Not once** ................................................

8. You should not enter this room under any circumstances.  
   **Under no circumstances** ................................

9. I got to know Peter only after meeting him several times.  
   **Only after** ................................................

10. The police didn’t know that the man was a criminal.  
    **Little** ...................................................

11. I haven’t been to the beach since last summer.  
    **Not since** ..............................................

12. If I had known about the party, I would have gone.  
    **Had** ......................................................

13. We haven’t had such a wonderful time anywhere else.  
    **Nowhere** ...............................................  

14. If I were you, I would look for a new job.  
    **Were** ....................................................

15. He had barely entered the office when the manager called him.  
    **Barely** ..................................................  

Chris Young is a fashion designer. He is talking to his staff about keeping the designs for his next show a secret. Put the verbs in brackets into the correct form.

Under no circumstances 1) **should you tell**... (you/should/tell) anyone about the plans for the show next week and in no way 2) ........................................... (you/must/give) our competitors any clues about our designs. Not until the day after the fashion show 3) ........................................... (you/will/be able to) talk to reporters about the clothes. Only in this way 4) ........................................... (the show/will/be) a success. If you all follow these orders, not only 5) ........................................... (you/will/get) a large bonus after the show, but you will also be given some time off.

Fill in the blanks with a suitable word or phrase.

1. Never **before had she seen**... such a beautiful dress.

2. No sooner ................................................ than there was a knock at the door.

3. Only by ................................................ did we finish the report on time.

4. On no account ........................................... arrive late on Monday morning.

5. Not only .................................................... my wallet, but my watch was missing, too.

6. Only when ................................................ did I realise I had been asleep.

7. Not since I was young ........................................ such an enjoyable day.

8. Under no circumstances ................................ be informed of this agreement.
UNIT 8
Emphasis - Inversion

13 Look at the following text and write inverted sentences using the words/ phrases in bold.

Alexander Fleming discovered penicillin in 1928. He had **no sooner** noticed an interesting mould growth in one of his glass dishes than he knew that it was something important. He **only later** realised what a difference it would make to our lives.

There had never been a drug like this before. Patients with infections could only be successfully cured by taking penicillin. Penicillin **not only** advanced medical technology, **but also** saved thousands of lives. People rarely die from infections these days.

1 **...No sooner had he noticed an interesting mould growth in one of his glass dishes than he knew that it was something important.**

2 **Alexander Graham Bell invented the telephone.**

3 **Vincent Van Gogh painted beautiful pictures.**

4 **The only thing Mozart cared about was his music.**

5 **The Wright Brothers made the first aeroplane flight.**

6 **Writing gave Charles Dickens great pleasure.**

7 **The only thing Emily Pankhurst wanted was equal rights for women.**

8 **Tobacco was first discovered in America.**

9 **Margaret Thatcher became the first female Prime Minister of Britain.**

15 Complete each sentence with two to five words, including the word in bold.

1 **You will get there on time if you leave now.**

2 **As soon as I got into bed, I fell asleep.**

3 **We didn’t notice the time until it was too late.**

4 **It was only after I drank the milk that I realised it was sour.**

5 **If I were you, I would buy a computer.**

6 **I only noticed the scratch on my car when I looked closely.**

7 **They had no idea it was the wrong train.**

8 **There’s no way I can meet him at the airport.**

9 **We could only get there on time by taking a short cut.**

10 **She’s a brilliant actress and a talented writer as well.**

11 **Don’t open the door on any account while I’m out.**

12 **If I had realised how late it was, I wouldn’t have stayed so long.**

13 **I haven’t eaten such delicious food anywhere.**

14 **You must not open this box under any circumstances.**

15 **I had never seen such a fierce dog before.**

16 **I remembered my keys only after I had closed the door.**

17 **We rarely had sweets when we were young.**
Common mistakes

- Rarely they travel abroad any more. ✓
- Rarely do they travel abroad any more. X
- Hardly had she left the house than it started raining. X
- Hardly had she left the house when it started raining. ✓
- Not only she is arrogant but also rude. X
- Not only is she arrogant but also rude. ✓
- Only after had he finished his work he had a break. X
- Only after he had finished his work did he have a break. ✓
- ‘I enjoy going to open-air concerts.’ ‘So do I.’
- ‘I enjoy going to open-air concerts.’ ‘So do I.’ ✓
- She is a lively person. as her brother. X
- She is a lively person. as her brother. ✓
- ‘Where did you buy this rug?’ asked he. X
- ‘Where did you buy this rug?’ he asked. ✓

Correct the mistakes.

1. ‘I love chocolate biscuits.’ ‘So do I.’
2. ‘What have you been doing?’ asked she.
3. Hardly had Melissa gone to bed than the telephone rang.
4. Not only he is lazy. but also stubborn.
5. He is a mechanic. as his father.
6. Seldom she goes to the theatre.
7. Only after had he closed the windows he left the house.

16 Fill in the gaps with the correct form of the words in brackets.

1. The plants flourished in the …warmth… of the greenhouse. (warm)
2. Suddenly we caught ………………… of the glittering blue sea. (see)
3. Animals in the wild have to fight for ………………… . (survive)
4. I lost my keys, but ………………………… my neighbour has a spare set. (fortune)
5. My brother is a very talented ………………… . (music)
6. We should treat all ……………………… creatures with kindness and respect. (life)
7. The aircraft reached a ………………… of 35.000 feet. (high)
8. The company have received several ………………… about their latest product. (complain)
9. She is a very ………………… driver and never exceeds the speed limit. (caution)
10. Taking a computer course has been ………………… to my career. (benefit)
11. She has made ………………… useful contacts throughout her career. (number)
12. I prefer to wear clothes which are made from ………………… fibres. (nature)
13. Modern supermarkets offer a large ………………… of products. (choose)
14. ………………… is a good quality to have. (honest)
15. To Rick’s ………………… his painting won the competition. (amaze)

Cross out the unnecessary word.

1. Do you come in, please.
2. What I would really like it is a long holiday.
3. Only by you getting a job will you be able to pay off your debts.
4. Marion enjoys travelling abroad and so does enjoy her sister.
5. It was Angela who she told me about your accident.
6. If were I you. I would think twice before accepting his proposal.
7. All he did it was mumble an excuse.
8. Only when did I talked to him in person was the matter settled.
9. Rarely ever do we go to the opera.
10. No sooner had we finished our meal than when a fight broke out.

17 Fill in the gaps with the correct form of the words in brackets.

The Riverview is an 1) …expensive… (expense) hotel on the shore of 2) …………………. (peace) Lake Bead. The hotel is very 3) …………………. (attract) and is set in 4) …………………. (beauty) surroundings. It has over a hundred 5) …………………. (space) rooms which are very 6) …………………. (luxury). Lots of 7) …………………. (fame) people have stayed there in order to enjoy the 8) …………………. (private) that the hotel offers them, since there are 9) …………………. (secure) guards to keep photographers and reporters out.
Phrasal Verbs

look after: (tr) take care of
look down on: (tr) have a bad opinion of sb; disapprove of sb/sth (opp: look up to)
look for: (tr) search for
look forward to: (tr) anticipate (with pleasure)
look into: (tr) investigate
look on: watch (instead of doing sth)
look on/upon: (tr) regard as; consider
look out for: (tr) be alert in order to see/find sb/sth
look over: 1) examine carefully; go through, 2) revise briefly and quickly
look round: examine (an area, place, etc.)
look through: (tr) 1) look at quickly, 2) study sth carefully
look up: 1) (tr) look for sth (such as an address, etc) in a book or list, 2) visit sb (specially sb living far away)
look up to: (tr) respect (opp: look down on)

make for: (tr) move in the direction of
make off: (int) run away; escape; make away
make out: (tr) 1) see sb/sth clearly, 2) understand; work out, 3) write out; fill in
make sth up to sb: compensate sb for sth
make up: 1) (tr) invent; think up, (a story, an excuse, etc.) 2) (tr) put cosmetics on, 3) (int) become friends again, 4) (tr) compensate, 5) form as a whole
make up for: compensate; repay sb for

pass away: (int) die
pass off as: (tr) pretend to be sth/sb else successfully
pass on: (tr) give sth (usu clothes) to younger/senior member of family
pass out: (int) lose consciousness

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11 I looked .................. your telephone number in the telephone book.
12 This school is looked .............. as being one of the best in the area.
13 The doctor looked .............. the patient carefully before giving his diagnosis.
14 The shoplifter was making .............. the door when the security guard stopped him.
15 They gave him a free meal to make .................. the bad service he received.
16 I’ll make .............. the cheque to you. shall I?
17 We’re really looking .............. your birthday party.
18 Clive made .............. an excuse for his being late.
19 I am looking .............. a new house at the moment.
20 Most of her clothes are passed .............. from her older sisters.
21 Look .............. the contract before you sign it.
22 The jeweller tried to pass the ring .............. solid gold even though it wasn’t.
23 The man made .............. with cash from the till, but was caught by the police a short time later.
24 I was in the area so I thought I’d look you .............. -- we haven’t seen each other for such a long time.
25 Please lend me your car this weekend. I’ll make it .............. you later. I promise.
26 The crowd looked .............. as the athlete finished the race in record time.
27 The police are looking .............. the burglary.
28 All Arthur’s employees look .............. him and respect him very much.
29 They had an argument yesterday, but I think they’ve made .............. now.

---

Underline the correct preposition.

1 Sandra has wonderful taste of/in/at clothes.
2 This tea tastes of/in/at strawberries.
3 I was thankful about/of/for all his support.
4 The burglar threatened the woman at/of/with a knife.
5 John threw the ball at/to/of me, but I dropped it.
6 Jo threw the ball at/to/of the coconut and won a prize.
7 She is tired from/of/by doing the same thing every day.
8 He was tired from/of/working in the garden all day.
9 The trouble of/with/about computers is that they are very expensive.
10 This wet weather is typical of/from/on England.
11 Cathy was upset about/of/missing the train.
12 We tried to warn him about/for/from the icy roads but he wouldn’t listen.
13 He wastes all his money for/to/in/at computer games and magazines.
14 The performance was worthy of/from/on an award.
15 These vouchers are valid in/to/at all good record shops.
16 This ticket is valid of/for/from three months.
17 I have to translate this poem for/into/at English for my homework.
**Revision Box**

### Choose the correct answer.

1. Your teacher has told you to write a story for your homework. You tell your parents.
   - A I should write a story.
   - B I may write a story.
   - C I have to write a story.

2. You put some petrol in the car, even though your father didn’t ask you to.
   - A You needn’t have put petrol in the car.
   - B You ought to have put petrol in the car.
   - C You can’t have put petrol in the car.

3. You want to use your mobile phone on a plane, but the stewardess tells you it isn’t allowed.
   - A You needn’t use your mobile phone on the plane.
   - B You mustn’t use your mobile phone on the plane.
   - C You won’t use your mobile phone on the plane.

4. You have a headache. Your friend gives you some advice.
   - A You should take an aspirin.
   - B You may take an aspirin.
   - C You might take an aspirin.

5. Chris didn’t speak to you. You are sure he didn’t see you.
   - A Chris can’t have seen me.
   - B Chris should have seen me.
   - C Chris might not have seen me.

6. An old man is trying to carry a heavy box up the stairs. You offer to do it for him.
   - A Shall I carry the box for you?
   - B Must I carry the box for you?
   - C Couldn’t I carry the box for you?

7. You and your friend quarrelled about something unimportant. Your mother says it was wrong.
   - A You couldn’t have quarrelled.
   - B You must have quarrelled.
   - C You shouldn’t have quarrelled.

8. A parcel arrives at your house. You are sure it is from Uncle Peter.
   - A It can’t be from Uncle Peter.
   - B It might be from Uncle Peter.
   - C It must be from Uncle Peter.

9. You offer to do the ironing, but your mother says it isn’t necessary.
   - A You must do the ironing.
   - B You could do the ironing.
   - C You needn’t do the ironing.

10. You want your friend to carry your bag for you.
    - A Need you carry my bag for me?
    - B Would you carry my bag for me?
    - C Shall you carry my bag for me?

### Fill in a, an or the where necessary.

Mr Webb is 1) ...the... manager of 2) ............ large company. He owns 3) ............ expensive sports car which he drives to 4) ............ office every morning. By the time he arrives at 5) ............ work, his secretary has opened 6) ............ mail and made 7) ............ pot of coffee for him. In 8) ............ morning, Mr Webb usually has meetings with 9) ............ important clients. He has 10) ............ break for 11) ............ lunch at twelve o’clock and in 12) ............ afternoon he spends 13) ............ hour or two catching up with 14) ............ paperwork. When he goes 15) ............ home in 16) ............ evening, he watches 17) ............ television or spends 18) ............ quiet evening with his family.

### Rewrite the following sentences in the passive.

1. My secretary opens the mail every morning.
   - The mail is opened by my secretary every morning....

2. A firefighter rescued the young girl.
   - The young girl was rescued by a firefighter.

3. A gardener is watering the flowers.
   - The flowers are being watered by a gardener.

4. Caroline walks the dogs every morning.
   - The dogs are walked by Caroline every morning.

5. Heavy rain had caused the flood.
   - The flood was caused by heavy rain.

6. Police officers were examining the evidence.
   - The evidence was being examined by police officers.

7. A spokesperson gave an interview to the reporters.
   - The reporters were being interviewed by a spokesperson.

8. An official will take you to your seat.
   - You will be taken to your seat by an official.

9. We are going to announce the results on Friday.
   - The results are going to be announced on Friday.

10. The new manager has made some changes.
    - The changes have been made by the new manager.

11. The students are making the arrangements for the party.
    - The arrangements for the party are being made by the students.

12. They clean the windows every week.
    - The windows are being cleaned every week.

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UNIT 9
Conditionals - Wishes - Had Better/Would Rather - Unreal Past

**Conditionals**

Conditionals are clauses introduced with if. The main types of conditionals are: **Type 0**, **Type 1**, **Type 2** and **Type 3**.

Conditional clauses consist of two parts: the if-clause (hypothesis) and the main clause (result). When the if-clause comes before the main clause, the two clauses are separated with a comma.

**Type 0 Conditionals** (general truth)

<table>
<thead>
<tr>
<th>If - clause</th>
<th>Main clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>If + present simple</td>
<td>Present simple</td>
</tr>
</tbody>
</table>

They are used to express something which is always true. We can use when (= whenever) instead of if.

**If / When it rains, the roads get slippery and dangerous.**

**Type 1 Conditionals** (real present)

<table>
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<tr>
<th>If - clause</th>
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<tbody>
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<td>If + present simple / present cont./ present perfect/present perfect cont.</td>
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They are used to express real or very probable situations in the present or future.

**Type 2 Conditionals** (unreal present)

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<th>If - clause</th>
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They are used to express imaginary situations which are contrary to facts in the present and, therefore, are unlikely to happen in the present or future. They are also used to give advice.

**If I didn’t have to work such long hours, I wouldn’t be so tired.**

**Type 3 Conditionals** (unreal past)

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They are used to express imaginary situations which are contrary to facts in the past. They are also used to express regrets or criticism.

**If I had been more careful, I wouldn’t have made such a big mistake.**

**Conditionals** are clauses introduced with if. The main types of conditionals are: Type 0, Type 1, Type 2 and Type 3.

Conditional clauses consist of two parts: the if-clause (hypothesis) and the main clause (result). When the if-clause comes before the main clause, the two clauses are separated with a comma.

When the main clause comes before the if-clause, then no comma is necessary.

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They are used to express imaginary situations which are contrary to facts in the past. They are also used to express regrets or criticism.
Note: Type 1 and Type 2 Conditionals refer to the present or the future. The use of Type 2 Conditionals suggests that the situation is less probable, impossible, or imaginary. Compare the examples:

e.g. a) *If I meet* Brad Pitt, I’ll *ask* him about his next film.
   (comment made by a reporter who is going to Hollywood)
   *If I met* Brad Pitt, I *would ask* for his autograph.
   (comment made by a teenage fan)

b) *If I win* the money, *I’ll buy* a new car. (comment made by a contestant on a TV game show)
   *If I won* the money, I *would buy* a new car.
   (comment made by a member of the audience)

◆ We use *if* to show that something might happen. We use when to show that something will definitely happen.
   e.g. *If* Steve calls, *tell* him I’ll be back in ten minutes.
   (*Steve might call.*)
   *When* Steve calls, *tell* him I’ll be back in ten minutes.
   (*It is certain that Steve will call.*)

◆ We can form conditionals by using words/expressions such as *unless* (Type 1 Conditionals), providing/provided that, so/as long as, on condition (that), what if, suppose/supposing, otherwise (= if not), but for, and, or (else), even if, in case of/in the event of, etc.
   e.g. a) *Unless* you help me, I won’t finish on time.
   (= If you don’t help me, …)

b) I’ll water the plants *providing/provided that* I have time this afternoon. (… if I have time …)

c) *So/As long as* you promise to be back by midnight, you can go to the party.
   (If you promise …)

d) He agreed to work Saturdays on condition that he was paid overtime.
   (… if he was paid …)

e) *I’ll take* Dad’s car tomorrow night. ‘What if he needs it?’ (= What will you do if he needs it?)

f) *Suppose/Supposing* you were fired, what would you do? (= If you were fired, …)

g) We’d better leave now. Otherwise we’ll miss our flight. (If we don’t leave now, we’ll miss our flight.)

h) *But for* your advice, I wouldn’t have been able to solve my problems.
   (If you hadn’t advised me, …)

i) Do that again and I’ll punish you.
   (If you do that again …)

j) Don’t do that again or (else) I’ll punish you.

k) I wouldn’t go to the party even if they invited me.

l) In case of/in the event of a fire, sound the alarm. (If there is a fire, …)

◆ We do not normally use *will, would or should* in an *if*-clause. However, we can use *will or would after if* to make a polite request or express insistance or uncertainty (usually with expressions such as I don’t know, I doubt, I wonder, etc.) In this case, *if* means *whether.* We can also use *should after if* to talk about something which is possible, but not very likely to happen.

   e.g. a) If you will wait a minute, Mr Carrington will be able to see you.
   (Will you please wait … - polite request)

b) If you will go on making so much noise, I’ll send you out.
   (If you insist on making … - insistence)

c) I wonder if he’ll call me tomorrow.
   (I wonder whether … - uncertainty)

d) If Paul should turn up, tell him to wait for me.
   (I don’t really expect Paul to turn up.)

◆ We can use were instead of was for all persons in the *if-*clause of Type 2 conditionals.

   e.g. If Andrew was/were taller, he could be a basketball player.

   We use if I were you … when we want to give advice.

   e.g. *If I were* you, I wouldn’t travel on my own.

◆ We can omit if and use inversion in Type 1, 2 and 3 Conditionals. This structure is more common in formal English.

   e.g. a) Should he fail to be re-elected, it would be a great disappointment for him.
   
   We’re he more careful, he would make fewer mistakes.

   Had she been asked, she would have given her permission.

1 Fill in the gaps with *if* or *when* and a verb in the present tense, as in the examples.

1 We might go for a walk tomorrow. …*If we go*, … we will take the dog with us.

2 The guests will arrive soon. …. *When they arrive*, … we will greet them at the door.

3 I am going to phone Sam in a minute. .................. him, I want you to leave the room.

4 I might visit Pamela tomorrow. .................. her, I will buy her a present.

5 The bus comes at eight o’clock. .................. we will all get on it.

6 She might invite us to her party. .................. us, we will go.

7 The film will start soon. .................., I will record it.

8 Mark may lend me some money. .................. some money, I will buy that jacket.
Match the items in column A with those in column B in order to make correct Type 0 conditional sentences, as in the example.

**A**
1. Wash woollen clothes in hot water.
2. Put food in the fridge.
3. Don’t water plants.
4. Put water in the freezer.
5. Leave metal out in the rain.
6. Drop something.
7. Throw a pebble into the sea.
8. Mix blue and yellow.

**B**

- a. They die.
- b. It becomes ice.
- c. It gets rusty.
- d. They shrink.
- e. It falls to the ground.
- f. It stays fresh for longer.
- g. You get green.
- h. It sinks.

**Example:**
1 - d  ...if you wash woollen clothes in hot water, they shrink...

**Exercise 4**
In pairs, ask and answer questions about what you would do in each of the following situations, as in the example. Use your own ideas.

**SA:** What would you do if you saw someone committing a robbery?
**SB:** If I saw someone committing a robbery, I would call the police.

1. ... you / see / someone committing a robbery
2. ... you / find / a lot of money
3. ... a fire / start / in your home
4. ... you / have / a headache
5. ... you / see / a stray dog outside your house
6. ... your boss / shout / at you

**Exercise 5**
Read the headlines and make a conditional sentence for each, as in the example.

**Example:**
If the prisoner hadn’t escaped, he wouldn’t have robbed the bank.

1. **ESCAPED PRISONER ROBS BANK**
2. **STUDENTS’ HARD WORK RAISES THOUSANDS FOR CHARITY**
3. **FOOTBALLER ROWS WITH MANAGER AND quits team**
4. **ACTRESS IN CAR ACCIDENT - Filming delayed**
5. **BRAVE TEENAGER SAVES CHILD FROM DROWNING**
6. **HEAVY RAINS CAUSE FLOODING OF CREEK VALLEY**

**Exercise 6**
Underline the correct form of the verb.

My brother Kevin has always been a fitness fanatic. He believes that if you 1) **look after/looked after** your body, it will look after you. Whenever anyone is ill, he 2) **says/will say,** ‘If they had taken care of themselves, they 3) wouldn’t get/ wouldn’t have got ill. And the same thing 4) happens /will happen to me if I 5) didn’t keep fit/don’t keep fit.’ I would often say to him, ‘If I were you, Kevin, I 6) would try/would have tried to slow down a little bit. You will wear yourself out.’

Last month, however, I went to the doctor’s and he told me that I was unfit. He said that if I 7) **don’t start/didn’t start** taking regular exercise, I 8) **would be/would have been in danger of becoming ill. I started going to the gym with Kevin and, after a week, I said to him, ‘I feel better already. If I 9) know/had known how good it feels to exercise. I 10) would start/would have started years ago!’
UNIT 9
Conditionals - Wishes - Had Better/Would Rather - Unreal Past

7 Put the verbs in brackets into the correct tense.

1 She would have come to dinner if we ...had invited... (invite) her.
2 If you had locked the door, the burglars ... (not/get) in.
3 Were I you, I ...put on... (put on) some warmer clothes.
4 Joan ...be able to... (be able to) come to the party if she wasn’t working.
5 Had I heard any news, I ...tell you... (tell) you immediately.
6 Paul ...ruin... (ruin) his shirt if he climbs that tree.
7 If Mark ...be younger... (be younger), he could join the army.
8 She would have stayed at home if she ...know... (know) there would be so much traffic.
9 Should he ...get... (get) this job, he will be able to buy his own flat.
10 If you ...put your keys in your pocket, you wouldn’t have lost them.
11 She will be here at eight unless she ...lose... (lose) her way.
12 If I were you, I ...not/go... (not/go) out in this weather.
13 Emily ...call me... (call) if she had changed her mind.
14 If you like Tom Cruise, you ...love... (love) this film.
15 Dave ...be home... (be home) at six o’clock, provided he catches the five o’clock bus.

8 Underline the correct word or expression.

1 I’ll lend you the money on condition that/unless you pay it back soon.
2 Even if/But for her help, I’d be in trouble now.
3 Unless/Provided it stops raining, we won’t be going to the park.
4 I couldn’t lend them the money even if/or I wanted to.
5 Try to be here on time, and/otherwise we’ll miss the beginning of the film.
6 ‘I’ll wear Mum’s necklace for the party.’
   ‘What if/Otherwise you lose it?’
7 Supposing/Providing we went to London — what could we do there?
8 Be late again provided/and you’ll have to see the manager.
9 In case of/On condition that an emergency, call this number.
10 You can go to the party in case of/as long as you are home before 11 pm.
11 Don’t shout or/what if you’ll wake the baby.

9 Put the verbs in brackets into the correct tense.

1 A: If you ...pass... (pass) a bakery, ................
you/buy) some bread, please?
B: Yes, of course. How much do you need?
2 A: Did you invite Tim to the party?
B: No, but when I ...speak to him, I ...invite him.
3 A: May I go out now, please?
B: Yes, provided you ...do... (do) your homework.
4 A: Mum seems very busy at the moment.
B: Were I you, I ...offer to help her.
5 A: Hurry up, or else we ...miss... (miss) the train.
B: I know, I’m being as quick as I can.
6 A: Unless you ...work hard, you ...fail... (fail) the exam.
B: I know. I’ve been studying every evening.
7 A: I forgot to ask Simon for his phone number.
B: If I ...see him today, I ...ask him for you.
8 A: Peter won’t help me with my homework.
B: I’m sure he ...help... (help) you if he ...have... (have) the time.
9 A: I’m not going to tell him what happened.
B: What if he ...find out... (find) out on his own?
10 A: If I ...buy... (not/buy) that lottery ticket, I ...never/win... (never/win) all this money!
B: I know. Isn’t it amazing!
11 A: Unless you ...go... (go) to bed now, you ...be tired... (be tired) in the morning.
B: I know. I’m going.
12 A: I need some wrapping paper.
B: Well, if I ...find... (find) any at the shop,
I ...buy... (buy) some for you.
13 A: Can I have some chocolate cake, please?
B: Well, as long as you ...eat... (eat) all your dinner, you can have some chocolate cake.
14 A: I hate going into town.
B: So do I. Whenever I ...go... (go) into town, I ...come back... (come back) with a headache.
15 A: You’d better apologise, otherwise he ...never/speak to you again.
B: You’re right. I will.

10 Choose the correct answer.

1 ‘I can’t find my wallet.’
   ‘If I were you, I ...A... in my jacket pocket.’
   A would look B will look C am looking

2 ‘Where is my bank book?’
   ‘If you ...B... in the drawer, you’ll find it.’
   A had looked B look C looked
UNIT 9
Conditionals - Wishes - Had Better/Would Rather - Unreal Past

3 '............... we get up on time, we will catch the train.'
   'I will set my alarm clock.'
   A Supposing  B Providing  C Unless

4 'Can I go and play football, please, Mum?'
   'If you ............ your homework, you can go and play.'
   A finished  B had finished  C have finished

5 'Dad shouted at me today.'
   'Well, if you ............ the window, he wouldn't have shouted at you.'
   A didn't break  B hadn't broken  C don't break

6 'Why is the baby crying?'
   '............... babies are tired or hungry, they cry.'
   A When  B Providing  C Supposing

7 'When ice melts, it ............. water.'
   'Everyone knows that!'  A becomes  B will become  C would become

8 'I'm going to a party tonight.'
   'If I wasn't ill, I ............ with you.'
   A come  B will come  C would come

9 '............... we miss the bus, what will we do?'
   'Call a taxi.'
   A Supposing  B Providing  C When

10 'If I were rich, I ............. around the world.'
    'Perhaps you will one day.'
    A will sail  B can sail  C could sail

11 'Have you seen Daniel recently?'
   'No. If I have time, I ............. him tomorrow.'
   A would visit  B might visit  C visit

12 'Paul lost his watch.'
   'Well, if he had looked after it, he ............. it.'
   A wouldn't lose  B won't lose  C wouldn't have lost

13 '............... you hurry, you will be late for school.'
   'I'm nearly ready now.'
   A Unless  B Providing  C Supposing

14 'If you hadn't watched that film, you ............. nightmares.'
   'You're right.'
   A wouldn't have had  B won't have  C don't have

11 Complete the following sentences with an appropriate conditional clause.

1 Were I you, I'd go to the police. ........................................
2 If I hadn't met her, ......................................................
3 Only if you work hard, ....................................................
4 If they had been more careful, ...........................................
5 If I won a lot of money, ...................................................
6 Unless it rains, ............................................................
7 I would have told you earlier, ...........................................
8 But for your suggestions, ...................................................
9 Should Annie phone, .....................................................
10 If you had tried harder, ...................................................
Wishes

- We use the verb wish and the expression if only to express a wish. If only is more emphatic than I wish.

- **wish/if only + past simple/past continuous**
  This structure is used when we want to say that we would like something to be different in the present.

- **wish/if only + past perfect**
  This structure is used to express regret that something happened or did not happen in the past.

- **wish/if only + would**
  This structure is used: a) for a polite imperative. b) to express our desire for a change in a situation or someone's behaviour.

- After the subject pronouns I and we, we use could instead of would.
  e.g. I wish I could travel abroad. (NOT—I wish I would travel...)

  **Note:** We can use were instead of was after wish or if only.
  e.g. I wish he were/was more careful.

---

13 Match the items in column A with those in column B to make complaints using would/wouldn’t. Then, decide which person from the list is making each complaint.

shopkeeper, businessman, traffic warden, flight attendant, doctor, campsite owner, lifeguard

e.g. 1 - e ...'I wish my staff would get to work on time', says the businessman....

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 I wish my staff ...</td>
<td>a take their medication properly</td>
</tr>
<tr>
<td>2 If only drivers ...</td>
<td>b be more polite</td>
</tr>
<tr>
<td>3 I wish passengers ...</td>
<td>c not light fires in the forest</td>
</tr>
<tr>
<td>4 If only the customers ...</td>
<td>d park illegally</td>
</tr>
<tr>
<td>5 I wish campers ...</td>
<td>e get to work on time</td>
</tr>
<tr>
<td>6 If only patients ...</td>
<td>f follow the safety regulations</td>
</tr>
<tr>
<td>7 I wish bathers ...</td>
<td>g put their luggage in the lockers</td>
</tr>
</tbody>
</table>

---

14 Put the verbs in brackets into the correct tense.

1 A: I wish Paul ... would tell... (tell) me what is wrong with him.
   B: Yes. He seems very upset, doesn't he?

2 A: I wish I . . . . . . . . . . . . . (not/shout) at the children like that.
   B: Why? They were being very naughty.

3 A: I wish you . . . . . . . . . . . . . (tidy) your room more often.
   B: Sorry. I'll try to.

4 A: I wish I . . . . . . . . . . . . . . . (practise) harder before the concert.
   B: I thought you performed very well.

5 A: If only Stuart . . . . . . . . . . . . . (call) me.
   B: Don't worry. I'm sure he'll phone soon.

6 A: I wish I . . . . . . . . . . . . . . . (be) back at school again.
   B: Those were great days. weren't they?

7 A: I wish Mark . . . . . . . . . . . . . . . (stop) playing his music so loudly.
   B: Why don't you ask him to turn it down?

8 A: If only I . . . . . . . . . . . . . . . (buy) those shoes we saw today.
   B: Why not go back and buy them tomorrow?

9 A: I wish you . . . . . . . . . . . . . . . (try) harder with your Maths homework.
   B: Sorry. I find it very difficult.

10 A: If only we . . . . . . . . . . . . . . . (go) to France last summer.
    B: We could go this year if you like.
UNIT 9
Conditionals - Wishes - Had Better/Would Rather - Unreal Past

11 A: I wish I __________________________ (afford) some new CDs.
    B: Would you like to borrow some of mine?
12 A: If only it ________________________ (stop) raining.
    B: Yes. Then we could go for a walk.
13 A: Are you going to Joanne’s party on Saturday?
    B: No. I wish I ____________________ (go), because I’m sure
    it will be fun.
14 A: I wish you ____________________ (help) with the housework
    more often.
    B: What would you like me to do?
15 A: I’m bored. I wish I ____________________ (arrange) to
    go out this evening.
    B: I’m going to the cinema. Why don’t you come, too?

16 Fill in the gaps with an appropriate auxiliary verb.

1 I don’t know many people, but I wish I ____________________
2 He can’t drive, but he wishes he ____________________
3 We didn’t move house, but we wish we ____________________
4 I’m not very wealthy, but I wish I ____________________
5 She probably won’t help me, but I wish she ____________________
6 He hasn’t got any pets, but he wishes he ____________________
7 They don’t go out very often, but they wish they ____________________
8 He won’t listen to my advice, but I wish he ____________________

17 Read the text and complete the sentences below using Type 3 Conditionals, as in the example.

The ‘Titanic’ was a British luxury passenger liner which sank
during its maiden voyage from Southampton to New York in
1912. On 14th April, the ‘Titanic’ hit an iceberg in the Atlantic
Ocean. Distress signals were sent to the ‘Californian’, a ship 20
miles away, but their radio operator was off duty and the signals
were not received. Some of the passengers got into lifeboats, but,
although the ‘Titanic’ was luxurious, it did not have enough
lifeboats for all the passengers on board. As a result, the loss of
life was great. Many people died because the sea was very cold.
Luckily, another ship, the ‘Carpathia’, rescued some of the
passengers. As a result of this disaster, new rules were made to
ensure that sea voyages would be safer in future. It is now
believed that the ‘Titanic’ sank so quickly because it was too
large.

1 If the ship had not hit an iceberg, ____________________
2 If the ‘Californian’s’ radio operator had been on duty, ____________________
3 If the ‘Titanic’ had had enough lifeboats, ____________________
4 If the sea hadn’t been so cold, ____________________
5 If the ‘Carpathia’ had not arrived, ____________________
6 If the ‘Titanic’ had not sunk, ____________________
7 If the ‘Titanic’ had not been so big, ____________________
Had Better / Would Rather

◆ Had better + bare infinitive (= should/ought)
This structure is used to give advice or to say what the best thing to do in a particular situation is.
   e.g. You had’d better book your flight early.
       I’d better not take out a loan; I won’t be able to pay it back.
Had better is more emphatic than should/ought to, but it is not as emphatic as must.
   e.g. You must see a lawyer. (strong advice)
       You had better see a lawyer. (less emphatic than must)
       You should/ought to see a lawyer. (less emphatic than had better)

◆ Would rather (= would prefer to) expresses preference.

   When the subject of would rather is also the subject of the following verb, we use the following constructions:

   a) would rather + present bare infinitive
      (present/future)
      e.g. I’d rather do my shopping tomorrow.
   b) would rather + perfect bare infinitive (past)
      e.g. I’d rather not have gone to the dinner party last night.
   c) would rather + bare infinitive + than
      (+ bare infinitive)
      e.g. I’d rather watch a comedy than (watch) a thriller.

   When the subject of would rather is different from the subject of the following verb, we use the following constructions:

   a) would rather + past tense (present/future)
      e.g. I’d rather Kate stayed with us tonight.
   b) would rather + past perfect (past)
      e.g. I’d rather Sam hadn’t taken his father’s car yesterday.

   We can also use prefer in the following constructions to express preference:

   a) prefer + -ing form + to + -ing form (general preference)
      e.g. I prefer playing tennis to playing squash.
   b) prefer + full infinitive + rather than + bare infinitive
      (general preference)
      e.g. I prefer to eat fish rather than (eat) meat.
   c) prefer + noun + to + noun (general preference)
      e.g. He prefers basketball to football.
   d) would prefer + full infinitive + rather than + bare infinitive
      (specific preference)
      e.g. a) I’d prefer to walk home rather than take the bus.
          b) I’d prefer to have juice rather than (have) Coke.

Answer the following questions using would rather ….. because and your own ideas.

1. Your parents have offered to take you to Rome on holiday and your best friend has invited you to join him/her in Majorca. Where would you prefer to go?
   e.g. … I’d rather go to Majorca because I love being by the sea.

2. You have received two invitations. One is for a film première and one is for a rock concert. Which would you rather go to?

3. You have recently won the lottery jackpot. Would you rather have all of the money at once, or a set amount every month?

4. You need some extra money. Would you rather spend your evenings babysitting or get a paper round in the mornings?

5. Your parents have offered to buy you a present. Would you rather have some new clothes or a pair of rollerblades?

6. You have lost the watch which your parents bought you and you know they will be angry. Would you rather buy yourself a new watch and pretend nothing has happened, or tell your parents the truth?

Put the verbs in brackets into the correct form.

1. A: I’m going out in a minute.
   B: So am I, so you’d better … (take) your keys with you.

2. A: Do you watch much television?
   B: No. I prefer … (read) books to …… (watch) television.

3. A: I didn’t enjoy the concert much.
   B: Nor did I! I would rather they …… (play) more modern music.

4. A: Shall we go to that new restaurant this evening?
   B: Good idea. We had better …… (book) a table.

5. A: Shall I tidy your bedroom for you?
   B: I’d rather you … (not/tidy) it. I’ll do it later.

6. A: Shall we go for a walk this afternoon?
   B: No. I would prefer …… (stay) here and read a book.

7. A: My brother prefers …… (play) computer games to …… (do) his homework.
   B: So does mine.

8. A: Did you enjoy the play last night?
   B: No. I’d rather …… (go) to the cinema.

   B: Sorry. I’ll try to be quiet.

10. A: You had better …… (work) hard at your new job.
    B: I will. I want to make a good impression.
UNIT 9
Conditionals - Wishes - Had Better/Would Rather - Unreal Past

11 A: Paul has bought Tania a present.
   B: Yes, but we’d better …………………. (not/mention) it. It
   might be a surprise.
12 A: Did you enjoy the party last night?
   B: Yes, but I would rather we ……………… (stay) a little
   longer.
13 A: Shall we spend the evening together?
   B: Well, actually, I’d prefer ……………….. (spend) some
   time alone.
14 A: That meal was terrible. I’d rather ……………….. (eat)
   at home.
   B: It was very expensive, too.
15 A: It’s the company’s office party tomorrow.
   B: Yes. To be honest, I’d rather ……………….. (not/go).

The Unreal Present and Past

The past simple can be used to refer to the present (unreal present) when we talk about imaginary, unreal
or improbable situations which are contrary to facts in
the present.

The past perfect can be used to refer to imaginary,
unreal or improbable situations which are contrary to
facts in the past (unreal past).

The past simple is used with:
• Type 2 Conditionals
e.g. If he had the money, he would buy a new car.
• suppose/supposing
e.g. Suppose/Supposing he stood you up,
what would you do?
• wish/if only
e.g. I wish/If only I had a better job.
• would rather (present)
e.g. I’d rather Nick drove me to the station.
• as if/as though
e.g. Mary talks as if/as though she knew everything.
• it’s (about/high) time
e.g. It’s (about/high) time you went to bed.

The past perfect is used with:
• Type 3 Conditionals
e.g. If she hadn’t fallen down the stairs, she wouldn’t
have broken her arm.
• suppose/supposing
e.g. Suppose/Supposing you had been invited, would
you have gone?
• wish/if only
e.g. I wish/If only I hadn’t argued with him.
• would rather (past)
e.g. I’d rather you had kept it a secret.
• as if/as though
e.g. He had never been abroad, but he spoke about
New York as if/as though he had been there many
times.

20 Underline the correct tense.
1 I’d rather you did/had done your homework before you
   go out.
2 Supposing you had heard/had been heard telling me
   what would have happened?
3 He acted as if he owned/owned the house.
4 I wish I went/had gone to the library yesterday.
5 I would have made a cake if I knew/had known you
   were coming.
6 It’s about time we employed/had employed some
   new staff.
7 If she had won/won the competition, she would have
   had a party.
8 I’d rather you didn’t interrupt/hadn’t interrupted me
   when I’m talking.
9 Suppose you saw/had seen a crime being committed,
   what would you do?
10 If only you told/had told me, I would have understood.
11 He would have sent a card if he realised/had realised
   it was your birthday.
12 If you met/had met John now, you wouldn’t recognise
   him.
13 It’s high time you learnt/had learnt how to drive.
14 I’d rather you hadn’t behaved/didn’t misbehave at
   the party last night.
15 They spoke as if they knew/had known each other for
   years.

21 Put the verbs in brackets into the correct form.
1 Would you rather …come… (come) shopping with me
   or stay at home?
2 If only I ………………………………… (not/confide) in her:
   now everybody knows my problems.
3 Amy says she would rather …………………. (organise)
   the event herself.
4 I’d rather you …………………… (get) a full-time job than
   a part-time job.
5 Supposing I invited you to a party. ………………….
   (you/accept)?
6 I wish I ……………………………. (ask) my parents for some
   advice before I made up my mind.
7 Suppose you ……………………………. (meet) a film star.
   what would you say?
8 She didn’t understand the question, but she looked as
   though she …………………………. (understand) it.
9 Liz studied Art at university, but she says she would
   rather …………………………. (study) History.
10 I wish Alan ………………………. (not/move) away, as I
   miss him a lot.
11 It seemed as if she ………………………. (forget) about
   the meeting.
12 If you hadn’t left early, you …………………. (meet) Tim.
IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1. I don’t think it’s a good idea to lie to your parents about what happened.
   were If I were you, I wouldn’t lie to my parents about what happened.
2. If you sit next to the fireplace, you’ll get too hot.
   else Don’t sit next to the fireplace or else you’ll get too hot.
3. It rained heavily all day, so they didn’t go out.
   for But for the heavy rain, they would have gone out.
4. If you don’t act quickly, you may find yourself in trouble.
   unless You may find yourself in trouble unless you act quickly.
5. Sam ran out of time; that’s why he didn’t go shopping.
   would If Sam hadn’t run out of time, he would have gone shopping.
6. If Helen gets a grant, she will be able to continue her studies.
   provided Helen will be able to continue her studies provided she gets a grant.
7. Tony wants to buy a new car, but he hasn’t got enough money.
   wishes Tony wishes he had enough money to buy a new car.
8. Jack would prefer to learn Italian rather than learn German.
   rather Jack would rather learn Italian than German.
9. Mary regrets not studying hard for her exams.
   wishes Mary wishes she had studied hard for her exams.
10. You should join a gym.
    better You had better join a gym.
11. Why don’t you make an effort to improve your life?
    would I wish you would make an effort to improve your life.
12. It’s a pity I missed your graduation.
    wish I wish I hadn’t missed your graduation.

4. I want to have a party, but my flat isn’t big enough.
   wish I …………………………………… big enough for me to have a party.
5. You shouldn’t go out tonight; you have to go to school tomorrow.
   better You …………………………………… out tonight; you have to go to school tomorrow.
6. John would prefer to eat pizza rather than chips.
   rather John …………………………………… pizza than chips.
7. Jane regrets spending all that money on new clothes.
   wishes Jane …………………………………… all that money on new clothes.
8. It’s a pity I didn’t make it to your wedding.
   wish I …………………………………… it to your wedding.
9. Colin wishes he hadn’t missed the bus; now he is late for work.
   missed If Colin …………………………………… the bus, he wouldn’t be late for work.
10. If the weather gets better, we’ll go on a sailing trip tomorrow.
    provided We’ll go on a sailing trip …………………………………… better tomorrow.
11. You should write a letter to your pen-friend.
    better You …………………………………… to your pen-friend.
12. Samantha wants to be a model, but she isn’t tall enough.
    wishes Samantha …………………………………… to be a model.
13. Why don’t you wipe your feet when you come back from the park?
    would I …………………………………… your feet when you come back from the park.
14. If you don’t stop being naughty, I will tell the headmaster.
    else Stop being naughty …………………………………… the headmaster.
15. Sam would prefer to go out rather than stay at home.
    rather Sam …………………………………… than stay at home.
16. It’s a pity I didn’t go to that party.
    wish I …………………………………… that party.
17. I didn’t know your address; that’s why I didn’t send you a postcard.
    would If I had known your address, I …………………………………… you a postcard.
18. He wouldn’t have finished his report if you hadn’t helped him.
    for But …………………………………… he wouldn’t have finished his report.
19. If you exceed the speed limit, you’ll have to pay a fine.
    else Don’t exceed the speed limit …………………………………… have to pay a fine.
20. If you don’t practise daily, you will never learn to play the piano.
    unless You will never learn to play the piano …………………………………… daily.
Fill in the gaps with the correct form of the words in brackets.

1. She has lost a lot of __________ recently. (weigh)
2. Due to his ____________, to add up properly, he made a big mistake in the accounts book. (in) able
3. I ____________ with what you are saying. In fact, I am of the exact opposite opinion. (agree)
4. He has made many successful ____________ investments. (finance)
5. That man is involved in lots of ____________ activities, but the police can’t prove anything at the moment. (legal)
6. A mistake in this chemical formula could be ____________. (disaster)
7. I don’t want him to babysit for me. He’s too ____________. (responsible)
8. Tom is very ____________ and works hard to achieve his goals. (ambition)
9. The project is ____________. There is no way we can make it work. (practical)
10. He doesn’t speak very good French, which is why he ____________ the woman’s question. (understand)
11. Mr Webb is a very ____________ man in the business world. (influence)
12. It’s ____________ that the plan will go ahead, since there is very little money available at the moment. (likely)
13. I am often ____________ of the water in foreign countries. (suspicion)
14. It must be wonderful to be ____________. (wealth)
15. His good ____________ background helped him to get the job. (education)
16. We found his collection of modern paintings quite ____________. He even possessed a genuine Picasso! (impress)

Correct the mistakes.

1. You’d better not be late for your interview.
2. We would better go soon.
3. It’s high time you tidy your bedroom.
4. We’d better to do the washing-up.
5. I’d rather the guests come at eight o’clock.
6. Unless you don’t study, you won’t pass the exams.
7. I wish we would afford a new car.
8. If you will need any help, just call me.

Cross the unnecessary word.

1. You’d better to apply to a university in your country.
2. As long as you will book early, you won’t have a problem finding a seat.
3. I wish if someone would do something about it.
4. John would rather his sister had made less noise every time she comes back from a party.
5. It’s time Paul had stopped acting like a child.
6. They won’t let you in unless you will wear a suit and tie.
7. Unless you not ask him, he won’t come.
8. Even if he offered to lend me the money, or I wouldn’t take it.
9. I prefer playing cards than to playing board games.
10. Had we been there, we would have offered to help.
11. Emma would rather to study Medicine than Chemistry.
12. If they will practised hard, they may win the match.
# Unit 9: Conditionals - Wishes - Had Better/Would Rather - Unreal Past

## Phrasal Verbs

<table>
<thead>
<tr>
<th>Verbs</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>pay back:</td>
<td>(tr) 1) return money owed, 2) get revenge on sb</td>
</tr>
<tr>
<td>pay for:</td>
<td>(tr) receive punishment for a wrongdoing</td>
</tr>
<tr>
<td>pull down:</td>
<td>(tr) demolish a structure</td>
</tr>
<tr>
<td>pull in:</td>
<td>(int) (of trains, etc) arrive, draw in (opp: pull out)</td>
</tr>
<tr>
<td>pull through:</td>
<td>(int) survive</td>
</tr>
<tr>
<td>pull up:</td>
<td>(int) slow down and stop</td>
</tr>
<tr>
<td>put aside:</td>
<td>(tr) save, put by</td>
</tr>
<tr>
<td>put away:</td>
<td>put sb into prison or mental hospital</td>
</tr>
<tr>
<td>put back:</td>
<td>(tr) cause to be delayed</td>
</tr>
<tr>
<td>put down:</td>
<td>(tr) 1) make a note, write down, 2) pay a deposit for sth</td>
</tr>
<tr>
<td>put down to:</td>
<td>(tr) attribute sth to sth else</td>
</tr>
<tr>
<td>put off:</td>
<td>(tr) 1) postpone, 2) discourage sb from liking sth</td>
</tr>
<tr>
<td>put on:</td>
<td>(tr) 1) dress oneself in, 2) increase (in weight), 3) switch on, 4) pretend, 5) cause to take place (show/performance)</td>
</tr>
<tr>
<td>put out:</td>
<td>(tr) 1) extinguish (fire, etc), 2) cause inconvenience to sb</td>
</tr>
<tr>
<td>put through:</td>
<td>(tr) 1) connect by telephone, 2) make sb undergo or suffer sth</td>
</tr>
<tr>
<td>put up:</td>
<td>(tr) 1) offer sth for sale 2) (of prices) increase, 3) offer hospitality (put sb up)</td>
</tr>
<tr>
<td>put up with:</td>
<td>tolerate, bear</td>
</tr>
</tbody>
</table>

### Fill in the correct particle.

1. The train pulled ...**in**... at the station and hundreds of people got off.
2. The taxi pulled ____________ outside my house. I paid the driver and got out.
3. Put your ideas ____________ on paper and I’ll look at them later.
4. I’ll put you ____________ to the correct department, madam.
5. Put ____________, your gloves. It’s very cold outside.
6. Walter’s parents tried to put him ____________ becoming an artist.
7. She put her tiredness ____________ the fact that she had been working very hard.
8. Ignore James. He’s not really ill, he’s just putting it ____________.
9. That shop has put ____________ its prices again.
10. Kelly is trying to put ____________ some money every week for her summer holidays.
11. The firemen put the fire ____________ very quickly.
12. You’ll just have to put ____________ the noise until the repairs are finished. I’m afraid.
13. The snowstorm caused the team’s expedition to be put ____________ a few days.
14. Gordon vowed to pay Steve ____________ for what he had done to him.
15. We put ____________ going on holiday because I was very busy at work.
16. The drama group are putting ____________ their first performance next month.
17. Alice said to Jane, ‘You’ll pay ____________ this one day.’
18. The young soldiers were put ____________ strict training in the first few weeks.
19. His house was put ____________ for sale after he lost his job.
20. He put ____________ a deposit of £100 when he booked the holiday.
21. He borrowed £20 from me but he still hasn’t paid it ____________.
22. I’ll put you ____________ for the night if you can’t find a hotel.
23. It was a serious operation, but the patient pulled ____________.
24. If you don’t stop eating sweets, you’ll put ____________ weight.
25. I don’t want to put you ____________, but could you babysit for me tonight, please?
26. All the old buildings in this area are going to be pulled ____________.
27. Put the television ____________ if you’re bored.
28. The public called for the criminal to be put ____________ for a long time.

### Fill in the gaps with the correct preposition from the list. Some prepositions can be used more than once.

- at, by, for, in, on, out of, off, under, to, with

1. She wrote the report ...**by**... hand, as the computer wasn’t working.
2. You look worried. What’s ____________ your mind?
3. ____________ Tim’s surprise, his boss gave him a bonus.
4. Passengers must check ____________ arrival at the airport.
5. He’s saving money ____________ a view to buying a car.
6. Don’t worry, I’ve got everything ____________ control.
7. He was ____________ breath after running for ten minutes.
8. I think I’ll have a sandwich ____________ seconds thoughts. I’ll have a salad.
9. Steve has not been ____________ touch with us recently.
10. We must put out the fire ____________ all costs.
11. People living in developing countries are ____________ need of our help.
12. Where have you been? I’ve been waiting ____________ ages.
13. James is ____________ a bad mood today.
14. Medicine should be kept ____________ reach of children.
15. This hotel is the cheapest on the island ____________ far.
16. Her name is Joanna, but we call her Jo ____________ short.
17. She searched ____________ vain for the missing money.
18. I don’t believe in love ____________ first sight.

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Choose the correct answer.

1. 'You ... must ... talk during the exam.'
   A. needn't    B. mustn't    C. must

2. '.............. you carry this bag for me, please?'
   'Yes, of course.'
   A. Must    B. Shall    C. Can

3. 'James apologised .......... shouting at me.'
   'That's good.'
   A. at    B. to    C. for

4. 'I'll give you .......... your book tomorrow.'
   'Okay. I don't need it at the moment.'
   A. back    B. off    C. out

5. 'The roads are clear now.'
   'Yes. The snow .......... by the Council this morning.'
   A. is cleared    B. was cleared    C. cleared

6. 'Dinner .......... by Mark tonight.'
   'That's very kind of him!'
   A. cooked    B. is cooked    C. will be cooked

7. 'What is Jeff worried .......... ?'
   'I don't know.'
   A. with    B. of    C. about

8. 'They own a yacht.'
   'I know. They .......... be well-off.'
   A. can    B. can't    C. must

9. 'I think the milk has gone .......... '
   'Throw it away, then.'
   A. off    B. out    C. after

10. 'The doors .......... '
    'Good. Let's go to bed, then.'
    A. have been locked    B. were being locked    C. locked

11. 'Is Peter good .......... Science?'
    'Yes, he's the best in the class.'
    A. for    B. at    C. in

12. 'That parcel .......... yesterday.'
    'I wonder who it's from.'
    A. was delivered    B. is delivered    C. are delivered

13. ' .......... clean the house today. It's dirty.'
    'I'll help you this afternoon.'
    A. must    B. can    C. mustn't

14. 'You .......... make a noise in the library.'
    'I know. People are trying to read.'
    A. can    B. mustn't    C. won't

Last weekend, Mark 1)... through the countryside when he heard a strange noise and the car engine stopped. He tried again and again, but it 2)........... start, so he decided 3)........... and look for help. As he was walking, it 4)........... to rain. Mark was getting wetter and 5)........... Suddenly, he saw what he had been looking 6)........... It was a small house, and he could see light 7)........... out from one of its windows. He walked towards it and, 8)........... he reached the door, he rang the bell. A woman answered the door and Mark explained his problem to her. She invited him inside and told him to sit down. As they talked, the woman's husband 9)........... in from the kitchen. When Mark's clothes had dried a little, the man suggested 10)........... Mark back to his car. Mark asked the man if he could take him home instead, and said that he 11)........... and collect his car 12)...........
31. **Turn the following sentences into reported speech.**

1. ‘Why are you in such a hurry?’ she asked me.
   ...She asked me why I was in such a hurry...

2. ‘I met some friends in town,’ Brian said. (up-to-date reporting)

3. ‘Where did you go last night?’ he asked her.

4. ‘I would go out tonight if I didn’t have to work,’ she said.

5. ‘You should ask your teacher for help,’ he told her.

6. ‘Clean up this mess!’ he said to them.

7. ‘Birds make nests in trees,’ he said to me.

8. ‘Belgium is a small country,’ he told us.

9. ‘I’ll help you paint the garage,’ he said. (out-of-date reporting)

10. ‘You can visit whenever you like,’ she said to him.
    (up-to-date reporting)

32. **Write sentences using have something done, as in the example.**

1. Josie’s mum is going to cut her hair for her.
   ...Josie is going to have her hair cut by her mum....

2. We must ask the carpenter to mend those cupboards.

3. Ask Sam to do the shopping for you.

4. Tony’s tooth was taken out yesterday.

5. The doctor is examining Claire’s broken leg.

6. James asked for the parcel to be sent first-class.

7. We didn’t go out. We asked for a pizza to be delivered.

8. Frank asked the shop assistant to wrap the gift for him.
Choose the correct answer.

1 If you ... C ... your room, you can go out to play.
   A tidied    B had tidied    C have tidied

2 Alan apologised for .......... Jane's birthday.
   A forgetting    B to forget    C forget

3 You .......... report the burglary to the police.
   A can't    B might    C ought to

4 If I feel better tonight, I .......... to the party.
   A would go    B might go    C go

5 Malcolm hates .........., so he often eats out.
   A cook    B cooking    C to cook

6 That picture .......... by someone very famous.
   A painted    B is painting    C was painted

7 Sam .......... for his wallet for hours before he found it.
   A has been searching    B had been searching    C had searched

8 They advised me .......... for some help.
   A asking    B ask    C to ask

9 They are identical twins and I can't .......... one from the other.
   A told    B tell    C say

10 That office block is much .......... than this one.
   A taller    B tall    C tallest

11 They had lots of potatoes so they .......... buy any more.
   A didn't need to    B mustn't    C couldn't

12 .......... the bank is closed, what will we do?
   A Unless    B Providing    C Supposing

13 Jack broke his leg while he .......... last winter.
   A is skiing    B was skiing    C skied

14 If you .......... in such a hurry, you wouldn't have forgotten the file.
   A hadn't left    B didn't leave    C haven't left

15 If I were you, I .......... a letter of complaint.
   A write    B will write    C would write

16 Melissa .......... in a very busy office now.
   A works    B has worked    C was working

17 He denied .......... his mother's vase.
   A break    B breaking    C to break

18 .......... he's with his friends, he's very talkative.
   A Providing    B When    C Supposing

19 The boys admitted .......... the window.
   A smash    B to smash    C smashing

20 I don't mind .......... In fact, I quite enjoy it.
   A iron    B to iron    C ironing

21 He .......... me not to go near the river.
   A exclaimed    B warned    C demanded

22 Nothing will stop her from .......... out.
   A move    B to move    C moving

23 He was the .......... person in the competition. He knew all the answers.
   A cleverest    B clever    C cleverer

24 If the temperature rises above 0°C, ice .......... .
   A melts    B would melt    C might melt

25 They .......... be friends. They never speak to each other.
   A would    B could    C can't

26 If you .......... to open the box, you wouldn't have broken it.
   A didn't try    B hadn't tried    C haven't tried

27 He enjoys .......... time by himself.
   A to spend    B spending    C spend

28 .......... I take your order now, madam?
   A Should    B Must    C May

29 You .......... finish that exercise before you leave today.
   A must    B can't    C would

30 You .......... close the door. I like to leave it open.
   A couldn't    B must    C needn't

31 .......... you leave now, you won't miss the start of the film.
   A Supposing    B Providing    C Unless

32 If you had arrived earlier, you .......... dinner.
   A wouldn't have missed    B won't have missed    C won't miss

33 If he had some money, he .......... on holiday.
   A could go    B can go    C will go

34 He .......... that she was the most beautiful girl he'd ever seen.
   A warned    B denied    C exclaimed

35 They .......... on paying for the meal.
   A claimed    B demanded    C insisted
2 Complete each sentence with two to five words, including the word in bold.

1. ‘You must pay for the tickets by Friday,’ he said to me. on He ...insisted on my paying... for the tickets by Friday.
2. I didn’t see the car until it was too late. did Not until it was ....................... the car.
3. You will miss the bus unless you leave now. if You will miss the bus ........................... now.
4. I want to go on holiday, but I can’t afford it. wish I ........................................... to go on holiday.
5. If I were you, I would apologise. you Were ........................................ apologist.
6. ‘Don’t forget to lock the car door,’ Dad said to Bill. reminded Dad ................................ the car door.
7. She had no idea she had gone to the wrong house. know Little ........................................ had gone to the wrong house.
8. If you wake up early tomorrow, we’ll go shopping together. provided We’ll go shopping together ......................... early tomorrow.
9. ‘I broke Jane’s doll,’ the boy said. admitted The boy ................................ Jane’s doll.
10. If you don’t stop shouting, I will tell the teacher. else Stop shouting, ......................... the teacher.
11. If you don’t study hard, you won’t pass your exams. unless You won’t pass your exams ............... hard.
12. Don’t touch anything while I’m away on any account. should On no account ............................. anything while I’m away.
13. ‘I don’t suppose you know where Alison is, do you?’ Liz said to me. whether Liz wanted to know .................... Alison was.
14. They had never heard such an interesting story before. before Never ........................................ such an interesting story.
15. Ruth would prefer to stay at home than go to the party. rather Ruth ........................................ than go to the party.
16. ‘I didn’t leave the gate open,’ he said. denied He ........................................ the gate open.
17. Caroline regrets shouting at her friend yesterday. wishes Caroline ................................ at her friend yesterday.
18. I rarely went to the cinema before I got married. go Hardly ever ........................................ the cinema before I got married.
19. If I had realised what time it was, I wouldn’t have called. realised Had ........................................ was, I wouldn’t have called.
20. ‘What a fantastic view!’ they said. exclaimed They ........................................ a fantastic view.

3 Turn the following sentences into reported speech.

1. ‘Be quiet!’ the teacher said to the boys. ...The teacher ordered the boys to be quiet....
2. ‘Would you like to come to my party?’ she said to him. ...
3. ‘I’m the fastest runner in the school.’ Paul said. ...
4. ‘I’ll phone you every week while I’m away,’ she said to him. ...
5. ‘Don’t go near the waterfall,’ he said to us. ...
6. ‘Could you lend me some money?’ she said to her brother. ...
7. ‘Everyone wait outside!’ the boss said to his employees. ...
8. ‘Can I borrow your pen?’ she said to the man. ...
9. ‘Would you like to help me make dinner?’ Mum said to me. ...
10. ‘I didn’t borrow your football,’ he said to Tom. ...
11. ‘Don’t forget to water the plants,’ he said to Tom. ...
12. ‘I’m sorry I was late,’ he said to her. ...
13. ‘Let’s go for a walk,’ Linda said. ...
14. ‘I’ve got toothache,’ Adam said. ...
15. ‘Please, please help me,’ she said to him. ...

4 Put the verbs in brackets into the correct tense.

1. I wish I ...hadn’t broken... (not/break) my favourite toy.
2. If only she ................. (listen) to what I tell her.
3. I wish I ................. (not/go) to bed late last night.
4. If only Linda ................. (apply) for that job.
5. If only the boys ................. (not/arrive) so late last night.
6. If only we ................. (have) enough money to buy a car.
7. I wish I ................. (be) rich.
8. If only we ................. (be) old enough to live alone.
Revision 3  (Units 1 - 9)

9 I wish my neighbours .................................. (not/have) parties every weekend.
10 If only I ............................................ (apologise) for my bad behaviour yesterday.
11 I wish I .................................. (not/make) such a big mistake.
12 I wish my brother .................................. (not/borrow) my favourite clothes.
13 If only Trevor .................................. (remember) to post the letter.
14 If only I .................................. (invite) more people to the party.
15 Tara wishes she .................................. (know) more people in the area.

5 Rewrite the sentences using the words/phrases given.

1 He not only dropped the eggs, but he slipped on them. Not only ....did he drop the eggs, but he slipped on them...
2 She has seldom been to such a good party. Seldom ...........................................
3 I have rarely met such polite people. Rarely ...........................................
4 They have not once visited the museum in the town. Not once ...........................................
5 I realised only then that the window was broken. Only then ...........................................
6 I not only took the picture, but I developed it. Not only ...........................................
7 They have never taken such an important exam before. Never before ...........................................
8 I had no sooner closed the door than Bill opened it again. No sooner ...........................................
9 He has seldom heard such an amusing joke. Seldom ...........................................
10 They have rarely taken a day off work. Rarely ...........................................
11 He has not once asked us to help him. Not once ...........................................
12 They had no sooner sat down than the film started. No sooner ...........................................
13 He noticed only then that the music had stopped. Only then ...........................................
14 She has never attended an audition before. Never before ...........................................
15 I not only broke the glass, but I cut my finger on it. Not only ...........................................

6 Underline the correct word(s) in bold.

1 A: Should/May I speak to you in private, please? B: Of course. Come into my office.
2 A: When shall/will we meet to discuss the plans? B: Next week.
3 A: Those files mustn't/couldn't be moved. B: Alright. I'll leave them where they are.
4 A: I've been feeling very tired recently. B: You couldn't/ought to have a holiday.
5 A: Would/Could you tell me where the accounts department is, please? B: It's on the third floor.
6 A: Can/Must you cook? B: Not very well, although I enjoy it.
7 A: Why are you working late? B: I ought to/have to finish updating the files by tomorrow morning.
8 A: There were lots of fast runners in the race, weren't there? B: Yes, but Alex was able to/could finish second.
9 A: Shall I take the rubbish outside? B: No, you didn't need to/needn't. I'll take it in a minute.
10 A: I phoned Jill and Martin, but there was no answer. B: They must/can have gone to the supermarket.
11 A: Barbara's late. I wonder where she is. B: She could/should have got stuck in traffic.
12 A: Might/May not I speak to Miss Andrews, please? B: One moment, please. I'll see if she's available.
13 A: Will/Shall we rent a video this evening? B: That's a good idea.
14 A: You should/must wear protective clothing in here. It's a rule. B: Yes, I know.
15 A: Where is Angela? B: She may/can be in her bedroom, studying.

7 Rewrite the sentences in the passive.

1 The police found the missing jewels. The missing jewels were found by the police...
2 A wealthy businessman donated the money.
3 Scientists made an important discovery last weekend.
4 Who painted Susan's portrait?
5 Simon paid the deposit for the new flat.
6 They did the washing-up before they watched TV.
7 Jenny made the arrangements for the school trip.
8 What destroyed the village?
9 Melissa ate all the fruit.
10 Mother decorated Jim's birthday cake.
11 Gordon introduced me to the managing director of the company.
12 The cat broke the vase in the dining room.
**Revision 3 (Units 1 - 9)**

**8. Underline the correct preposition.**

1. He was sentenced **to/at/for** two years in prison for his crime.
2. Your sister is very similar **with/for/to** a girl I used to know.
3. Is James worried? He seems to have something **in/on/off** his mind.
4. Alison suffers **from/of/for** lots of allergies.
5. He was very upset **of/for/about** failing the exam.
6. That entry wasn’t worthy **to/of/for** winning first prize.
7. It’s typical **for/of/from** Lilian to be late.
8. I’m not sure **on/for/about** the answer to that question.
9. She has terrible taste **in/from/of** clothes.
10. You should be suspicious **at/of/for** anyone who you don’t know well.
11. Her novels have been translated **for/to/into** twelve languages.
12. The fire brigade soon had the blaze **into/under/out of** control.
13. They emptied all the cupboards in search **for/of/to** the money.
14. You waste too much money **on/for/with** sweets and magazines.
15. **At/To/By** my surprise, he bought me flowers.

**9. Fill in the gaps with the correct particle from the list.**

away, on, off, out, back, up, up to

1. The fact that the house was very isolated put me **...off...** buying it.
2. The car pulled **...** outside the house and a man got out.
3. The criminals were put **...** for five years after they were found guilty.
4. The man asked me to hold **...** while he answered the door.
5. I’m tired of telling him to do things. He keeps **...** ignoring me.
6. You must tell me everything. Don’t keep anything **...**.
7. Keep **...** from the main road. It’s very dangerous.
8. Do you think the wood supplies will hold **...** until the spring?
9. Annie looks **...** her older sister.
10. She thought of a way to pay him **...** for his lies.
11. It’s too dark in here. I can’t make **...** where the light switch is.
12. This skirt is too tight. I’ll ask Mum to let it **...** for me.
13. The prices in the supermarket have been put **...** this week.
14. The thief made **...** with the money from the safe.
15. I’ll look **...** John’s telephone number in my address book.

**10. Cross out the unnecessary word.**

1. Rarely **do** I go to the theatre.
2. Tony likes horror films and so does like Marilyn.
3. You’d better to tell the boss what has happened.
4. I wish if they would stop giving me so much work to do.
5. All they did it was to move the furniture.
6. It was Brian who he borrowed the bicycle.
7. No sooner had he locked the door than when the phone rang.
8. What I really like to do is eat out with my friends.
9. He said that everyone should to sign the card.
10. I asked her that what she would like to drink.
11. Do you help yourself to coffee and biscuits. please.
12. If you will get up early, you may catch the early train.
13. Jack prefers reading magazines than to reading novels.
14. She told to him that she had made a mistake.
15. Mum told me do not to touch the oven.

**11. Fill in the correct form of the word in brackets.**

1. My uncle knows lots of **...famous...** (fame) people.
2. Have you made a **...** (decide) about which job to take yet?
3. The sunflower grew to a **...** (high) of two metres.
4. He is well-known for his **...** (kind) to others.
5. Everyone who knows him admires his **...** (generous).
6. He passed the exams because he had done a lot of **...** (revise).
7. Gunpowder is a highly **...** (explode) substance.
8. I have no **...** (complain) about the service in that hotel.
9. Sarah’s **...** (impatient) makes her unpopular with lots of people.
10. She felt a sense of **...** (relieve) when she realised that she hadn’t lost her bag.
11. The sports car was so **...** (expense) that he needed a loan to buy it.
12. My contacts in the business world have been **...** (benefit) to my career.
13. Our neighbours have had a large **...** (extend) built on their house.
14. This document requires a **...** (sign) from the manager.
15. The **...** (compete) was won by a young boy from the village.
16. New technology makes **...** (communicate) between countries very easy these days.
17. Sarah has always been a **...** (sense) girl. She rarely takes risks.
18. Kerry has a very **...** (act) lifestyle. That’s why she’s very fit.
UNIT 10
Clauses - Linking Words

Time Clauses

They had booked tickets before they went to the cinema. They will go home when the film is over.

◆ We use the following time conjunctions to introduce time clauses.

- when - as - while - before - after - since - until/till - whenever - as long as - by the time - as soon as - the moment that - no sooner ... than - hardly ... when - once - immediately - the first/last/next time etc.

◆ When the time clause precedes the main clause, a comma is used.

e.g. Whenever he is in town, he visits us.

```
   main clause     time clause
He visits us whenever he is in town.
```

Sequence of Tenses

◆ Time clauses follow the rule of the sequence of tenses. That is, when the verb of the main clause is in a present or future form, the verb of the time clause is in a present form. When the verb of the main clause is in a past form, the verb of the time clause is in a past form too.

<table>
<thead>
<tr>
<th>Main clause</th>
<th>Time clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>present / future /</td>
<td>present simple or</td>
</tr>
<tr>
<td>imperative</td>
<td>present perfect</td>
</tr>
</tbody>
</table>

She takes off her shoes the moment that she gets home.
I'll call you as soon as I get to my hotel.
Turn off the lights before you leave.

| past simple /       | past simple or       |
| past perfect        | past perfect         |

He took a shower after he had finished painting the room.
They had reserved a table before they went to the restaurant.

Time Conjunctions

◆ ago - before

ago = before now

e.g. My parents got married twenty years ago.
     (= twenty years before now)

before = before a past time

e.g. Helen and Mike got married last month.
     They had met six months before. (= six months before last month)

◆ until/till - by the time

until/till = up to the time when

e.g. You must stay in the office until/till you finish/have finished the report.
     (= up to the time when you finish the report)
     They'll be at their summer house until/till Sunday.
     (= up to Sunday)

by the time + clause = not later than the moment something happens

e.g. I will have set the table by the time you come home. (= before, not later than the moment you come home)

by = not later than

e.g. I'll let you know my decision by Friday. (= not later than Friday)

Note:

a) not ... until/till

e.g. I won't have finished my work until/till/ before Thursday.

b) Both until/till and before can be used to say how far away a future event is.

e.g. There's only one week until/till/before my summer holidays.

◆ during - while/as

during + noun = in the time period

e.g. We learnt several interesting facts during the lecture.

while/as + clause = in the time period

e.g. We learnt several interesting facts while/as we were listening to the lecture.

◆ when = (time conjunction) + present tense

e.g. We'll order some pizzas when our friends get here.

when = (question word) + will/would

e.g. I'm not sure when his next book will be published.
UNIT 10

Clauses - Linking Words

1 Fill in the gaps with by, until, while, before, hardly ... when, as soon as, when, as long as or by the time.

1 You can keep those CDs for ... as long as ... you like.
2 I can’t do any washing ................................... the washing machine is repaired.
3 We saw the smoke ...................................... we turned into our street.
4 We had .............................................. gone to bed ...................... there was a knock at the door.
5 Sarah parked the car ............................. Paul dashed into the bank.
6 I have to finish these letters ................. I can leave the office.
7 Wait here ...................................................... I get back.
8 I was washing my hair ............................. the phone rang.
9 You must be home ................................. eleven o’clock tonight.
10 ........................................... Sue reached the bank. it had closed.

2 Put the verbs in brackets into the correct tense.

A: I must tell Steve the good news.
B: Don’t worry. I ...’ll tell ... (tell) him when I ...see... (see) him.

2 A: How did your tear your dress?
B: I ........................................... (step) on it as I ................................... (get) out of the car.

3 A: Have you finished with the newspaper?
B: Almost. You can have it after I ................................... (read) the sports section.

4 A: When will they announce the results?
B: They ........................................... (not/announce) them until they .................................. (mark) all the papers.

5 A: When did you realise you had been burgled?
B: I knew the moment I ................................... (arrive) home.

6 A: You should be in bed by now.
B: I ...................................... (go) to bed as soon as I .......................... (finish) this chapter.

7 A: Has your boss signed the contract yet?
B: No. I’m not sure when he .............................. (sign) it.

8 A: Have you spoken to Uncle John?
B: Yes. I .............................................. (phone) him before I .................................. (leave) the house.

9 A: Did your friends organise a surprise party for your birthday?
B: Yes! No sooner .................................. (I/open) the door than all my friends ................................ (jump) out to surprise me!

10 A: Do you see Catherine very often?
B: We meet whenever she ................................... (have) the time.

11 A: Can I borrow your dictionary, please?
B: You can have it once I .................................. (finish) with it.

12 A: Has Lee cleaned his room yet?
B: No, but he will have done it by the time Mum .......... (get) home.

3 Underline the appropriate time phrases and put the verbs into the correct tense.

1 I’ll call you while/the moment I ................................... (get) home.
2 You can visit me whenever/till you ................................... (want) to.
3 We went for a walk after/until we ................................... (eat) breakfast.
4 Once/Before he ...................................... (read) the manual, he knew how to operate the machine.
5 I was doing the ironing during/while he ................................... (wash) the car.
6 They didn’t get married until/by the time they ...................................... (save) enough money for their honeymoon.
7 I’ll write to you as soon as/immediately I ................................... (have) the results.
8 I got to the station till/just as the train .................................. (pull in).
9 We won’t move to a new house since/before the children .................................. (leave) school.
10 They had fixed the roof until/by the time John .................................. (come) back.
11 The students don’t know when/till the results .................................. (announce).

4 Complete each sentence with two to five words, including the word in bold.

1 As soon as he woke up, he jumped out of bed.  
   moment He jumped out of bed .......................... he woke up.

2 She did some research before she wrote her report.  
   after She wrote her report .................................. some research.

3 I had no sooner entered the house than the phone rang.  
   hardly I had .................................. the phone rang.

4 Simon hurt his leg climbing a tree.  
   while Simon hurt his leg .................................. a tree.

5 We can’t go. We have to wait for the taxi to arrive.  
   until We can’t go .................................. arrives.

6 We opened the gate. The dog ran towards us.  
   sooner We had .................................. than the dog ran towards us.

7 The shop will open at nine o’clock. The staff will have  
   time The staff will have come in to work .................................. the shop opens.

8 Moira bought the ring only after she had made sure it  
   before Moira made sure the ring was solid gold .......................... it.

9 Her phone card ran out during her conversation with  
   while Her phone card ran out .................................. her mother.
Dolphins are so appealing (that) it is hard not to like them. They are such intelligent creatures (that) they can communicate with each other.

Clauses of result are used to express the result of something. They are introduced with the following words/expressions:

as a result - therefore - consequently/as a consequence - so - so/such ... that etc.

◆ as a result/therefore/consequently
  e.g. The president was taken ill and, as a result/therefore/consequently the summit meeting was cancelled.

◆ so
  e.g. It was hot, so I turned on the air-conditioning.

◆ such a/an + adjective + singular countable noun
  e.g. It was such an interesting book (that) I couldn’t put it down.

◆ such + adjective + plural/uncountable noun
  e.g. They are such good friends (that) they’ve never had an argument.

◆ such a lot of + plural/uncountable noun
  e.g. She invited such a lot of guests to her party that there wasn’t enough room for all of them.

◆ so + adjective/adverb
  e.g. He is so devoted that he deserves praise. He speaks so quickly that I can’t understand him.

◆ so much/little + uncountable noun
  so many/few + plural noun
  e.g. There is so much traffic that we won’t be on time. He pays so little attention to what I say that it makes me angry.

5 Fill in so, such or such a/an.

1 The party next door last night was ...so... loud that I couldn’t sleep.
2 They sell ................. lovely things in that shop.
3 I bought ................. lot of shopping that I couldn’t carry all the bags.
4 It was .................. late when I got home that I didn’t have dinner.
5 She dresses .................. elegantly that everyone admires her.
6 I had .................. bad headache yesterday that I had to leave work and go home.
7 I’m .................. hungry that I could eat anything for lunch.
8 He had put ................. little salt in the soup that it was tasteless.
9 It was .................. amusing film that I laughed all the way through.
10 They have got ................. fashionable furniture in their house that it is often photographed for magazines.
11 She is .................. interesting person that I could spend hours talking to her.

6 Complete each sentence with two to five words, including the word in bold.

1 I had a lot of homework to do, so I couldn’t go out.
   so I had ...so much homework... to do that I couldn’t go out.

2 The bus was very late. We decided to take a taxi.
   so The bus was .................. we decided to take a taxi.

3 He was sleeping soundly. We couldn’t wake him.
   so He was .................. we couldn’t wake him.

4 It was very exciting news and I couldn’t wait to tell everyone.
   such It was .................. I couldn’t wait to tell everyone.

5 She is a very clever girl and her parents are very proud of her.
   such She is .................. her parents are very proud of her.

6 Jane doesn’t spend much time studying. She may fail her exams.
   little Jane spends .................. she may fail her exams.

7 Peter did a lot of work yesterday, so he has nothing to do today.
   much Peter did .................. yesterday that he has nothing to do today.

8 His luggage was heavy. He decided to call a porter.
   such He had .................. that he decided to call a porter.
Clauses of Reason

Traffic is getting worse because as more people are buying cars. Traffic is getting worse on account of the fact that more people are buying cars.

Clauses of reason are used to express the reason for something. They are introduced with the following words/expressions:

- **because** - e.g. I took a taxi because it was raining. 
  Because it was raining, I took a taxi.
- **as/since** (= because) - e.g. They bought him a gift as/since it was his birthday. As/Since it was his birthday, they bought him a gift.
- **the reason for + noun/ing form**
  e.g. The reason for his resignation was (the fact) that he had been offered a better job. 
  The fact that he had been offered a better job was the reason for his resigning. 
  The reason why he resigned was (the fact) that he had been offered a better job.
- **because of/on account of/due to + noun**
  e.g. All flights were cancelled because of/on account of the thick fog. All flights were cancelled due to the thick fog. He asked for a few days off because of/on account of the fact that he was exhausted. He asked for a few days off due to the fact that he was exhausted.
- **now (that) + clause** - e.g. Now (that) they have children, they have less free time.
- **for = because** (in formal written style)
  A clause of reason introduced with for always comes after the main clause.
  e.g. The citizens of Harbridge were upset, for a new factory was to be built near their town.

7. **Rewrite the sentences using the word(s) in brackets.**

1. She went to bed because she was tired. (since) ...She went to bed since she was tired...
2. The singer cancelled her appearance. She was feeling unwell. (on account of)
3. She hadn’t eaten all day, and therefore she was hungry. (as)
4. He was rude and, as a result, the teacher punished him. (because of)
5. The reason why the Prime Minister did not attend the press conference was that he was out of the country. (for)
6. He has passed his exams, so his parents are pleased with him. (now that)
7. The job was very dangerous, so she turned it down. (the reason for)
8. His car ran out of petrol, so it wouldn’t move. (due to)
9. He was late. He took a taxi. (since)

8. **Complete each sentence with two to five words, including the word in bold.**

1. It was very cold, so I wore my coat.
   **as** I wore my coat ...as it was... very cold.
2. We didn’t go for a walk because it was raining.
   **account** We didn’t go for a walk ..........................................................
   ........................................................................ the rain.
3. He didn’t tidy his room. As a result, his mother shouted at him.
   **because** His mother shouted at him .................................
   ........................................................................ his room.
4. She didn’t close the gate. As a result, the dog escaped.
   **due** The dog escaped ..........................................................
   ........................................................................ she didn’t close the gate.
5. The reason why she got a lot of presents was that it was her birthday.
   **for** The fact that it was her birthday was .................
   ........................................................................ a lot of presents.
6. We didn’t understand the lecture, so we asked the tutor to explain.
   **since** We asked the tutor to explain. ..........................
   ........................................................................ the lecture.
7. The car skidded on the road because it was icy.
   **due** The car skidded on the road ............................ ice.
8. I couldn’t sleep because it was noisy.
   **of** I couldn’t sleep .................................................. noise.
Clauses of Purpose are used to express the purpose of an action. That is, they explain why someone does something. They are introduced with the following words/expressions:

- **to** - in order to/so as to - so that/in order that - in case - for etc.

**to - infinitive**
e.g. She went shopping to look for some new clothes.

**in order to/so as to + infinitive** (formal)
e.g. He did a postgraduate course in order to/so as to widen his knowledge of international politics.

In negative sentences we use in order not to or so as not to. We never use not to alone.
e.g. He wrote the number down in order not to/so as not to forget it.

**so that + can/will** (present or future reference)
e.g. Emma has booked a first-class ticket so that she can travel in comfort.

**so that + could/would** (past reference)
e.g. He recorded the match so that he could watch it later.

Note: In order that has the same structure as so that. However, it is not used very often as it is formal.
e.g. We will send you the forms in order that you can make your application.

**in case + present tense** (present or future reference)
**in case + past tense** (past reference)
In case is never used with will or would.
e.g. Take your credit card in case you run out of cash.
He took a jumper in case it got cold.

**for + noun** (when we want to express the purpose of an action)
e.g. He went to the doctor’s for a check-up.

**for + -ing form** (when we want to express the purpose or function of something)
e.g. We use a spade for digging.

Clauses of purpose follow the rule of the sequence of tenses, like time clauses (page 144).
e.g. He borrowed some money so that he could pay his phone bill.

Note: We can express negative purpose by using:

a) **prevent + noun/pronoun + (from) + -ing form**
e.g. She covered the sofa with a sheet to prevent it (from) getting dirty.

b) **avoid + -ing form**
e.g. They set off early in the morning to avoid getting stuck in traffic.

**Underline the correct word.**

It was three o’clock on Saturday afternoon and Ben was in the park. He had taken his sister, Katy, with him 1) so that/for she could play on the swings. While they were playing, Ben noticed that a small bird was sitting near a tree. He walked towards it 2) in order to / so that have a closer look. He walked slowly and quietly 3) not to / so as not to frighten it. The bird had a broken wing, so Ben and Katy went home and got a box 4) for / to carry it in. When they had put it in the box, they took it to the vet 5) to / for treatment. The vet was very gentle 6) in order to / so that he wouldn’t hurt it. The bird recovered a few weeks later and the vet released it in the park again.

**Join the sentences using the word(s) in brackets.**

1. He got the car out of the garage. He wanted to wash it. *(so that)*
   ...He got the car out of the garage so that he could wash it....

2. I always lock the doors and windows. I don’t want to be burgled. *(avoid)*
   ...........................................................................................................

3. The doctor examined the patient. He wanted to find out what was wrong with him. *(so as to)*
   ...........................................................................................................

4. I’ve taken out a loan. I want to buy a car. *(to)*
   ...........................................................................................................

5. We’ll take some food with us. We might get hungry. *(in case)*
   ...........................................................................................................
6 She is studying medicine. She wants to become a doctor. (so that)

7 He put his keys in his briefcase. He didn’t want to lose them. (in order not to)

8 They will take some magazines with them. They may get bored. (in case)

9 She set her alarm clock. She didn’t want to oversleep. (so that)

10 We put the letters on the table. We didn’t want to forget to post them. (so as not to)

11 Complete each sentence with two to five words, including the word in bold.

1 We took a taxi. We didn’t want to be late. not We took a taxi ...so as not to... be late.

2 Tony is employing more staff. He wants to expand his business.

demote Tony is employing more staff 

3 Take your mobile phone. It is possible that someone may call you.

case Take your mobile phone 

4 We use a microwave to cook food quickly.

for We use a microwave 

5 We took a camera. We wanted to take some photographs.

that We took a camera 

6 She applied sunscreen. She didn’t want to get sunburnt.

not She applied sunscreen 

7 I did my homework. I didn’t want the teacher to be angry with me.

that I did my homework 

8 Mark called John. He wanted to ask him for some advice.

to Mark called John 

9 He checked his answering machine. There may have been a message for him.

case He checked his answering machine 

10 She put her jewellery in the hotel safe. She didn’t want it to get stolen.

prevent She put her jewellery in the hotel safe 

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UNIT 10

Clauses - Linking Words

**Exclamations**

Exclamations are words or sentences used to express admiration, surprise, etc.

To form exclamatory sentences we can use what (a/an), how, such, so or a negative question.

- **so + adjective/adverb**
  - e.g. This cake is so tasty!
    - He works so hard!

- **such + adjective + singular countable noun**
  - e.g. This is such an original design!

- **such + adjective + uncountable/plural noun**
  - e.g. You gave me such valuable information!
    - She’s wearing such elegant clothes!

- **what + adjective + singular countable noun**
  - e.g. What a lovely view!
    - What an unusual pattern! What a day!

- **what + adjective + uncountable/plural noun**
  - e.g. What expensive furniture!
    - What comfortable shoes!

- **how + adjective/adverb**
  - e.g. How clever he is! How well she behaved!

- **negative question (+ exclamation mark)**
  - e.g. Isn’t she a graceful dancer?

12 Fill in what (a/an), how, so or such (a/an).

1 ...How... sweetly she sings!
2 ...................... scary film that was!
3 She’s ...................... pretty!
4 ...................... loud music!
5 ...................... clever man he is!
6 This is ...................... great news!
7 ...................... tired they look!
8 He behaved ...................... rudely!
9 ...................... awful thought!
10 It’s ...................... tiring journey!
11 ...................... lazy of you to stay in bed all day!
12 He is ...................... amazing musician!

13 Rephrase the sentences in as many ways as possible, as in the example.

1 What delicious food!
   ...How delicious this food is! This is such delicious food!
   This food is so delicious! Isn’t this food delicious...

2 This is such an interesting story!
3 How young he looks!
4 He’s so handsome!
5 Don’t they have a lovely house!
6 Doesn’t she look happy!
Clauses of Contrast

He prefers to make things by hand although/even though he could use a machine.

Clauses of contrast are used to express a contrast. They are introduced with the following words/phrases:

- **but** e.g. It was cold, **but** she wasn’t wearing a coat.
- **although/even though/though** + **- in spite of/despite - however - while - whereas - yet - nevertheless - on the other hand**

**but** e.g. It was cold, **but** she wasn’t wearing a coat.

**although/even though/though** + **- in spite of/despite - however - while - whereas - yet - nevertheless - on the other hand**

**although/even though/though** e.g. Although/Even though/Though it was summer, it was chilly.

**in spite of/despite** the fact that + **- clause** e.g. In spite of/Despite the fact that he was qualified, he couldn’t get a job.

**however/nevertheless** A comma is always used after however/nevertheless.

**while/whereas** e.g. She is tall, **while**/**whereas** her brother is rather short.

**yet** (formal): **still** e.g. The fire was widespread, **yet** no property was damaged.

**on the other hand** e.g. Cars aren’t environmentally friendly. **On the other hand**, bicycles are.

14. **Choose the correct answer.**

1. ...A... the heavy snow, we managed to get to the office.
   A in spite of  B However  C While

2. ... needing a rest, the team continued to work.
   A in spite of  B Despite  C Although

3. I like peaches. I don’t like bananas, ....... .
   A whereas  B on the other hand  C though

4. The film was good, ....... it was also very frightening.
   A despite  B but  C in spite

5. Paul drives a car, ....... Charles rides a motorbike.
   A whereas  B even though  C despite

6. ....... she isn’t fond of classical music, she went to the concert.
   A However  B Even though  C While

7. ....... being hungry, Sally didn’t eat anything.
   A However  B Yet  C in spite of

8. The alarm went off, ....... he didn’t wake up.
   A whereas  B yet  C while

9. ....... we left the house early, we still missed the bus.
   A Although  B Despite  C in spite of

10. He wasn’t wearing a coat, ....... it was very cold.
    A whereas  B Even though  C despite

15. **Complete the sentences.**

1. In spite of the rain, the football match took place.
   Although **it was raining, the football match took place**...

2. Even though we were late, we stopped to have something to eat.
   Despite .................................................................

3. Even though they are good friends, they argue a lot.
   In spite .................................................................

4. In spite of having a lot of money, they are very mean.
   Although .................................................................

5. In spite of winning the competition, he wasn’t satisfied.
   Even though .................................................................

6. Even though he woke up early, he was late for his appointment.
   Despite .................................................................

16. **Rewrite the sentences using the word(s) in brackets.**

1. I live in London. Sarah lives in Manchester. (while)
   ...I live in London **while** Sarah lives in Manchester...

2. We went to the party. We were very tired. (though)
   .................................................................

3. She doesn’t earn much money. She works very hard. (in spite of)
   .................................................................
4 He was ill. He went to work. (despite)
5 This appliance is very expensive. It is impractical. (yet)
6 The teacher explained the question in detail. I didn’t understand it. (still)
7 I drank a bottle of water. I was still thirsty. (even though)
8 The film was boring. We continued to watch it. (in spite of)
9 David can’t play football. He is good at basketball. (on the other hand)
10 It was very late. The guests didn’t leave. (nevertheless)
11 Lisa went shopping. She didn’t buy anything. (but)
12 The boy fell off his bicycle. He wasn’t hurt. (however)
13 He was tired. He couldn’t sleep. (although)
14 Brian is good at Maths. His sister is good at Science. (whereas)
15 Janet is clever. She finds some subjects difficult. (still)
16 He is rich. He is not happy. (despite)

Rephrase the sentences using the words in brackets, as in the example.

1 Dennis is tired. He doesn’t want to go to bed. (although, despite)
   a) Although Dennis is tired, he doesn’t want to go to bed.
   b) Despite (his) being tired, Dennis doesn’t want to go to bed.
2 It was a lovely day. They stayed inside. (however, in spite of)
3 Martin is a good cook. He rarely cooks for his friends. (still, though)
4 The house is in bad condition. They paid a lot of money for it. (even though, nevertheless)
5 The lecture was very important. Few students attended. (despite, yet)
6 There wasn’t much food in the fridge. We managed to make a meal. (although, however)
7 She hadn’t slept well. She looked fresh and lively. (still, in spite of)
8 His parents are very rich. He never asks them for money. (nevertheless, yet)
9 I had seen the film before. I enjoyed watching it again. (though, despite)
10 Celine Dion is my favourite singer. I haven’t been to any of her concerts. (even though, however)

Clauses of Manner are introduced with as if/as though and are used to express the way in which something is done/said, etc.

- We use as if/as though after verbs such as act, appear, be, behave, feel, look, seem, smell, sound, taste to say how somebody or something looks, behaves, etc.
  e.g. He is acting as if/as though he’s had bad news.
  We also use as if/as though with other verbs to say how somebody does something.
  e.g. She talks as if/as though she knows everything.
- We use as if/as though + past tense when we are talking about an unreal present situation. Were can be used instead of was in all persons.
  e.g. He spends his money as if/as though he was/were a millionaire. (But he isn’t.)
  He behaves as if/as though he owned the place. (But he doesn’t.)

Note: We can use like instead of as if/as though in spoken English.
  e.g. She looks like she’s going to faint. (informal spoken English)

Put the verbs in brackets into the correct tense.

1 She was wandering up and down the street. She looked as though she …was… (be) lost.
2 Although he had a degree in French, it sounded as though he …sounded… (not/speak) it well.
3 The sky is dark. It looks as if it …rains… (rain).
4 There is a strange smell in the kitchen. It smells as though something …burns… (burn).
5 Tom is twenty-five years old, but he sometimes acts as though he …act… (be) a child.
6 Colin was out of breath. He sounded as though he …sounded… (run).
7 Jim has only just learned this game, but he plays it as if he …plays… (play) it for years.
8 We had never met before, but she greeted me as if we …knew… (know) each other all our lives.
Relative Clauses are introduced with a) relative pronouns (who(m), which, whose, that) and b) relative adverbs (when, where, why).

We use:

- **who/that** to refer to people.
- **which/that** to refer to objects or animals.

Who/which/that can be omitted when it is the **object** of the relative clause; that is, when there is a noun or subject pronoun between the relative pronoun and the verb. It cannot be omitted when it is the **subject** of the relative clause. We can use whom instead of who when it is the object of the relative clause. Whom is not often used in everyday English.

**example:**

a) I saw a friend. I hadn’t seen him for years.
   I saw a friend who I hadn’t seen for years. (Who/whom/that is the object, therefore it can be omitted.)

b) I met a woman. She was from Japan.
   I met a woman who was from Japan. (Who/that is the subject, therefore it cannot be omitted.)

- **whose** instead of possessive adjectives (my, your, his, etc.) with people, objects and animals in order to show possession.

**example:**

a) That’s the boy with his bicycle was stolen yesterday. That’s the boy whose bicycle was stolen yesterday.

b) That’s the building with its windows were smashed. That’s the building whose windows were smashed.

- We usually avoid using prepositions before relative pronouns.
  
  e.g. a) The person to whom the money will be entrusted must be reliable. (formal English – unusual structure)
  
  b) The chair that you are sitting on is an antique. (usual structure)
  
  c) The chair you are sitting on is an antique. (everyday English)

- **Which** can refer back to a whole clause.
  
  e.g. He helped me do the washing-up. That was kind of him.
  
  He helped me do the washing-up, which was kind of him. (Which refers back to the whole clause. That is, it refers to the fact that he helped the speaker do the washing-up.)

- We can use the structure **all/most/some/a few/half/none/two, etc. of + whom/which.**
  
  e.g. a) He invited a lot of people. All of them were his friends.
  
  He invited a lot of people, all of whom were his friends.

  b) He has a number of watches. Three of them are solid gold.
  
  He has a number of watches, three of which are solid gold.

- **That** is never used after a comma or preposition.
  
  e.g. a) The Chinese vase, which is on the coffee table, is very expensive.
  
  (NOT: The Chinese vase that is on the coffee table...)

  b) The bank in which the money was deposited is across the street.
  
  (NOT: The bank in the money...)

- We use **that** with words such as all, every(thing), some(thing), any(thing), no(thing), none, few, little, much, only and with the superlative form.

  e.g. Is this all that you can do for me? (more natural than... all which you can do...)

  The only thing that is important to me is my family. It’s the best song that I’ve ever heard.

who/that (people) subject – cannot be omitted

who/whom/that (people) object – can be omitted

which/that (objects, animals) subject – cannot be omitted

whose (people, objects, animals) possession – cannot be omitted
Relative Adverbs

We use:

◆ **where** to refer to place, usually after nouns such as place, house, street, town, country, etc.

It can be replaced by **which/that + preposition** and, in this case, **which/that** can be omitted.

e.g. The house where he was born has been demolished.
The house (which/that) he was born in has been demolished.

◆ **when** to refer to time, usually after nouns such as time, period, moment, day, year, summer, etc. It can either be replaced by **that** or can be omitted.

  e.g. That was the year when she graduated.
  That was the year (that) she graduated.

◆ **why** to give reason, usually after the word reason.
  It can either be replaced by **that** or can be omitted.

  e.g. The reason why she left her job was that she didn’t get on with her boss.
  The reason (that) she left her job was that she didn’t get on with her boss.

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UNIT 10

Clauses - Linking Words

10 Name the city [ ] the Hunchback of Notre Dame lived.
   A Paris   B Prague

20 Complete the sentences with who, which or where.

- The Coca-Cola Company, **1) which** was founded in 1892, is famous all over the world.
- The company, **2) which** produces many soft drinks, is based in Atlanta.
- John S. Pemberton, **3) who** invented Coca-Cola, intended the drink to be used as a cure for common illnesses.
- Frank Robinson, **4) who** worked for John Pemberton, chose the name Coca-Cola.
- Fanta, **5) which** was originally produced in Germany, was bought by the Coca-Cola Company.
- Sprite, **6) which** was introduced in 1961, is also made by the Coca-Cola Company.
- The US Patent Office, **7) which** the trademark ‘Coca-Cola’ was registered, has also registered the trademark ‘Coke’ and the glass Coca-Cola bottle.
- In America, **8) where** Coca-Cola was first produced, there is a large soft drink industry, but the Coca-Cola Company is the most successful.

---

19 How much do you know about films? **Fill in the gaps with who, which, whose, where or when, then answer the questions.**

1 Name the actor **[ ]** plays Mr Bean.
   A Rowan Atkinson   B Rolph Harris

2 Name the US president **[ ]** was first an actor.
   A James Carter   B Ronald Reagan

3 Name the US city **[ ]** Hollywood can be found.
   A Los Angeles   B Las Vegas

4 Name the film **[ ]** tells the story of a strong mythical character.
   A Aladdin   B Hercules

5 Name the character **[ ]** nose grows when he tells lies.
   A Pinocchio   B Peter Pan

6 Name the year **[ ]** the first studio was built in Hollywood.
   A 1991   B 1911

7 Name the year **[ ]** Titanic was released.
   A 1998   B 1988

8 Name the superhero **[ ]** lives in Gotham City.
   A Superman   B Batman

9 Name the place **[ ]** The Lion King is set.
   A Africa   B America

---

21 Fill in the correct relative pronoun/adverb. If it can be omitted, put it in brackets.

1 When did you buy the jacket *(which/that)* you are wearing?

2 Is that the girl *(which/that)* sent you a Valentine’s card?

3 The reason *(which/that)* John is successful is that he works very hard.

4 What did you do with the money *(which/that)* I gave you?

5 Sam is mending the chair *(which/that)* he broke yesterday.

6 Is this the place *(which/that)* you lost your jacket?

7 Have you met the people *(which/that)* live next door to you?

8 I’ll never forget the day *(which/that)* my daughter was born.

9 Claire is reading the book *(which/that)* she bought yesterday.

10 I’ve been running. That’s *(which/that)* I’s out of breath.

11 This is the town *(which/that)* my favourite singer lives.

12 What is the name of the woman *(which/that)* works in the chemist’s?

13 Is this the boy *(which/that)* parents own the factory?

14 I’ll never forget the time *(which/that)* she fell into the swimming pool.

15 Where are the children *(which/that)* ball broke our window?
UNIT 10
Clauses - Linking Words

22 Fill in who, which, whose, where or why.

One of the most famous buildings in the world is the White House. 1) ...which... is the official home of the US president. The White House is in Washington DC. 2) .......... there are many other important buildings and monuments. The city, 3) .......... was founded in 1790, was deliberately planned as a national capital. George Washington, 4) .............. was the first US president and 5) ............. name was given to the city, wanted it to be the place 6) .............. the nation’s government would permanently reside.

The White House, 7) .......... was originally named Executive Mansion was built in pale grey sandstone. The colour of the stone, 8) .......... was so different from the surrounding red brick buildings, was the reason 9) .......... the mansion became known as the White House. The main building, 10) .......... many presidents have lived, is part of a large complex 11) .......... consists of over 130 rooms.

People find the White House fascinating and that is the reason 12) .......... the parts of the complex 13) .......... are open to the public are toured every year by one and a half million people 14) .......... want to see the place 15) .......... their president lives and works.

23 Complete the pairs of sentences, as in the examples.

1 Tom is playing football with a boy. The boy is his cousin.
   A The boy ...who/whom Tom is playing football with is his cousin....
   B The boy ...Tom is playing football with is his cousin....

2 Sam has gone to a party. The party is at his friend’s house.
   A The party .................................................................
   B The party .................................................................

3 I was talking to a woman. The woman is my boss.
   A The woman .................................................................
   B The woman .................................................................

4 She works for a writer. The writer is very famous.
   A The writer .................................................................
   B The writer .................................................................

5 I lent my jacket to Pam. The jacket is made of leather.
   A The jacket .................................................................
   B The jacket .................................................................

24 Join the sentences, as in the example.

1 My brother has lots of friends. Many of them are in his class.
   ...My brother has lots of friends, many of whom are in his class....

2 My father has a large collection of coins. Many of them are foreign.
   .................................................................

3 I baked lots of biscuits yesterday. Very few of them are left now.
   .................................................................

4 She knows lots of people at work. A few of them are from New Zealand.
   .................................................................

5 I have four aunts. None of them are married.
   .................................................................

6 There are thousands of trees in the forest. Some of them are very old.
   .................................................................

25 Link the sentences in order to produce one sentence. The beginning is given.

1 The coach was packed with tourists. The coach was driving around London. The tourists had gone there to see the sights.
   The coach, ...which was driving around London, was packed with tourists who had gone there to see the sights...

2 I went to the dentist’s. He is a friend of mine. I met him at university.
   The dentist .................................................................

3 A song won the competition. It was written by a schoolboy. He was thirteen years old.
   The song .................................................................

4 I helped someone with his homework. His name is Alec and he’s a classmate of mine.
   I helped .................................................................

5 Elaine’s house is going to be pulled down. She is looking for a new flat.
   Elaine, .................................................................

6 The book is a bestseller. It’s written by Nathan Davis. He has written ten novels.
   The book .................................................................
Identifying / Non-identifying Clauses

There are two types of relative clause: identifying relative clauses and non-identifying relative clauses. An identifying relative clause gives necessary information and is essential to the meaning of the main sentence. It is not put in commas. A non-identifying relative clause gives extra information and is not essential to the meaning of the main sentence. It is put in commas.

Identifying relative clauses are introduced with:

- **who, which, that**. They can be omitted if they are the object of the relative clause.
  
e.g. a) People are prosecuted. (Which people? We don’t know. The meaning of the sentence is not clear.)  
   People **who**/that lie in court are prosecuted. (Which people? Those who lie in court. The meaning of the sentence is clear.)
  
b) The papers are missing. (Which papers? We don’t know. The meaning of the sentence is not clear.)
   The papers **which**/that you gave me to check are missing. (Which papers? The ones you gave me to check. The meaning of the sentence is clear.)

- **whose, where, when, (the reason) why**. Whose cannot be omitted. Where can be omitted when there is a preposition. When and why can either be replaced by that or can be omitted.
  
e.g. a) The man was angry. (Which man? We don’t know. The meaning of the sentence is not clear.)
   The man **whose** car was damaged was angry. (Which man? The one whose car was damaged. The meaning of the sentence is clear.)
  
b) The shop is near my house. (Which shop? We don’t know.)
   The shop **where** I bought this shirt is near my house. OR **The shop I bought this shirt from** is near my house. (Which shop? The one I bought this shirt from.)
  
c) The day was the happiest day of my life. (Which day? We don’t know.)
   The day **when**/that I got married was the happiest day of my life. (Which day? The day I got married.)
  
d) I was upset. This is the reason. (The reason for what? We don’t know.)
   I was upset. This is the reason **why**/that I didn’t call you. (The reason I didn’t call you.)

Non-identifying relative clauses are introduced with:

- **who, whom, which**. They cannot be omitted or replaced by that.
  
e.g. a) Jenny Ladd is my favourite author. (The meaning of the sentence is clear.)
   Jenny Ladd, **who** has written a lot of successful books, is my favourite author. (The relative clause gives extra information.)
  
b) My cousin Peter is a doctor. (The meaning of the sentence is clear.)
   My cousin Peter, **who** you have just met, is a doctor. (The relative clause gives extra information.)
  
c) His flat is modern and spacious.
   His flat, **which** he bought two years ago, is modern and spacious.

- **whose, where, when**. They cannot be omitted.
  
e.g. a) The bride looked stunning. (The meaning of the sentence is clear.)
   The bride, **whose** wedding dress was designed by Valentino, looked stunning. (The relative clause gives extra information.)
  
b) Stratford-upon-Avon is visited by thousands of tourists every year.
   Stratford-upon-Avon, **where** Shakespeare was born, is visited by thousands of tourists every year.
  
c) The best time to visit the island is in May.
   The best time to visit the island is in May, **when** it isn’t too crowded.

Fill in the relative pronoun or adverb. Put commas where necessary. Write I for identifying, NI for non-identifying and say whether the relative can be omitted or not.

1 Paul. …**whose**… birthday is on Friday, is having a party tonight. (NI, cannot be omitted)
2 My office .................. is very big is on the first floor.
3 Martin .................. works in the library writes poetry in his spare time.
4 That’s the woman .................. house was burgled last week.
5 The day .................. I left school was hot and sunny.
6 Sarah Jones .................. I knew at university is a doctor now.
7 This is the girl .................. letter was printed in the newspaper.
8 This CD .................. I bought yesterday is awful.
9 Tina .................. lives next door is a wonderful cook.
10 People .................. play musical instruments are called musicians.
11 The café .................. we had lunch served delicious food.
12 This is the reason .................. I haven’t finished.
13 My friend Peter .......... has just moved to Wales sent me a long letter.
14 My boss ...................... office is next to mine is on holiday at the moment.
15 London .............. the Houses of Parliament are is the capital of England.
16 My favourite time of the year is summer ........ the weather is hot.
17 The woman ............... won the lottery gave an interview to the newspaper.

27 Complete each sentence with two to five words, including the word in bold.

1 This is Mark. His sister is a famous author. 
   whose This is Mark ... whose sister is a ... famous author.
2 This is the motorbike. I repaired it myself. 
   that This is the motorbike ......................... myself.
3 Mr Smith owns the company. He is a wealthy businessman. 
   who Mr Smith, ................................. is a wealthy businessman.
4 I’m afraid of water. That’s why I never swim in the sea. 
   which I’m afraid of water, ................................. swim in the sea.
5 You were talking to a girl. She is my niece. 
   whom The girl ................................ is my niece.
6 The boy broke the window. He said he was sorry. 
   who The boy .............................. said he was sorry.
7 Bath is the city he lived in when he was young. 
   where Bath is the city .............................. he was young.
8 People should be punished if they commit crimes. 
   who People ................................. should be punished.
9 The best time to go shopping is in the morning. The shops are not very busy then. 
   when The best time to go shopping is in the morning. ................................. are not very busy.
10 He lent me some money. That was very kind of him. 
   which He lent me some money, ................................., of him.
11 Michael lives next door to me. He is an architect. 
   who Michael, ................................. to me, is an architect.
12 This is the suit. I bought it last week. It doesn’t fit me. 
   which This suit, ................................., doesn’t fit me.
13 She interviewed a man. He is my father. 
   whom The man ................................. is my father.

Linking words show the logical relationship between sentences or parts of a sentence.

Positive Addition
and, both ... and, too, besides (this/that), moreover, what is more, in addition (to), also, as well as (this/that), furthermore etc.
She is both intelligent and beautiful.

Negative Addition
neither ... nor, nor, neither, either
Neither John nor David goes to university.

Contrast
but, although, in spite of, despite, while, whereas, even though, on the other hand, however, yet, still etc.
Sarah is kind but not very reliable.

Giving Examples
such as, like, for example, for instance, especially, in particular etc.
All the food was delicious, but the steak in particular was excellent.

Cause/Reason
as, because, because of, since, for this reason, due to, so, as a result (of) etc.
I stayed in bed because I felt ill.

Condition
if, whether, only if, in case of, in case, provided (that), providing (that), unless, as/so long as, otherwise, or (else), on condition (that) etc.
We took an umbrella with us in case it rained.

Purpose
to, so that, so as (not) to, in order (not) to, in order that, in case etc.
I took some paper and a pen so that I could make notes.

Effect/Result
such/so ... that, so, consequently, as a result, therefore, for this reason etc.
It was so cold that we decided to light a fire.

Time
when, whenever, as, as soon as, while, before, until/till, after, since etc.
We did not leave until/till the babysitter arrived.

Place
where, wherever
We can’t decide where to go on holiday this year.
Exception
eexcept (for), apart from
The party was good fun, apart from the problem with the stereo.

Relatives
who, whom, whose, which, what, that
That’s the horse which/that won the Grand National.

Listing Points/Events
To begin: initially, first, at first, firstly, to start/begin with, first of all etc.
First of all, we greeted the guests.
To continue: secondly, after this/that, second, afterwards, then, next etc.
Then, we offered them drinks.
To conclude: finally, lastly, in the end, at last, eventually etc.
Finally, we served them the meal.

Summarising
in conclusion, in summary, to sum up, on the whole, all in all, altogether, in short etc.
To sum up, I firmly believe that animals have the right to a happy life.

28. Read the sentences and underline the correct linking word/phrase.
1 I’ve never been here before as/but my friend has.
2 You can have some friends over, apart from/as long as you play quietly.
3 Afterwards/in conclusion, I think that Mark is the best person for the job.
4 I went to the bank in case/in order to get some money.
5 We took a taxi in short/because we were late.
6 This house is beautiful. In addition to/However, it is in poor condition.
7 I was tired, so/for example I went to bed early.
8 All in all/Although she felt ill, she didn’t call a doctor.
9 We laughed then/when we heard the funny story.
10 Some foods, moreover/such as chocolate, are very fattening.
11 Everyone attended the meeting whereas/apart from Steve, who was on holiday.
12 I typed the report despite/while Joanne interviewed a client.

29. Join the sentences using the word(s) in brackets.
1 He was hungry. He bought a sandwich. (so)
   He was hungry, so he bought a sandwich....
2 Claire is very tall. She is very thin. (what is more)

30. Join the sentences using a suitable word or phrase from the list.
neither ... nor, as well as, after, provided (that), in order to, which, as a result, so ... that, even though, where
1 I enjoyed the party. I didn’t know anyone there.
   ...I enjoyed the party, even though I didn’t know anyone there....
2 She invested some of her money in bonds. She wanted to increase her income.
3 He is a good sportsman. He is a talented writer.
4 Sandra can’t cook. Louise can’t cook.
5 I will drive you to school. You are ready on time.
6 That’s the house. My uncle built it.
7 She left the taps running. The bathroom flooded.
8 They did the washing-up. They had eaten lunch.
9 It was very hot. We decided to go for a swim.
10 This is the restaurant. We had lunch here.

31. Join the sentences using the correct word(s) in brackets.
1 Computers are very useful. You can use them to store information. (for example/whereas)
   Computers are very useful. For example, you can use them to store information....
UNIT 10
Clauses - Linking Words

2 Simon is often invited to parties. He is a popular person. (for example/since)

3 I had a great holiday. It rained all the time. (and/even though)

4 Paul is a builder. Robin is a plumber. (whereas/too)

5 We had salad for lunch. We both want to lose weight. (in addition/because)

6 My teacher is very kind. She can be strict at times. (then/on the other hand)

32 Fill in the correct word/phrase from the lists.

a on the whole, finally, firstly, furthermore, wherever, so

There are many advantages to owning a mobile phone. 1) ..Firstly... people can reach you immediately with important news. 2) ............... you happen to be. 3) ............... you can call for help in an emergency. 4) ............... a mobile phone is important for personal safety. 5) ............... if you are late for an appointment you can use a mobile phone to call and explain. 6) ............... I think everyone should have a mobile phone.

b to sum up, to begin with, however, because, so as not to, as a result, whenever

I have been playing the guitar for ten years. 1) ............... I found it very difficult 2) ............... I wasn’t used to playing a musical instrument. 3) ............... I soon became quite good and. 4) ............... I was asked to play in a local restaurant. I practised all the time 5) ............... make a mistake in public. 6) ............... I performed, people would always applaud. 7) ............... I became a very popular musician.

33 Underline the correct word/phrase.

The party was a disaster. 1) Although To begin with, there were hardly any people there. 2) All in all/As a result, there wasn’t a very exciting atmosphere. 3) After that/In addition, the stereo had broken. 4) because/so there was no music to dance to. 5) On the whole/In the end, we all watched a film on television. I left 6) before/ as soon as I could. 7) In short/Next, it was a terrible evening.

34 Replace the words in bold with appropriate synonyms from the list.

while, at last, until, in short, in order that, so long as, for instance, apart from, provided that, due to the fact that, what is more, that

1 Don’t make the announcement before I arrive. Don’t make the announcement until I arrive....

2 Everyone passed the exam except for Paul, who hadn’t revised.

3 In summary, we had a wonderful time at the concert.

4 That’s the dress which I got for my birthday.

5 Finally, the group was ready to leave.

6 I’ll give you a lift, providing you are ready on time.

7 Steve is very clever. For example, he got top marks in all his exams.

8 I bought some stamps so that I could post some letters.

9 She was hungry because she hadn’t eaten all day.

10 Jane likes classical music, whereas Susan doesn’t.

11 You’ll be on time, as long as you hurry.

12 Moreover, the problem affects our customers.

35 Choose the correct answer.

There are many reasons for visiting the city of Rome. 1) ...C.... it is a city with an interesting history. 2) ........... it was the capital of the Roman Empire. 3) ........... Rome is very beautiful, 4) ........... its many palaces, churches and squares. 5) ........... many of the city’s classical monuments have been preserved. 6) ........... it is possible to see how the city used to be. 7) ........... many people travel to Rome every year. 8) ........... I believe that. 9) ........... a trip to Rome may be expensive, it is well worth visiting such a wonderful city.

1 A Since
2 A Secondly
3 A In order to
4 A due to
5 A Apart from
6 A because
7 A Because
8 A To sum up
9 A moreover
10 A On the whole
11 A Finally
12 A Moreover
13 A because
14 A However
15 A so
16 A But
17 A Although
18 A although
19 A Firstly
20 A Therefore
21 A All in all
22 A so
23 A In addition
24 A and
25 A For this reason
26 A For example
27 A due to

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**IN OTHER WORDS**

**Study these examples. The second sentence has a similar meaning to the first sentence.**

1. The man waving at me is my cousin Stewart.  
   **who** The man **who is waving at me** is my cousin Stewart.
2. She got up early because she wanted to do some shopping before she went to work.  
   **so** She got up early **so as to do** some shopping before she went to work.
3. The jewellery kept in that safe belongs to my mother.  
   **which** The jewellery **which is kept** in that safe belongs to my mother.
4. The party was a success, so we all stayed very late.  
   **such** The party was **such a success** that we all stayed very late.
5. Having missed the last bus, Laura had to walk all the way home.  
   **because** Laura had to walk all the way home **because she had missed** the last bus.
6. Although he is hardworking, he is not paid well.  
   **spite** In spite of his being hardworking, he is not paid well.
7. Children growing up in cities often get very little exercise.  
   **who** Children **who grow up** in cities often get very little exercise.
8. That’s the café where we used to go when we were students.  
   **to** That’s the café **we used to go to** when we were students.

---

**Complete each sentence with two to five words, including the word in bold.**

1. He didn’t say anything because he didn’t want to spoil the surprise.  
   **so** He didn’t say anything **so as not to spoil** the surprise.
2. That’s the theatre where he gave his first performance.  
   **in** That’s the theatre **where he gave his first performance.**
3. Her room was in a mess, so she had to spend hours tidying it up.  
   **such** Her room was in **such a mess** that she had to spend hours tidying it up.
4. Drivers parking in this area will be fined.  
   **who** Drivers **who park in this area** will be fined.
5. The woman driving that car is a famous journalist.  
   **who** The woman **driving that car** is a famous journalist.

---

6. Having forgotten her birthday, Tom apologised.  
   **because** Tom apologised **because she had forgotten** her birthday.
7. The photograph published in that magazine was not genuine.  
   **which** The photograph **which was published** in that magazine was not genuine.
8. Although she was hurt, she didn’t say anything.  
   **spite** In **spite of** she didn’t say anything.
9. He has decided to give up his job and there’s nothing you can do to stop him.  
   **prevent** You can’t **prevent him** from giving up his job.
10. Her feet hurt because her shoes were too tight.  
    **so** Her shoes were **so tight** that her feet hurt.
11. It was snowing heavily, so the village was cut off.  
    **due** The village was cut off **due to** heavy snow.
12. She looked like she was going to explode when she heard his remarks.  
    **if** She looked **as if** she was going to explode when she heard his remarks.
13. The hotel was rather expensive, so we decided to look for accommodation elsewhere.  
    **such** It was **such expensive** accommodation that we decided to look for accommodation elsewhere.
14. Have a spare key cut: you may lose the original.  
    **case** Have a spare key cut **in case** you lose the original.
15. Always make a shopping list if you don’t want to forget anything important.  
    **avoid** Always make a shopping list **if you don’t want to forget** anything important.
16. She invited a lot of people to her party. She knew most of them from work.  
    **whom** She invited a lot of people to her party. **whom she knew from work.**
17. He missed his flight, so he was the only one who didn’t attend the conference.  
    **consequently** He missed his flight **consequently he didn’t attend** the conference.
18. Someone must have put too much sugar in my coffee.  
    **if** My coffee tastes **as if** it was too much sugar in it.
19. She introduced me to all her friends. This was very polite of her.  
    **which** She introduced me to all her friends. **which was very polite of her.**
20. This is John Daniels. His novel became a bestseller.  
    **whose** This is John Daniels. **whose novel** became a bestseller.
21. People living abroad often miss their friends and family.  
    **who** People **living abroad** often miss their friends and family.
UNIT 10
Clauses - Linking Words

Common mistakes

- This is the wallet which I bought it yesterday. ᵃ
  This is the wallet which I bought yesterday. ✓
- Is he the man who he stole your bag? ᵃ
  Is he the man who stole your bag? ✓
- My car, that cost me a fortune, was badly damaged in the accident. ᵃ
  My car, which cost me a fortune, was badly damaged in the accident. ✓
- Carol found a job last week. She had started looking for one a month ago. ᵃ
  Carol found a job last week. She had started looking for one a month before. ✓
- When he’ll call, I’ll give him the message. ᵃ
  When he calls, I’ll give him the message. ✓
- He gave me so helpful advice that I was able to solve the problem. ᵃ
  He gave me such helpful advice that I was able to solve the problem. ✓
- He took a taxi not to be late. ᵃ
  He took a taxi so not to/in order not to be late. ✓
- You’d better book a table in case the restaurant will be busy. ᵃ
  You’d better book a table in case the restaurant is busy. ✓
- Despite of her wealth, she is still unhappy. ᵃ
  Despite her wealth, she is still unhappy. ✓
- He often speaks as if he is an expert on every subject. ᵃ
  He often speaks as if he was/were an expert on every subject. ✓
- This is the man who’s dog attacked me. ᵃ
  This is the man whose dog attacked me. ✓
- The hotel where we stayed at was very luxurious. ᵃ
  The hotel where we stayed was very luxurious. ✓
  The hotel (which) we stayed at was very luxurious. ✓

38 Cross out the unnecessary word.

1 Take your credit card with you in case you will want to do some shopping.
2 They held a sponsored parachute jump in order that to raise money for the disabled people.
3 It was such an awful weather that it ruined our holiday.
4 Andrew, who he is my friend, has been promoted.
5 She has always wanted to visit the place where her parents were born there.
6 Despite of the traffic, I got to the station on time.
7 That’s the boy whose his father is a surgeon.
8 When you will finish your work, we can go out.
9 She called Marie for to invite her to her birthday party.
10 What an expensive furniture you’ve got here!
11 You can go out after you will have finished cleaning your room.
12 He went to the bank so to withdraw some money.

39 Add the correct prefixes to the beginning of the words to form the opposites.

1 It was very ...unt...kind of you to laugh at Emily’s haircut.
2 Many people ...un...approve of violent films and television programmes.
3 We became ...un...patient with the slow service.
4 It is ...un...legal to leave school before the age of 16 in many countries.
5 He was sacked due to his ...un...professional behaviour.
6 The nurse who treated me was gentle but ...un...personal.
7 Some frozen food does not have to be ...un...frosted before cooking.
8 My homework was wrong because I ...un...understood the instructions.
9 Dave was ...un...successful in his attempt to climb Mount Houghton.
10 You can’t trust him to do anything. He is very ...un...responsible.

40 Fill in the correct form of the words in brackets.

Running a business involves many 1) ...difficulties... (difficult).
It’s 2) ...benefit... (benefit) to have some 3) ...knowledge... (know) of management, but you could employ a 4) ...manager... (manage) instead. Of course, you must make a 5) ...commit... (commit) to the business and that will mean working for very long hours at the beginning. You may need to get some 6) ...finance... (finance) support to start your business, and you must be able to make the 7) ...repay... (repay) regularly. It is 8) ...essential... (essence) to have loyal 9) ...employ... (employ) to work for you. Eventually, your business could be a great 10) ...succeed... (succeed).
### Phrasal Verbs

<table>
<thead>
<tr>
<th>Phrasal Verb</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>run across:</td>
<td>(tr) meet sb/find sth by chance</td>
</tr>
<tr>
<td>run away:</td>
<td>(int) escape (from home, duty, etc): run off</td>
</tr>
<tr>
<td>run away with:</td>
<td>(tr) steal sth and leave with it</td>
</tr>
<tr>
<td>run down:</td>
<td>1) (tr) knock down and damage or wound (with a vehicle). 2) (tr) speak</td>
</tr>
<tr>
<td></td>
<td>badly of sb/sth. 3) (int) (of a clock/batteries) stop working</td>
</tr>
<tr>
<td>run into:</td>
<td>(tr) 1) meet sb unexpectedly. 2) collide with sth in a vehicle. 3)</td>
</tr>
<tr>
<td></td>
<td>experience (difficulties)</td>
</tr>
<tr>
<td>run out (of):</td>
<td>(tr) no longer have a supply of sth</td>
</tr>
<tr>
<td>run over:</td>
<td>1) (tr) knock down and damage or wound (with a vehicle): run down. 2)</td>
</tr>
<tr>
<td></td>
<td>(int) overflow</td>
</tr>
<tr>
<td>run through:</td>
<td>(tr) repeat; practise</td>
</tr>
<tr>
<td>run up:</td>
<td>(tr) allow (debts, bills, etc.) to increase</td>
</tr>
<tr>
<td>run up against:</td>
<td>(tr) face, (difficulties, problems, etc.)</td>
</tr>
</tbody>
</table>

#### See about:
(tr) make enquiries about or arrangements about sth

#### See off:
(tr) 1) accompany a traveller to his/her plane, train, etc., 2) make sure that sb leaves (one’s property, etc.)

#### See out:
(tr) last until the end of (a period of time)

#### See through:
(tr) 1) not be deceived by sb/sth, 2) support sb in difficulties

#### See to:
(tr) care for sb

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### Fill in the gaps with the correct preposition from the list. Some prepositions can be used more than once.

- at. by, for, in, on, out of, off, under, from, without

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1. That style of skirt went .......... fashion years ago.
2. We heard about the earthquake .......... the news.
3. This must be finished by five o’clock .......... fail.
4. Paul and I arrived at the party .......... the same time.
5. We were .......... the impression that they were moving to France.
6. Crime is .......... the increase in many cities.
7. The knock at the door took me .......... surprise.
8. He erased his project from the computer and had to start .......... scratch.
9. .......... my opinion, he is the greatest musician of our time.
10. I don’t know .......... certain, but I think she’s gone on holiday.
11. You’re looking a bit .......... colour – are you feeling alright?
12. The ceremony is being held .......... honour of the Pope’s visit.
13. He put salt in his tea .......... mistake, thinking it was sugar.
15. She waved until the car was .......... sight.
16. We always stay in. Why don’t we go out .......... a change?
17. He told us the plan .......... brief and didn’t go into detail.
20. She selected a CD .......... random and put it in the CD player.
Put the verbs in brackets into the correct tense.

1 A: You had better get up... (get up) early tomorrow.
   B: I know. I have to be at the audition by eight o'clock.

2 A: The teacher shouted at me today.
   B: Well, if you did (do) your homework, she wouldn't have shouted at you.

3 A: Stop making that noise, or else I have to send (send) you to your room.
   B: I'm sorry, Mum. I'll be quiet.

4 A: I wish Sam helped (help) more around the house.
   B: Why don't you ask him?

5 A: Did you enjoy your steak?
   B: Not really. I'd rather ate (eat) pizza.

6 A: I wish I didn't forget (not/forget) my purse.
   B: It doesn't matter. I'll lend you some money.

7 A: I don't think Louise liked the film.
   B: Well, she looked as though she enjoyed (enjoy) it.

8 A: I'd rather play music so loudly.
   B: Sorry. I'll turn it down.

9 A: Supposing you were rich, what would you buy (you/buy)?
   B: A big house and a sports car.

10 A: I would have worn an evening dress if I knew it was a formal occasion.
    B: It doesn't matter. You look lovely.

7 They let me go to the rock concert last Saturday.
   allowed I have to go to the rock concert last Saturday.

8 He began to play the guitar when he was seventeen.
   since He has been playing the guitar since he was seventeen.

9 He was annoyed by her behaviour and left the party.
   found He was found annoying her behaviour and left the party.

10 Someone should tell David about the changes we've made.
    be David should be told about the changes we've made.

11 It wasn't necessary for her to do the washing-up. but she did.
    have She didn't have to do the washing-up, but she did.

12 Why are you so angry? Anne said to Michael.
    was Anne wanted to know why she was so angry.

13 The question was too difficult for me to answer it.
    too The question was too difficult for me to answer.

14 Martin is repairing the car.
    by The car is being repaired by Martin.

15 We had no idea the car was stolen.
    know Little did we know that the car was stolen.

16 He can't carry that box. He is too weak.
    enough He is strong enough to carry that box.

17 Someone sent us a large parcel.
    were We were sent a large parcel.

18 You had better phone your parents.
    ought You ought to phone your parents.

Complete each sentence with two to five words, including the word in bold.

1 I've never travelled by aeroplane before.
   first It's the first time I've travelled by aeroplane.

2 Is this the fastest you can type?
   faster Can't you type faster than this?

3 We will probably have a dinner party next weekend.
   likely It is likely that we will have a dinner party next weekend.

4 'Alright, I'll help you with your research,' he said to me.
   agreed He agreed to help me with my research.

5 Someone stole my bag while I was shopping.
   had I had my bag stolen while I was shopping.

6 I've never heard such a wonderful song.
   the It's the most wonderful song I've ever heard.

Fill in the gaps with the word which best fits each space. Use only one word in each space.

One of 1) ...the... greatest tennis players 2) ............... the 20th century was Frenchman Rene Lacoste. 3) ............... success in the sport reached its peak in the 1920s.

He 4) ............... several tennis championships, both in Europe and in America. and 5) ............... nicknamed 'The Crocodile' due 6) ............... his method of playing the game. He never attacked at the start of a match. Instead he would wait 7) ............... his opponent had a moment of weakness and he would win the match.

In 1929, Lacoste retired from tennis. Some years later, he brought 8) ............... a range of sports and leisure clothing with his own 'crocodile' emblem. These designs quickly became popular 9) ............... people all over the world and today 'Lacoste' is still 10) ............... of the favourite labels on the market.
Put the verbs in brackets into the present simple or the present continuous.

1 A: That suitcase looks heavy!
   B: It is! It ...weights... (weigh) nearly thirty kilos!
2 A: My feet .................................. (ache).
   B: Sit down and put them up, then.
3 A: This tea .................................. (taste) awful.
   B: Oh dear. I think the milk has gone off.
4 A: What are you doing?
   B: I .................................. (weigh) the ingredients for a cake.
5 A: Have you been to Peter's house before?
   B: Yes, but I .................................. (not/remember) how to get there.
6 A: Who is that woman?
   B: I .................................. (think) she works in the bookshop.
7 A: I love this music!
   B: I .................................. (not/see) how you can like it.
   It's awful!
8 A: Why .................................. (you/taste) the soup?
   B: To see if it needs more salt.
9 A: Are you busy this evening?
   B: Yes. I .................................. (see) some friends at eight o'clock.
10 A: You look happy.
    B: I am. I .................................. (think) about my holiday.

There are ten unnecessary words in the text below. Cross them out.

What's in a Name?

1 Many everyday objects are being given their names for
2 a reason. The Biro (a ballpoint pen) was invented by
3 Georg and Josef Biro, so that it was named after them.
4 The sandwich, on the other hand, it was named after the
5 4th Earl of Sandwich in 1762. Despite of the fact that the
6 idea of eating slices of meat between slices of bread was
7 not a new one, the Earl of Sandwich made it popular. He
8 would ask to be served this dish at his card table so that
9 he could play the all day. Morse code (the use of long
10 and short sounds to send the messages along a wire) was
11 been invented by Samuel Morse in 1844 and Bermuda
12 shorts were so named because they at first became popular
13 in Bermuda. So, next time you will use an everyday
14 object, why not to stop and think about where its name
15 came from? You might be surprised!

Mr Blythe is now writing a letter to the headmaster to ask for permission to put on the play. Look at the Oral Activity again and use your notes to complete the letter below.

Dear Mr Johnson,

I am writing to request permission for my class to put on a play in order to raise money for charity. The school hall is the place where we hope to stage the play. 15th June is ........................................

...........................................................

...........................................................

...........................................................

I hope you will allow us to put on the play, as it would be both educational and enjoyable for the class, as well as beneficial to our chosen charity.

Yours sincerely,

Mr Blythe
UNIT 11
Pronouns - Possessives - Demonstratives - Quantifiers

Pronouns

This is Mr Branson's class. He is writing an example on the board. The students are reading it. He will ask them some questions later.

Personal Pronouns

Subject pronouns go before verbs as subjects and object pronouns go after verbs or prepositions as objects. e.g. I, you, he, she, it, we, you, they

Subject pronouns

- We do not use a noun and a personal pronoun together. e.g. Jim is at work. (NOT: Mr he is ...)
- We use there be to mention something for the first time or to say that something or someone exists. We use it be to give more details about something or someone that has already been mentioned. We also use it to refer to a person when we are identifying him or her.
  e.g. There is a message for you. It is from your boss.
  'Who's on the phone?' 'It's Mr Fox.' (NOT: Mr Fox)
- We can use it as the subject to talk about weather, distance, temperature and time and also with: It seems/appears that/lit is said that, It doesn't matter, It looks like, etc.
  e.g. It's 23°C outside.
  It seems there are some problems with the new management. Or There seem to be some problems with the new management.
- We use it to talk about something that has already been made clear. We use one when it is not clear which thing in particular we are talking about.
  e.g. I can't find my wallet. Have you seen it? (The speaker is talking about a specific wallet.)
  I haven't got any nice jumpers; I need to buy one. (The speaker is not talking about a specific jumper.)

In short answers and after as and than we use an object pronoun (informal) or a subject pronoun + auxiliary verb (formal).
  e.g. 'I hate jazz.' OR 'Me too.' 'I do too.'
  She spends more money than me than I do.

Fill in the blanks with the correct subject or object pronoun.

1. Joe's late. Has ...he... called? It's not like ......... to be late.
2. Nick is lucky. ........... has a good job and ........... earns much more than ........... do.
3. Marie works hard, because ........... wants the boss to give ........... a pay rise.
4. 'Where is Sarah?' 'Isn't that ........... over there?'
5. She's older than ........... am, but I'm taller than ........... .
6. 'I'm sick and tired of this job.' '........... too.'
7. 'John gave ........... a great idea.' '........... is so inventive. isn't ...........?'

Fill in the gaps with there, it or one.

1. A: Did you enjoy the party?
   B: No, ....... There weren't many people there. ........... was boring.
2. A: ........... is someone on the phone for you. I think ........... is David.
   B: Hold on. I'll be there in a minute.
3. A: Was that a Ferrari going past?
   B: I didn't see ........... .
4. A: Look! ........... is your friend!
   B: Oh yes! ........... 's lan.
5. A: When did you last see a film?
   B: I haven't seen ........... for months.
6. A: Have you got your umbrella with you?
   B: No, ........... wasn't raining this morning, so I left ........... at home.
7. A: Did you sleep late yesterday?
   B: Yes. By the time I woke up, ........... was lunch time.
8. A: Have you got a computer?
   B: No, I had ........... , but I sold ........... .
9. A: Look at this mess! ........... are toys everywhere.
   B: Sorry. I'll tidy up.
10. A: Did you visit the Acropolis?
    B: No, ........... wasn't enough time.
11. A: Could I have the bill, please?
    B: Certainly. I'll bring ........... at once.
12. A: ........... seems to be a mistake in this report.
    B: Oh, sorry. I'll type ........... again.
13. A: Josie is very pretty.
    B: Yes. ........... doesn't matter what she wears, she always looks good.
Possessive Adjectives/ Pronouns

This is Melanie. She is sitting at her desk. She is giving a file to her colleague, Samantha. The files behind her are hers. Melanie’s boss asks her to update them every week.

Both possessive adjectives and possessive pronouns can be used to talk about ownership or the relationship between people. Possessive adjectives are followed by nouns, whereas possessive pronouns are not. e.g. This is her bag. It’s hers.

We normally use possessive adjectives with parts of the body and clothes. e.g. Lucy twisted her ankle. He put on his jacket and his hat and left.

We use the and not possessive adjectives with prepositional phrases mostly when we are talking about things that happen to parts of people’s bodies, for example blows, pains, etc. Verbs usually used in this pattern are: hit, punch, slap, bite, touch, pat, sting, etc. e.g. She patted him on the shoulder. He’s got a pain in the chest.

We use the word own in the following structures to emphasise the fact that something belongs to someone.

noun + of + my/your, etc. + own
my/your, etc. + own + noun

Note: its = possessive adjective

- e.g. The cat is licking its paw.
- it’s = it is or it has
- e.g. It’s (it is) raining. It’s (it has) got one room.

Possessive case

The possessive case can be used to talk about ownership or the relationship between people. It is formed in two ways:

1. with ‘s/’ for people or animals
   - singular nouns + ‘s e.g. Bob’s dog
   - plural nouns ending in -s + ‘ e.g. my parents’ car
   - plural nouns not ending in -s + ‘s e.g. the men’s department
   - compound nouns + ‘s e.g. my sister-in-law’s family
   - We use ‘s after the last of two or more names to show common possession.
     e.g. Jackie and George’s camera. (The camera belongs to both of them.)
   - We use ‘s after each name to show individual possession. e.g. Peter’s and Mike’s cameras. (Each boy has his own camera.)

2. with of for inanimate things
   - of + inanimate thing or abstract noun e.g. the wheels of the car, the price of fame
   - a/the/this/that + noun + of + possessive e.g. She’s a colleague of mine. That friend of Pamela’s is a doctor.

Note: When we refer to a certain place or time, the possessive case is formed as follows:

- phrase of place (shop/home/business, etc.) + ‘s e.g. at the chemist’s (we mean the shop), at Susan’s (house)
- phrase showing length of time/specific moment or event + ‘s/’ e.g. a year’s savings/two hours’ drive/today’s news
- We can use either ‘s or of when we talk about places or organisations.
  e.g. Rome’s population OR the population of Rome

Connect the nouns using ‘s, -’ or ‘of...’

1. husband/Sarah …Sarah’s husband...
2. teacher/the children ………………………………
3. coats/Sally and Jane ………………………………
4. the Prime Minister/England ………………………
5. CDs/my sisters ……………………………………
UNIT 11
Pronouns - Possessives - Demonstratives - Quantifiers

6 the end/the road ........................................
7 books/the students ......................................
8 the owner/the building ................................

4 Fill in the correct possessive adjective or pronoun.
1 A: Why did you lend Alf ...your... jacket?
   B: Because he forgot ........... and it was cold.
2 A: Chloe looks upset. ........... eyes are very red.
   B: Yes. She had an argument with ............ best friend.
3 A: Tom looks nice. ........... new clothes suit him.
   B: Yes. I like ............ new shirt.
4 A: Have you met ........... new boss yet?
   B: No, but I have met ........... secretary.
5 A: Mr and Mrs Ford must be rich. ........... car is very expensive.
   B: Yes. and it's much faster than .............
6 A: I like ........... dress.
   B: Oh, it's not ........... My sister lent it to me.
7 A: Celia enjoys ........... job.
   B: Yes, and she gets on very well with ........... colleagues.
8 A: Have you seen ........... keys?
   B: Yes. They're on the table beside .............

7 Fill in its or it's.
1 My new bike is great. ...it's... got lots of gears on it.
2 The house next door has got a fence around ............ garden.
3 Let's go home. ............ getting late.
4 I love this shop. ............ got lots of lovely things in it.
5 ............. the most beautiful house I've ever seen.
6 That dog has got a white patch over ............. eye.

8 Rewrite the sentences using the correct possessive form.
1 He put his briefcase on the car — the roof.
   ............ put his briefcase on the roof of the car...
2 The walk to school takes ten minutes.
   ...........................................................
3 We are going on holiday two weeks from now.
   ...........................................................
4 She received the parcel in the post — this morning
   ...........................................................
5 Paul never pays attention to his parents — the advice.
   ...........................................................
6 That girl on the stage is a friend — my.
   ...........................................................
7 Sarah — David — bicycles are being repaired.
   ...........................................................
8 Simon lost a week of pay when he was ill.
   ...........................................................
9 The girl shook the man — the hand.
   ...........................................................
10 Can I see the menu — for today, please?
   ...........................................................
11 We had a barbecue in Bob-Marie-garden.
   ...........................................................
12 The inspector looked at the passengers — the tickets.
   ...........................................................

5 Fill in a possessive adjective or the.
1 We always wash ........... hands before eating anything.
2 Wipe ........... feet before you come in.
3 She looked him in ........... eye and told him the truth.
4 I trapped ........... finger in the door.
5 He lost ........... jacket at the party.
6 Julia says that Mike pulled ........... hair.
7 He hit ........... knee on the table.
8 She felt something tap her on ........... shoulder.
9 The branch snapped back and hit him in ........... face.
10 I like ........... shoes. I wonder where she bought them.

6 Fill in the gaps with of where necessary, and my, your, etc, own.
1 If they had a garden ...of their own... they could grow flowers.
2 John is lucky. He has got a computer ..........................
3 Don't treat me like a child! I've got a mind ..................
4 I don't need a lift to work. I've got ........... car.
5 They hope to set up ..................... business one day.
6 Haven't you got .................. book? You're always taking mine.
7 Their new house is big, so Harry can have a room ..........
8 We're saving up to buy a flat .....................
9 You can't eat my sweets. Buy some .....................

9 Fill in the correct pronouns or possessives.

Dear Carol,

Thank you for 1) ....your... last letter. I really enjoyed reading 2) ........... Have 3) ........... children started 4) ........... new school yet? I'm sure 5) ........... will enjoy 6) ........... very much once they settle in and make new friends. Mary and John asked me for 7) ........... new address, so I gave 8) ........... to 9) ........... . I hope 10) ........... don't mind. I saw Anne last week. She said 11) ........... would phone you this week to invite you to 12) ........... birthday party. Well, I'm going to 13) ........... aerobics class now. Please write to 14) ........... soon.

Love,
Rachel
Reflexive Pronouns

We use reflexive pronouns:

- with verbs such as behave, burn, cut, enjoy, hurt, introduce, kill, look at, teach, etc., or with prepositions when the subject and the object of the verb are the same person. We do not use reflexive pronouns after prepositions of place.
  e.g. Sara (subject) has taught herself how to play the guitar.
  You look pleased with yourself.
  BUT: She looked behind her because she heard footsteps. (NOT: She looked behind herself...)

- with the preposition by when we mean alone = 1) without company = on one’s own,
  2) without help
  e.g. Dad fixed the roof by himself.
      (= Nobody helped Dad fix the roof.)
      He hates travelling by himself/on his own.
      (= He hates travelling alone, without company.)

- in the following expressions: enjoy yourself (have a good time), behave yourself (be good), help yourself (you are welcome to take something if you want).

- to emphasise the subject or the object of a sentence.
  e.g. I spoke to the manager himself. (I spoke to the manager, not somebody else.)

Note: 1) We do not use reflexive pronouns with the verbs concentrate, feel, meet and relax.
  e.g. I feel nervous. (NOT: I feel myself nervous.)

2) The verbs dress, wash and shave are not normally followed by a reflexive pronoun. However, we can use a reflexive pronoun with these verbs when we want to show that someone did something with a lot of effort.
  e.g. She washed, dressed and then had breakfast.
  He had a broken arm, but he managed to shave himself.

But we always say dry myself.

◆ Each other means one another. Study the following examples:

They are feeding themselves. They are feeding each other.

10. Complete the sentences using verbs from the list below and a reflexive pronoun, as in the example.

fix, make, organise, teach, paint, decorate, dress, grow

1 Annie didn’t buy her wedding dress. She ...made it herself...

2 Do you like these flowers? I ...

3 Look at this picture. My son ...

4 What a beautiful room! Did you ...

5 I didn’t call the plumber to fix the pipe. I ...

6 He didn’t have piano lessons. He ...

7 My son is only three, but I don’t dress him. He ...

8 Nobody helped Julie with the party. She ...

11. Fill in the appropriate reflexive pronoun or each other/one another.

1 A: Who built your shed for you?
   B: No one. We built it ...ourselves...

2 A: Will you keep in touch with Lucy when she moves?
   B: Oh, yes. We will write to ......................

3 A: Paul and Sue don’t get on very well.
   B: No. They’re always arguing with ......................

4 A: Did Mum help Jane to cook dinner?
   B: No. She did it all by ......................

5 A: Why are you and Marie going into town?
   B: We are going to buy .............. some new clothes.

6 A: Did you switch the heating on?
   B: No. It switches ............... on every morning.

7 A: Help ......................... to coffee and biscuits.
   B: Thank you. I will.

8 A: How is Sarah?
   B: I don’t know. We haven’t seen ........ for months.

9 A: What’s the matter with Steve?
   B: I think he wants to be ........... for a while.

10 A: Do Mark and Ellen work well together?
    B: Oh, yes. They often help ............. with their work.
UNIT 11
Pronouns - Possessives - Demonstratives - Quantifiers

Demonstratives
(This - That / These - Those)

This, these, that and those are used as demonstrative adjectives when they are followed by a noun and as pronouns when they are not followed by a noun.

e.g. This vase is made of crystal. (demonstrative adjective)
That is made of glass. (pronoun)

this/these are used:
◆ for people or things which are near us.
e.g. This is my favourite painting.
◆ for present or future situations.
e.g. My cousin is staying with me this week.
◆ to refer to an idea we are about to mention.
e.g. Listen to this. It’s really funny.
◆ to introduce oneself on the phone or to introduce people.
e.g. ‘Hello? This is Helen.’ ‘Mum, this is Kate.’
◆ when the speaker is in or near the place he/she is referring to. e.g. This room hasn’t got enough light.

that/those are used:
◆ for people or things which are not near us.
e.g. That man over there is waving at you.
◆ for past situations. e.g. That was a great party. We enjoyed ourselves.
◆ to refer back to something mentioned before.
e.g. ‘She lost her job.’ ‘That’s awful.’
◆ when speaking on the phone to ask who the other person is. e.g. ‘Who’s that speaking?’

Some/Any/No

The children are somewhere outside the building. There aren’t any chairs. The teacher is writing something on the board. Everybody is looking at the board.

<table>
<thead>
<tr>
<th>Countable/</th>
<th>Affirmative</th>
<th>Interrogative</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncountable</td>
<td>some</td>
<td>any</td>
<td>not any/ no</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People</th>
<th>someone/ somebody</th>
<th>anyone/ anybody</th>
<th>no one/ not anyone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things</td>
<td>something</td>
<td>anything</td>
<td>nothing/ not anything</td>
</tr>
<tr>
<td>Places</td>
<td>somewhere</td>
<td>anywhere</td>
<td>nowhere/ not anywhere</td>
</tr>
</tbody>
</table>

◆ Some, any and no are used with uncountable nouns (rice, tea, etc.) and plural countable nouns (toys, books, etc.).
e.g. some rice, some toys
◆ Some and its compounds (someone/somebody, something, somewhere) are normally used in affirmative sentences.
e.g. I need some advice. He’s got something in his pocket.
◆ Any and its compounds are also used in interrogative sentences. Not any is used in negative sentences.
e.g. Are there any vegetables in the fridge? There isn’t anybody in the office.
Any and its compounds are also used with negative words such as without, never, seldom, rarely, hardly, etc.
e.g. I can do this without any help.
I have never seen anything like that.
◆ No and its compounds are used instead of not any in negative sentences.
e.g. She hasn’t got any money. She’s got no money.
He didn’t give me anything. He gave me nothing.
◆ We use a singular verb with compounds of some, any and no.
e.g. There is something wrong with the computer.

Fill in the gaps with this, that, these or those.

1. ...That... car over there belongs to the mayor.
2. ................. people over there are waiting for the bus.
3. We’re moving house ................................ month.
4. .................. diamond earrings here are priceless.
5. ‘I’ve got a new job.’ ..................’s wonderful news.
6. ‘Mum, .................. is my teacher, Miss Jones.’
7. ................. are my holiday photographs. Would you like to look at them?
8. ‘Hello, .................. is Jane Black speaking.’
9. .................. house here was built in 1500.
10. The day I got married was wonderful. I will remember .................. day for ever.
11. I had a wonderful childhood. We did things differently in ................. days.
12. ‘Hello, this is Alan. Who’s .................. please?’
**UNIT 11**

Pronouns - Possessives - Demonstratives - Quantifiers

◆ Some and its compounds are also used in interrogative sentences when we expect a positive answer, for example when we make an offer or request.
  e.g. a) This place is crowded. Shall we go somewhere else? (We expect the answer yes.)
  b) 'Would you like something to drink?' (offer)
      'Yes, please. Can I have some lemonade?' (request)

◆ When any and its compounds are used in affirmative sentences, there is a difference in meaning. Study the following examples:
  a) You can come any day you want.
      (It doesn’t matter which.)
  b) Anyone/Anybody can take part in the quiz show.
      (It doesn’t matter who.)
  c) You can find anything you want in this shop.
      (It doesn’t matter what.)
  d) I’ll find you anywhere you go.
      (It doesn’t matter where.)

◆ Every is used with singular countable nouns.
  e.g. Every employee must clock in and out.

◆ The pronouns everyone/everybody, everything and the adverb everywhere are used in affirmative, interrogative and negative sentences and are followed by a singular verb.
  e.g. Everybody/Everyone has a right to a fair trial.
      (NOT: ... have a right)

**Bill has lost his keys. Read the dialogue and underline the correct item.**

A: There is 1) nothing/something more annoying than losing 2) something/anything.
B: What have you lost?
A: My keys. They must be 3) anywhere/somewhere in the house, but I’ve got 4) no/any idea where. I can’t find them 5) nowhere/anywhere.
B: Are you sure you haven’t left them 6) somewhere/nowhere by mistake?
A: Of course not. They can’t be 7) somewhere/anywhere else but here. 8) No one/Someone must have hidden them.
B: Why would 9) no one/anyone hide your keys? There is 10) any/no reason for 11) anyone/no one to do 12) nothing/something so silly.
A: Well, I need 13) some/any help to find them. I have to go 14) anywhere/somewhere important this afternoon.
B: Calm down. It’s 15) some/no use getting angry about 16) anything/something like this. Look! There are 17) no/ some keys on that chair.
A: They’re mine! Oh, I feel so silly!

**Fill in the gaps with everyone/everybody, everything or everywhere, and the correct form of the verbs in brackets.**

1 The meeting was a success. ...Everything went... (go) well.
2 .................. (learn) a foreign language at this school.
3 The film is a box-office hit. .................. (talk) about it.
4 We are going on holiday next week. .................. (be) arranged.
5 On Friday afternoon. .................. (leave) the office early.
6 Mark is a very popular boy. .................. (like) him.
7 After the snow had fallen. .................. (be) white.
8 I’m glad we came to the beach. .................. (have) a wonderful time.
9 We wanted to go to a restaurant, but .................. (be) full.
10 I dropped my bag and .................. (fall) out.
11 We can’t make the announcement until .................. (arrive).

**Fill in the gaps with some, any, no or one of their compounds.**

1 A: Is there ...anything... good on television tonight?
   B: I don’t know. Look in the newspaper.
2 A: Would you like .................. to eat?
   B: No. I don’t want .................. thank you.
3 A: There is .................. here to see you.
   B: Who is it?
4 A: I went to Jane’s house, but there was .................. at home.
   B: Perhaps she has gone .................. nice for the weekend.
5 A: I have .................. time to do all this work.
   B: Is there .................. I can do to help?
6 A: Was the party good last night?
   B: Not really. There were hardly .................. people there.
7 A: I have to go shopping, but I don’t have .................. money.
   B: I’ll lend you .................. if you like.
8 A: Have you seen Michael ..................?
   B: No. I haven’t seen him.
9 A: The town was very busy today. There was .................. to park.
   B: They should build .................. new parking facilities.
10 A: What would you do if you were lost?
    B: I would ask .................. for directions.
11 A: Is there .................. you would like to go this weekend?
    B: I’d like to go .................. nice and quiet.
12 A: Is .................. wrong with Paul?
    B: No, there’s .................. wrong with him. He’s just tired.

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Pronouns - Possessives - Demonstratives - Quantifiers

UNIT 11

The adverb else means ‘other, different’, or ‘more’.
It is used after somebody, anybody, nothing, everywhere, etc. and who, what, why, when, where and how. It is followed by a singular verb.

1. Can I get you anything else?
2. Kim hasn’t arrived yet but everybody else is here.
3. ‘I’ve been to Lisbon twice this year.’ ‘Really? Where else have you been?’
4. ‘I bought a lovely rug from the market.’ ‘What else did you buy?’

Anything (else) and nothing (else) can be used with but.

1. I haven’t got anything (else) to offer but my advice.

The possessive of else is else’s.

1. I have taken somebody else’s book by mistake.

Or else means ‘otherwise’, ‘if not’.

1. Hurry up or else we’ll miss our flight.

Elsewhere is formal and means ‘somewhere else’.

1. If you are not satisfied with the service in this restaurant, you can go elsewhere.

Every and each are used with singular countable nouns. We normally use each when we talk about two people or things. We use every when we talk about three or more people or things.

1. He was holding an ice cream in each hand.

Every part of my body hurt after the fall. (NOT: Each part of my body...)

Every one and each (one) can be followed by of.

1. It was the twins’ birthday yesterday. I gave a present to each (one) of them.

I’ve seen all of Mel Gibson’s films and I liked every one of them.

We use every when we are thinking of people or things together, in a group to mean ‘all’, ‘everybody/everything’.

1. Every employee is entitled to twenty days off. (all employees)

We use each when we are thinking of people or things separately, one at a time.

1. Each employee in turn will tell the manager when he wishes to take his holiday.

1. We use every to show how often something happens.

1. There is a train every twenty minutes.

I have to attend a meeting every two months.

We use every but not each with words and expressions such as almost, nearly, practically and without exception.

1. She has invited every person she knows, without exception. (NOT: Each person she knows...)

Fill in the gaps with else, else’s, or else or elsewhere.

1. He is ill. Why else... would he go to the doctor’s?
2. The postman has delivered someone’s mail to our house.
3. She must be at work. Where... could she be?
4. I love it here. I wouldn’t want to live anywhere... .
5. This hotel is full. We will have to stay...
6. Don’t shout... you will wake the baby.
7. What... do we need to take with us?
8. This jacket isn’t mine. It’s somebody’s...

Complete the sentences using else as in the example.

1. Hurry up, James, everybody else... (all the other people) has left.
2. If you can’t help me, I’ll ask another person.
3. The manager isn’t in his office. He must be (another place).
4. Have you invited (one more person) to the party?
5. If you’ve finished your work, I can give you (a different thing) to do.
6. I only have the ironing to do now. I’ve done (all the other things).

Fill in the gaps with each or every.

1. We have two cars and each... of them is blue.
2. There were lots of sweets and she ate one of them.
3. The two boxes has bottles inside.
4. The teacher gave one book to a student.
5. She gave the children an ice cream.
6. He is wearing different colour socks on foot.
7. I’ve got a book that author’s ever written.
8. I have seen almost episode of this programme.
9. Almost T-shirt she owns is a designer label.
10. The Olympic Games are held. four years.
11. I eat an apple a day.
12. She bought a souvenir from Paris.
A lot of - Much - Many

There aren’t many cherries, but there are a lot of strawberries.

Is there much pasta? Yes, there is a lot.

◆ A lot of/lots of are used with both plural countable and uncountable nouns. They are normally used in affirmative sentences. Of is omitted when a lot/lots are not followed by a noun.
  e.g. There were a lot of/lots of people at the concert.
  There is a lot of/lots of yoghurt in the fridge.
  Have you got many books? Yes, I’ve got a lot.

◆ Much and many are normally used in interrogative and negative sentences. Much is used with uncountable nouns and many with plural countable nouns.
  e.g. Is there much sugar in the cupboard?
  There isn’t much sugar in this cake.
  Have you got many CDs? I haven’t got many CDs.

◆ How much and how many are used in questions and negations.
  How much + uncountable noun = amount
  How many + countable noun = number
  e.g. ‘How much money have you got?’ ‘Not much.’
  ‘How many stamps do you need?’ ‘Six.’

◆ Too many is used with plural countable nouns. It has a negative meaning and shows that there is more of something than is wanted or needed.
  e.g. You eat too many sweets. Your teeth will rot.

◆ Too much is used with uncountable nouns. It has the same negative meaning as too many.
  e.g. I’ve got too much work to do. I can’t go out.

◆ We use most/some/any/many/much/a few/(a) little/several/one, two, etc. + of when a noun follows, preceded by this, that, these, those, a, the or possessives.
  e.g. Most of the people at the party were from work.
  but: Most people like parties.

A few/Few - A little/Little

Laura has got a few peaches. She can make some jam.

Lucy has got (very) few peaches. She can’t make any jam.

Simon has got a little paint. He can paint the door.

Rick has got (very) little paint. He can’t paint the door.

◆ A few/few are used with plural countable nouns (flowers, letters, etc.).
  A few means not many, but enough.
  e.g. There are a few hotels in this town. You’ll probably find a room to spend the night.
  Few means hardly any, almost none and can be used with very for emphasis.
  e.g. There are (very) few cupboards in the kitchen.
  There’s not enough room to store my plates and glasses.

◆ A little/little are used with uncountable nouns (milk, time, etc.).
  A little means not much, but enough.
  e.g. There is a little petrol in the tank. It will get us to the next town.
  Little means hardly any, almost none and can be used with very for emphasis.
  e.g. There’s (very) little coffee left. We need to buy some more.
Fill in many, much, how many, how much or a lot (of).

1 A: Shall we go out tonight?
B: I can’t. I don’t have …much… money. I’m afraid.
2 A: Can you help me, please?
B: I’m sorry. I haven’t got ………….. time at the moment.
3 A: ……………………… potatoes are in that bag?
B: Seven. I think. Why?
4 A: What did you do on your holiday?
B: Well, I read ……………. and I relaxed on the beach.
5 A: There isn’t ………………. milk left.
B: Well, I’ll buy some later this afternoon.
6 A: ………………. homework have you got?
B: Quite ………………. I’d better start now.
7 A: Did you enjoy your dinner?
B: Yes. I ate ………………. and I’m very full.
8 A: Mark is a wonderful athlete.
B: Yes. He has won ………………. competitions.
9 A: Are there ………………. flowers in the garden?
B: Yes, and they are beautiful too.
10 A: Are you very busy?
B: No. I haven’t got ………………. to do today.
11 A: She has got ………………. clothes.
B: I know. She wears something different every day.
12 A: ………………. times have you seen this film?
B: Three times. But I always cry at the end.
13 A: ………………. food should we take on the picnic?
B: Oh, enough for all four of us.
14 A: Have you travelled to ………………. places?
B: Yes. I go to a different country every year.

Fill in the gaps with too much or too many.

1 A: Would you like to spend the weekend with us?
B: I can’t. I have …too many… things to do.
2 A: Shall we go to London tomorrow?
B: No. It takes ………………. time to get there.
3 A: I had a terrible nightmare last night.
B: That’s because you watch ………………. horror films.
4 A: ………………. red meat is bad for your health.
B: I know. I rarely eat red meat.
5 A: There are ………………. people on this train.
B: I know. It’s very crowded.
6 A: I have spent ………………. money this month.
B: You should have been more sensible.
7 A: This sauce tastes awful.
B: I think I put ………………. salt in it.
8 A: I made ………………. food for the party.
B: I know. There is a lot left over.
9 A: There are ………………. books in this bag.
B: I know. It’s very heavy. Isn’t it?
10 A: You are making ………………. noise. I can’t concentrate.
B: I’m sorry. I’ll try to be quiet.

Underline the correct item.

1 I have a lot of records, but very few/little/very little CD…s.
2 We have very little/very few/few spaghetti, so I can’t make Spaghetti Bolognese.
3 I’m tired. I didn’t get many/much/few sleep last night.
4 I’ve made many/much/few notes, but I haven’t written my essay yet.
5 This coffee is bitter. It needs a few/a little/little more sugar.
6 I have invited a few/a lot of/much people to the party. I hope there will be room for them all.
7 I don’t have many/much/few time at the moment. I’ll talk to you later.
8 I have had a few/very few/very little success in my search for a job.
9 There are much/a lot of/a little reasons why he should go to university.
10 I’d love to come to the beach. I just need a few/a little/many minutes to get ready.
11 There are much/little/few people who are as hardworking as James.
12 I have little/a little/a few work to do before I can leave.
13 I made a lot/a little/a few biscuits this morning. Would you like to try one?
14 There weren’t few/much/many people in town today. It was very quiet.
15 There is a little/little/a few chance of his getting the job. He has no experience.

Fill in many, few, much or little.

Claire pushed the door open a 1) …little… and looked inside. The house was small and there was not 2) ………………. furniture. There were a 3) ………………. chairs and a table, but there were very 4) ………………. signs of comfort. There was not 5) ………………. light, but Claire could see that there were not 6) ………………. pictures or ornaments. It was as though the owner of the house spent very 7) ………………. time there. After a 8) ………………. more moments, she quietly closed the door and walked away.

Add of where necessary.

1 A lot …of… people have mobile phones these days.
2 Many …………. her books are very old.
3 Most …………. children enjoy watching cartoons.
4 I’ve met several …………. his colleagues.
5 A few …………. birds were singing in the tree.
6 Have you ever seen any …………. Bruce Willis’ films?
7 Some …………. my friends live abroad.
8 One …………. her books has won an award.
9 I have hardly any …………. free time at the moment.
10 A few …………. the guests arrived early.
Both the motorcycle and the bicycle have got handlebars.

Both of these have two wheels.

Neither of these has/have room for luggage.

Neither the motorcycle nor the bicycle is convenient in winter.

Both refers to two people, things or groups. It has a positive meaning and is followed by a plural verb.

e.g. Both men work at the bank.

Both of them cost a lot of money.

Neither refers to two people, things or groups and has a negative meaning. Neither of + plural noun phrase can be followed by either a singular or plural verb in the affirmative.

e.g. Neither of the films has/have won an award.

Neither of them is/are working at the moment.

But: Neither dress is long enough.

All refers to more than two people, things or groups. It has a positive meaning and is followed by a plural verb.

e.g. All the actors were brilliant.

All of them are well-qualified.

Both/All can go: a) after the verb to be, b) after the auxiliary verb, but before the main verb.

e.g. They are both/all excited. They have both/all signed the contract.

Whole is used with singular countable nouns. We use a/the/this/my etc. + whole + noun.

e.g. He was hungry, so he ate the whole pie.

Also: He was hungry, so he ate all the pie.

We don’t use whole with uncountable nouns.

e.g. She spent all the money you gave her.

(NOT: ...the whole money...)

All + day/morning/week/year = the whole + day/morning/week/year

e.g. He’s been making phone calls all morning/the whole morning.

None of refers to more than two people, things or groups and has a negative meaning. It is used with nouns or object pronouns and is followed by either a singular or plural verb.

e.g. None of my friends has/have travelled abroad.

But: ‘How many books did you buy?’ ‘None.’

Either refers to two people, things or groups and is followed by a singular countable noun.

e.g. You can paint the walls blue or green.

Either colour is fine with me.

Either of + plural noun phrase can be followed by either a singular or plural verb.

e.g. Either of these two dresses suits/suit you.

But: Either dress suits you.

We can use not ... either (of) instead of neither (of).

Either can also be used at the end of a negative sentence.

e.g. I saw two plays, but I didn’t like either of them.

My sister can’t drive, and I can’t either.

Both ... and is followed by a plural verb.

e.g. Both Mark and Sam work here.

Neither ... nor/Either ... or take either a singular or plural verb, depending on the subject which follows nor or or.

e.g. Either Mum or Dad is going to pick me up.
24 Underline the correct items.

Oliver has got two jobs, but 1) neither/neither of them pay very well. He has had more jobs already than 2) most/most of people have in their whole lives, but 3) none/none of them really suited him. It is a shame, because he spent 4) several/several of years at college and has got 5) some/any good qualifications. 6) Either of/Both his parents are very proud of him for getting a good education, but 7) each of/neither of them can understand why he can’t find a suitable job. He buys 8) several/most newspapers every week and looks carefully through 9) each of/every one of them to see if 10) any/no good jobs are being advertised. He applies for 11) every one of/every available position, but often receives 12) some/no reply. He still believes that he will find his ideal job one day.

25 Choose the correct answer.

1. ‘How many brothers do you have?’
   ‘Two, and ... C... of them are older than me.’
   A. either  B. all  C. both

2. ‘There were a lot of people at the party.’
   ‘I know. But ............ of them were strangers to me.’
   A. all  B. neither  C. either

3. ‘Mum, did you wash my blue shirt?’
   ‘Well, I washed two shirts, but ............ of them was blue.’
   A. both  B. neither  C. either

4. ‘You can’t be lonely. You have lots of friends.’
   ‘Yes, but ............ of them can come to visit today.’
   A. none  B. all  C. both

5. ‘Have you seen any James Bond films?’
   ‘I’ve seen two. ............ of them were very good.’
   A. Either  B. Both  C. All

6. ‘Why didn’t you buy anything?’
   ‘Because ............ of those clothes were very nice.’
   A. both  B. either  C. none

7. ‘Both of those dresses are beautiful.’
   ‘Yes, but I don’t think ............ of them will fit me.’
   A. either  B. neither  C. all

8. ‘You have lots of CDs, don’t you?’
   ‘Yes, and ............ of them are in my room.’
   A. none  B. all  C. both

9. ‘Did you read both of those books?’
   ‘Yes, but I didn’t enjoy ............ of them.’
   A. neither  B. all  C. either

10. ‘Did you watch a comedy last night?’
    ‘No. We watched two films, but ............ of them were comedies.’
    A. either  B. neither  C. both

11. ‘Do you have many pen-friends?’
    ‘Yes, and ............ of them live abroad.’
    A. all  B. either  C. none

26 Rewrite the sentences using both...and, neither...nor or either...or.

1. Beth hasn’t got a car. Lucy hasn’t got a car, either.
   ...Neither Beth nor Lucy has got a car....

2. Harold wears glasses. Helen wears glasses, too.
   ......................................................

3. Kerry is cleaning the house, or maybe Joe is.
   ......................................................

4. Olly can’t speak French. Bill can’t speak French either.
   ......................................................

5. Kim loves chocolate. Laura loves chocolate, too.
   ......................................................

6. Simon needs a haircut. Mike needs one, too.
   ......................................................

7. Daphne doesn’t eat meat. Jayne doesn’t, either.
   ......................................................

8. Scott is washing the car, or maybe Jim is.
   ......................................................

9. Debbie goes to school. Hannah goes to school, too.
   ......................................................

10. Henry repaired the fence, or maybe Todd did.
    ......................................................

11. Beth can’t play the piano. Doug can’t, either.
    ......................................................

12. Pam will water the plants, or else Carl will.
    ......................................................

27 Fill in the gaps with the correct missing word(s).

A: Can you give me 1) ...some... advice, please?
B: Of course. Is 2) ............... worrying you?

A: Well, yes. I’ve had 3) .................. problems at university recently.
B: Maybe there’s 4) .............. I can do to help you. Tell me what’s wrong and I’ll see if there’s 5) .................. I can do.

A: Well, the main problem is that I have 6) ............ work to do for my exams and I don’t have 7) ............ time left to study. I’ve left it very late and so far I haven’t done 8) ............. revision.
B: I see. How 9) .................. time do you have until the exams?
A: Three weeks. I should be studying 10) ............. day, but I don’t know where to start. I have so 11) ............ subjects to study. Also, I don’t really have 12) ............ to sit in peace and quiet. Our house is always noisy.
B: Well, if you want 13) .................. quiet to work, why don’t you go to the library? It’s always quiet there and there are 14) ............ useful books there which you could use in your revision.
A: That’s a great idea. Thank you very much. You’ve been very helpful.
Other and its forms

- **another** = additional, an extra one. It is used with singular countable nouns.
  e.g. Would you like another cup of tea?
  These apples are delicious. Can I have another (one)?

- **another + few/two, three etc. + noun**
  e.g. We're going to stay for another few days/another four days.

- **other/another = different, besides this/these**
  e.g. Have you got any other blouses in black?
  I don't like this tie. Can you show me another one?

- **other/others = When other is used with a noun, it has no plural form.**
  e.g. Where are the other files? (NOT: ... other files?)
  But: I've got some files here. Where are the others?

  **Note:** Others can also be used to mean (the) other people.
  e.g. Some people enjoy playing golf. Others hate it.

- **each other = one another**
  e.g. We don't visit each other very often.

- **every other = every second**
  e.g. We go to the supermarket every other Friday.

- **the other day = a few days ago**
  e.g. Jack called me the other day: he said he was coming home the following week.

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Fill in the gaps with the correct pronoun or possessive adjective.

1. Someone called for you today, but ...they... didn't leave ................. name.
2. If you saw a person in trouble, would you help .........?
3. Somebody has parked ............. car across the drive. I can't get out.
4. My aunt left .................. bag here when she visited us this morning.
5. If a colleague of mine got promoted, I'd be happy for ..............
6. Everyone brings ................. own lunch to work with .................
7. My brother has crashed ................. car. It is at the garage now.
8. He told each person to order whatever .............. wanted.
9. The police inspector asked everybody in the room to give ................. names.

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Underline the correct item.

1. He ate the whole/all cake by himself.
2. Is/Are everyone ready to begin the exam?
3. You must sign every/each one of these letters.
4. I've never met no one/anyone I like more than Jonathan.
5. I've been working hard all/every day and now I'm exhausted.
6. Either/Neither Sam or John will give you a lift.
7. No/None of those books is interesting.
8. I've been to Paris twice and I went to the Eiffel Tower both/all times.
9. Neither/Either Mary nor Sue went to the beach last Saturday.
10. He was so thirsty that he drank the whole/all the water in one go.
Common mistakes

- There’s somebody on the phone. He must be Sam. ✗
  There’s somebody on the phone. It must be Sam. ✓
- She earns a lot more than I. ✗
  She earns a lot more than me. ✓
  She earns a lot more than I do. ✓
- The ball hit him on his head. ✗
  The ball hit him on the head. ✓
- Don’t sit on that chair. One of its legs is broken. ✗
  Don’t sit on that chair. One of its legs is broken. ✓
- This car is my brother’s-in-law. ✗
  This car is my brother-in-law’s. ✓
- Those are Ben and Tim’s bicycles. ✗
  Those are Ben’s and Tim’s bicycles. ✓
- Relax yourself and put your feet up. ✗
  Relax and put your feet up. ✓
- I have rarely met someone as polite as Greg. ✗
  I have rarely met anyone as polite as Greg. ✓
- The girl was wearing a bracelet on every wrist. ✗
  The girl was wearing a bracelet on each wrist. ✓
- I’ve seen nearly each film he has directed. ✗
  I’ve seen nearly every film he has directed. ✓
- They all have been to France before. ✗
  They have all been to France before. ✓
- We spent the whole week lying on the beach. ✗
  We spent all week lying on the beach. ✓
  We spent the whole week lying on the beach. ✓
- She seems to be talking on the telephone the whole time. ✗
  She seems to be talking on the telephone all the time. ✓
- There isn’t nothing in the fridge. It’s empty. ✗
  There isn’t anything in the fridge. It’s empty. ✓
  There is nothing in the fridge. It’s empty. ✓
- The women’s department is on the second floor. ✗
  The women’s department is on the second floor. ✓
- All my friends bicycles are better than mine. ✗
  All my friends’ bicycles are better than mine. ✓
- The phone book is right in front of yourself. ✗
  The phone book is right in front of you. ✓
- We have very few milk left. We need to buy some. ✗
  We have very little milk left. We need to buy some. ✓
- You can buy a sports car or a jeep. Either cars are fine with me. ✗
  You can buy a sports car or a jeep. Either car is fine with me. ✓
- Where have you put the others bags? ✗
  Where have you put the other bags? ✓

Correct the mistakes.

1. We can watch the comedy or the thriller. Either films is fine with me.
2. I have very few time. You’d better make it quick.
3. The children’s area is run by experienced staff.
4. There isn’t nothing good on television this evening.
5. The boy had a cut on every knee.
6. We have rarely been somewhere as beautiful as this.
7. He works a lot harder than I.
8. What have you told the others staff?
9. The cupboard was right next to himself.
10. Don’t drink the whole lemonade by yourself. Offer some to your friends.
11. She spent all the day talking to customers.
12. We all have been invited to Samantha’s party.
13. The teacher patted her on her head.
14. That dog is hurt. One of it’s paws is bleeding.
15. These are Jane and Claire’s school bags.
16. All my clients files are on the desk.
17. I’ve visited nearly each house on this list.
18. This jacket is my father’s-in-law.
19. There’s someone here to see you. She must be your sister.
20. Feel yourself free to ask any question you like.

Cross out the unnecessary word.

1. The teacher wants all of students to participate in the concert at the end of term.
2. She concentrated herself on the exam questions.
3. Neither of the coach nor the players were happy with their performance in the game.
4. They spent all morning looking for a place to put up their tent.
5. Please, don’t hesitate to call any one time you want.
6. There it seems to be something wrong with the alarm system.
7. Every one citizen has to pay taxes.
8. John’s sister she got engaged to a young doctor last week.
9. There she is a woman at the door. It’s our new neighbour.
10. These jumpers are quite expensive, but the others ones are cheap.
11. Some people enjoy playing golf, while others people find it very boring.
12. She bought a lot of decorations for the party.
13. The meeting was attended by a very few people. and as a result no important decisions were made.
14. If anyone person reveals anything to the press, they will be fired.
Complete each sentence with two to five words, including the word in bold.

1. The only person he didn’t send an invitation to was Margaret. Everyone he sent an invitation to everyone except Margaret.
2. He didn’t pay any attention to her complaints. No he responded to her complaints.
3. I asked Emily about the missing ring and I asked her brother too. Both I asked about the missing ring.
4. He’s got little patience with young children. Much he’s patient with young children.
5. Helen wasn’t happy with my idea and Peter wasn’t, either. Nor neither Helen nor Peter was happy with my idea.
6. When he first saw her, she was sitting alone on a bench. By When he first saw her, she was sitting alone on a bench.
7. There are only a few people who can speak Hungarian. Many there are a few people who can speak Hungarian.
8. She spent all day watching soap operas. Whole she spent all day watching soap operas.
9. He took another person’s briefcase by mistake. Someone he took someone’s briefcase by mistake.
10. She was able to put her clothes on although her arm was bandaged. Dress she was able to put her clothes on although her arm was bandaged.
11. People don’t understand me when I speak Arabic. Myself I can’t understand myself when I speak Arabic.
12. I hope you have a good time at the party. Yourself I hope you have a good time at the party.
13. It takes me an hour to drive from my house to the airport. Drive it is an hour from my house to the airport.
14. He said that I could borrow whatever I wanted as long as I returned it. Anything he said that I could borrow anything as long as I returned it.
15. It was clear that the three boys knew nothing about the theft. Of it was clear that the three boys knew nothing about the theft.
17. John will help you, or else Martin will. Or either will help you.

Fill in the gaps with the correct preposition from the list. Some of the prepositions can be used more than once.

at, by, for, in, on, out of, off, under, within, before, from

1. We met Alice by chance when we were shopping in town.
2. I hadn’t seen Mark for years, but I recognised him at sight.
3. You should never take your friends for granted.
4. In her jeans and T-shirt, Kate felt in place in the expensive restaurant.
5. This room is out of limits to students.
6. We called the police and they arrived before minutes.
7. Policemen usually wear uniforms when they are on duty.
8. She wants to be by herself the time being.
9. She put her jewellery in a locked drawer for safe keeping.
10. We walked up the stairs, as the lift was in order.
11. He used to live in the city centre but now he lives in the suburbs.
12. The teacher gave us our exam results the beginning of the lesson.
13. I can see smoke in the sky. Something must be on fire.
14. I lent Adam my car in condition that he drove carefully.
UNIT 11
Pronouns - Possessives - Demonstratives - Quantifiers

15 Stuart never feels .......... ease when his boss is in the room.
16 I promise to be more careful .......... now on.
17 It’s getting late. We will have to leave .......... long.
18 He didn’t have any cash with him, so he paid .......... cheque.
19 This product has only been .......... the market for a few months.
20 John is in bed. He is feeling .......... the weather.

Phrasal Verbs

set aside: (tr) save for a special purpose; set by
set in: (int) of weather start and seem likely to continue
set off: (int) start a journey
set out: 1) (int) begin a journey, 2) intend (to do sth)
set up: (tr) start a business

stand by: (tr) support sb esp in difficulties
stand for: (tr) be an abbreviation for
stand in for: (tr) replace sb temporarily
stand out: (int) be noticeable
stand up: fail to meet (sb)
stand up for: (tr) support sb or sth
stand up to: (tr) resist; defend oneself against (sb) without fear

take after: (tr) look or act like a relative; resemble

take away: (tr) 1) remove, 2) seize from people

take back: (tr) admit saying sth wrong

take down: (tr) separate into pieces so as to repair or remove

take in: (tr) make clothes narrower (opp: let out)
take off: 1) (tr) remove clothes (opp: put on), 2) (int) (of planes) leave the ground, 3) (int) start to improve
take time off: be allowed not to go to work for a short period of time
take on: (tr) employ
take out: (tr) remove; extract
take sb out: (tr) take sb to a restaurant, etc.
take over: (tr) gain control of sth
take to: (tr) like
take up: 1) (tr) begin a hobby, sport, job, 2) fill (time, space)
take up on: (tr) accept sb’s offer or invitation
take in: be strongly surprised

Fill in the correct particle.

1 The dentist took .......... one of my teeth last month.
2 Tom set .......... on his voyage, full of excitement.
3 Michael takes .......... his mother. They’ve both got brown hair and green eyes.
4 Ian’s wife stood .......... him when he lost his job two months ago.
5 Once the cold weather sets .......... we’ll be glad of the fire in the living room.
6 Lesley’s business is really taking .......... She’s had lots of orders.
7 The chef set .......... some strawberries to put on top of the cake.
8 The letters UN stand .......... United Nations.
9 I have decided to take .......... aerobics because I want to get fit.
10 I’m sorry. I take .......... everything I said about this restaurant. The meal was delicious.
11 The group set .......... on their journey, wondering what adventures lay ahead.
12 Of all the essays, that one stands .......... because it is very well-written.
13 The teacher took .......... the boy’s football and put it in the cupboard.
14 No one was taken .......... by her clever lies.
15 He stood me .......... last night, so I’m very angry with him.
16 By the end of the day, Jack had done everything he set .......... to do.
17 You ought to stand .......... your boss. I’m sure he will respect you for it.
18 I took him .......... his dinner invitation, and we went to a lovely restaurant.
19 When their camping trip was over, the girls took .......... their tent and put it away carefully.
20 The factory is taking .......... more employees at the moment.
21 Work takes .......... most of my time these days.
22 Amanda has recently set .......... her own accountancy business.
23 I bought this skirt but it’s too wide. Could you take it .......... a little bit, please?
24 My husband took me .......... for a meal last night to celebrate our anniversary.
25 I took .......... my jacket and hung it in the wardrobe.
26 You ought to stand .......... yourself. Don’t let anyone intimidate you.
27 The company is being taken .......... by a very large firm.
28 I’m taking some time .......... next month. I need a holiday.
29 Jenny hasn’t really taken .......... her new school. She’s not at all happy.
30 Alex was taken .......... when he heard the news.
31 I offered to stand .......... Emily yesterday, because she was ill.
32 If you’ve finished lunch, I’ll take your plate .......... .
33 The plane sped along the runway and took .......... .
Join the sentences using the word(s) in brackets.

1. Liz gave Tom a map. Then Tom could find her house. *(so that)*
   ...Liz gave Tom a map so that he could find her house.

2. I always lock the doors and windows. I don’t want to be burgled. *(avoid)*

3. I went to the bank. I wanted to withdraw some money. *(to)*

4. Let’s take an umbrella. It may rain. *(in case)*

5. The bus was late. They had to take a taxi. *(so ... that)*

6. It was an expensive dress. She couldn’t afford it. *(such ... that)*

7. I went to a party. I stayed up very late. *(and as a result)*

8. Stuart has no money. He can’t go to the concert. *(since)*

9. They are rich people. They don’t have to work. *(such ... that)*

10. Pauline doesn’t wear a watch. She is often late. *(consequently)*

11. She felt lonely. She was surrounded by lots of people. *(although)*

Fill in where, why, who, which or whose.

Lionel Robson. 1) *(who)* is 50, loves his job. He works at a centre 2) *(where)* people learn how to do parachute jumps. The centre. 3) *(when)* opened ten years ago, is very popular with people of all ages 4) *(why)* want to take up an exciting hobby. Lionel first became interested in parachute jumps while he was at university. His wife, 5) *(which)* hobby is flying planes, is the person 6) *(who)* owns the centre. ‘The sky is the place 7) *(why)* I like to be most of all,’ she says. ‘That’s 8) *(why)* I started the centre — so that I can do my hobby for a living.’

A restaurant critic is comparing two Italian restaurants — ‘The Capri’ and ‘Marco’s’. Make sentences from the prompts below, using Both or Neither, as in the example.

* e.g. Both ‘The Capri’ and ‘Marco’s’ serve a variety of dishes. *Neither ...*

- serve a variety of dishes ✓
- serve much vegetarian food x
- have a lot of regular customers ✓
- receive very few complaints ✓
- employ many people x
- need a little redecorating ✓
- charge much for a meal x
- have several special offers every month ✓

The restaurant critic is writing an article for a local newspaper. Look at the Oral Activity again and complete the article.

I recently dined in ‘The Capri’ and also in ‘Marco’s’, both of which are popular Italian restaurants in the city centre. Both ‘The Capri’ and ‘Marco’s’ serve a variety of dishes, although neither .................................................................

.................................................................

To conclude, I strongly recommend both these restaurants for an enjoyable and affordable meal.
Questions with Yes/No Answers

- Questions with Yes/No answers begin with an auxiliary or modal verb (is, are, do, does, can, etc.) which is followed by the subject. We usually answer these questions with Yes or No.
  e.g. ‘Are you upset?’ ‘Yes, I am.’
  ‘Need I say more?’ ‘No, you needn’t.’

- When the main verb of the sentence is in the present simple, we form the question with do or does. When the main verb is in the past simple, we form the question with did.
  e.g. ‘Does Peter go out often?’ ‘No, he doesn’t.’
  ‘Did you talk to John?’ ‘Yes, I did.’

- We use short answers to avoid repetition of the question asked before. Positive short answers are formed with Yes + personal pronoun + auxiliary verb. Negative short answers are formed with No + personal pronoun + negative auxiliary verb.
  e.g. ‘Have you finished?’ ‘Yes, I have.’
  ‘Did you see that film?’ ‘No, I didn’t.’

Write questions and answers for the following statements, as in the example.

1. Sam was hungry when he reached the restaurant.
   ...Was Sam hungry when he reached the restaurant? Yes, he was...

2. They should concentrate in class.

3. She can’t speak any foreign languages.

4. They have to work overtime.

5. The boss was angry when Stuart arrived late.

6. The children didn’t enjoy the film.

7. She wanted to go to the supermarket.

8. The train leaves at half past six.

Wh- Questions

- Wh- questions begin with a question word such as who, what, where, when, etc. We put the auxiliary or modal verb before the subject.

- **Who** is used without a noun to ask about people.
  e.g. ‘Who called while I was out?’ ‘Your mother.’

- **Whose** is used to ask about possession.
  e.g. ‘Whose is this car? Is this?’ ‘It’s Ted’s.’

- **What** is used alone or before a noun to ask about things.
  e.g. ‘What caused the fire?’ ‘Faulty wiring.’
  ‘What size shoes do you wear?’

  What is also used to ask about people, animals or things when there is an unlimited choice of answers.
  e.g. ‘What music do you prefer listening to?’ (There are many kinds of music to choose from. – unlimited choice)

- **Which** is used alone, or before nouns, one/ones or of, to ask about people, animals or things.
  e.g. ‘Which is your house? Which house is yours?’
  ‘Which one do you want to buy?’ ‘The red one.’
  ‘Which of those boys is your son?’

  Which is normally used when there is only a limited choice of answers.
  e.g. ‘Which hotel are you going to stay at – the Park Hotel or the King’s Hotel?’ (There are only two hotels to choose from. – limited choice.

  Which is also used with comparative and superlative forms.
  e.g. ‘Which is faster, a cheetah or an ostrich?’
  ‘Which is the best thing to do?’

- **Where**
  e.g. ‘Where have you put my shoes?’ ‘Under your bed.’

- **When**
  e.g. ‘When will you be back?’ ‘Next week.’

- **Why**
  e.g. ‘Why did you throw away the milk?’ ‘Because it had gone off.’
Questions and Answers - Words often Confused

UNIT 12

1 How is used alone or before an adjective/adverb. e.g. a) ‘How was the party?’ ‘Excellent.’ b) ‘How old is your daughter?’ ‘She’s three.’ c) ‘How far can a kangaroo jump?’ ‘A long way.’

2 How long e.g. ‘How long does it take you to get to work?’ ‘Twenty minutes.’

3 How long ago e.g. ‘How long ago did he graduate?’ ‘Six years ago.’

4 How often e.g. ‘How often do you exercise?’ ‘Every day.’

5 How much is used with uncountable nouns. e.g. ‘How much money did he spend?’ ‘A lot.’

6 How many is used with countable nouns. e.g. ‘How many biscuits did you eat?’ ‘A whole packet.’

Note
We use what + be ... like to ask for a description of somebody’s character. e.g. ‘What is Emily like?’ ‘She’s pleasant and friendly.’ We use what + do ... look like to ask for a description of somebody’s physical appearance. e.g. ‘What does Emily look like?’ ‘She’s tall, with blonde hair and blue eyes.’

Fill in who, whose, what, which, where, when, how long, how often, what time, why, how much, how many or how long ago.

1 ‘...How often... do you play football?’ ‘Twice a week.’
2 ................................ does the train leave? ‘Nine o’clock.’
3 ........................................ is Martin? ‘In the garden.’
4 ........................................ is it? ‘Half past ten.’
5 ................................ does he earn? ‘£1,000 a month.’
6 ........................................ sisters have you got? ‘Two.’
7 ........................................ is this book? ‘£5.’
8 ....................................... did he call? ‘To invite me out to dinner.’
9 ‘........................................ is the new driver like?’ ‘He’s very friendly.’
10 ‘........................................ shall we do this evening?’ ‘Let’s go out.’
11 ‘........................................ is the office party? ‘On Saturday.’
12 ........................................ have you been waiting? ‘About half an hour.’
13 ........................................ is that briefcase? ‘I think it’s Tom’s.’
14 ........................................ of these rings do you prefer? ‘The gold one.’
15 ........................................ spilt coffee on the desk? ‘I did. Sorry.’
16 ........................................ did you get your exam results? ‘Last Friday.’
17 ....................................... did you meet Jessie? ‘Two years ago.’
18 ........................................ is the easiest way to get to the cinema? ‘Go through the city centre.’

3 Write questions to which the words in bold are the answers.

1 They live near the beach. .................................................................
2 It takes ten minutes to drive to the supermarket. .................................................................
3 George is selfish. ........................................................................................................
4 Mary is tall, with dark hair and green eyes. .................................................................
5 I go swimming twice a week. ........................................................................................................
6 The joke made them laugh. ........................................................................................................
7 They are Miss Drake’s books. ........................................................................................................
8 The shoes cost twenty pounds. ........................................................................................................
9 The film starts at 7 pm. ........................................................................................................
10 Mr Samson wants to open a shop. ........................................................................................................
11 Todd has been to Spain. ........................................................................................................
12 She is happy because she has won the competition. ........................................................................................................
13 Alan is a very serious person. ........................................................................................................
14 They moved here six months ago. ........................................................................................................

4 Write questions to which the words in bold are the answers.

Louise is eight years old. She lives in Brighton, England, and she has lived there since she was two years old. Louise goes to school every day and her favourite subjects are English and History. She has two brothers. Their names are Steven and James. Louise has several hobbies, such as collecting wild flowers and playing the violin. She practises the violin every evening. Her mother enjoys this, because she likes listening to music.

e.g. 1 ‘How old is Louise?’ ........................................................................................................
2 ........................................................................................................
3 ........................................................................................................
4 ........................................................................................................
5 ........................................................................................................
6 ........................................................................................................
7 ........................................................................................................
8 ........................................................................................................
9 ........................................................................................................
10 ........................................................................................................
11 ........................................................................................................
12 ........................................................................................................
Subject / Object Questions

**Subject questions** are questions we ask when we want to know the subject of the sentence. These questions usually begin with the words **who, whose, what or which**. The verb is in the affirmative form.

*e.g.* Who told you the news?
(NOT: Who did tell you the news?)
Whose house was broken into last night?
What made that noise?
Which costs more - the package holiday or the cruise?

**Object questions** are questions we ask when we want to know the object of the sentence. These questions usually begin with the words **who, whose, what or which**. The verb is in the interrogative form.

*e.g.* Who did you ask for information?
Whose is this jacket?
What are you going to buy?
Which magazine are you reading?

Note: In object questions if a verb is followed by a preposition, the preposition usually comes at the end of the question.

*e.g.* Where does Kevin come from?
What are you most interested in?

Write questions to which the words in bold are the answers.

1. Mark is decorating the living room. What is Mark decorating?
2. She found Steven’s wallet.
3. Mum made these cakes.
4. Fiona’s dress was ruined at the party.
5. Melissa is wearing a blue dress.
6. Bob is the older of the two brothers.

Complete the questions.

1. Ryan won two races.
   a. ‘Who won two races...?’ ‘Ryan.’
   b. ‘How many races did Ryan win...?’ ‘Two.’
2. Stanley goes swimming three times a week.
   a. ‘Who goes swimming three times a week...?’ ‘Stanley.’
   b. ‘How often... Three times a week.’
3. There are two shirts. The yellow one is mine.
   a. ‘Which one...?’ ‘The yellow one.’
   b. ‘Whose is this...? ‘Mine.’
4. Steven has broken Jim’s mug.
   a. ‘Whose...?’ ‘Jim’s.
   b. ‘Who...?’ ‘Steven.’
5. Linda is going to the theatre this evening.
   a. ‘Who...?’ ‘Linda.’
   b. ‘Where...?’ ‘To the theatre.’
6. Anne bought Ralph a present yesterday.
   a. ‘Who...?’ ‘Anne.’
   b. ‘Who...?’ ‘Ralph.’
7. There are two bags. The one on the chair is Fay’s.
   a. ‘Whose...?’ ‘Fay’s.’
   b. ‘Which...?’ ‘The one on the chair.’

Use the prepositions in brackets to write questions to match the statements.

1. She bought some flowers. Who did she buy them for... for?
2. I got an invitation this morning. Who... from?
3. Pedro comes from Spain. Where exactly... from?
4. I read an interesting article yesterday. What... about?
5. Lisa is excited. What... about?
6. Linda played tennis. Who... with?
7. Sam wrote a letter. Who... to?
8. I went to a restaurant last night. Who... with?
Questions and Answers - Words often Confused

Negative Questions

◆ **Negative questions** are formed with *not*, but there is a difference in the word order between the full form and the short form.

**Full form:** auxiliary + subject + not + verb  
**e.g.** Did *I* not tell you not to talk to strangers?

**Short form:** auxiliary + n't + subject + verb  
**e.g.** Didn't *I* tell you not to talk to strangers?

◆ **We use negative questions in speech**
  a) to ask for confirmation **e.g.** Isn't Tom going on holiday this week? and b) to express:
  - surprise. **e.g.** Don't you know where Nick is?  
  - admiration. **e.g.** Isn't she a great hostess!  
  - annoyance. **e.g.** Can't you be on time just for once!

**Write the short form of the following negative questions.**

1 Has she not replied to your letter yet?  
...Hasn't she replied to your letter yet?...

2 Do they not live here any more?  

3 Can she not drive a car?  

4 Does he not understand what he has to do?  

5 Do you not know the answer to this question?  

6 Did he not offer you anything to drink?  

7 Have we not got any milk left?  

8 Could you not do anything to help him?  

**Make negative questions using the words given, as in the example.**

1 A: I'm really tired today.  
   B: Why? **Didn't you go**... (go) to bed early last night?  

2 A: .............................................. (know) what time the film starts?  
   B: No, but I'll phone the cinema and ask now.

3 A: Let's go to see the new Brad Pitt film tonight.  
   B: .............................................. (already/see) it?  

4 A: .............................................. (help) me make dinner?  
   B: No, sorry. I'm very busy at the moment.

5 A: .............................................. (type) the reports yet?  
   B: No, sir. I'll finish them before I go home, though.

6 A: .............................................. (cold)?  
   B: No. Actually I think it's quite warm in here.

Indirect Questions

We use **indirect questions** when we ask for information politely. The word order in indirect questions is the same as in statements (subject + verb). Indirect questions are introduced with question words (who, what, where, etc.) or with if/whether.

**e.g.** a) Direct question: Where is the post office?  
Indirect question: Could you tell me where the post office is?

b) Direct question: Has John been invited?  
Indirect question: Do you know if/whether John has been invited?

Indirect questions are usually used after the following expressions: I don't know ...I'd like to know ...I wonder ...We need to find out ...I'd like to find out ...as well as: Do you know ...? Can you tell me ...? Could you tell me ...? Could you explain ...? Have you any idea ...?

If the indirect question is part of a question, we put a question mark at the end of the sentence. If it is part of a statement, we put a full stop.

**e.g.** a) Direct question: How does this machine work?  
Indirect question: Could you explain how this machine works?

b) Direct question: Should I call a lawyer?  
Indirect question: I wonder if/whether I should call a lawyer.

**Turn the following into indirect questions.**

1 Who left this bag here?  
   Do you know **who left this bag here**?...

2 Who is that woman?  
   We need to find out ..............................................

3 What time does the next train leave?  
   Can you tell me ..............................................

4 How much does this dress cost?  
   Could you tell me ..............................................

5 Where does Mary live?  
   I don't know ..............................................

6 Are the police investigating the robbery?  
   Have you any idea ..............................................

7 Did the caller leave a message?  
   I'd like to find out ..............................................

8 Is he the manager?  
   I'd like to know ..............................................

9 Who reported the crime?  
   Do you know ..............................................

10 How did they find the missing jewellery?  
   Have you any idea ..............................................
We use:

* so + auxiliary verb + personal pronoun/noun to show that we agree with a positive statement.
  e.g. ‘They’re painting their house this week.’ ‘So are we.’ (We are painting our house too.)
  ‘Janet passed her exams.’ ‘So did Diana.’ (Diana passed her exams, too.)

* neither/nor + auxiliary verb + personal pronoun/noun to show that we agree with a negative statement.
  e.g. ‘Kate doesn’t like red meat.’ ‘Neither/Nor do I.’
  (I don’t like red meat either.)
  ‘Paul can’t play the guitar.’ ‘Neither/Nor can Tim.’
  (Tim can’t play the guitar either.)

**11**

Decide if the statement after each exchange is true (T) or false (F).

1 Mark: I love playing football.
   Paul: So do I.
   ...T...
   Paul loves playing football.
2 Lucy: I don’t enjoy watching horror films.
   Jessica: Neither do I.
   ........... Jessica enjoys watching horror films.
3 Simon: I have never been to America before.
   Steven: Neither have I.
   ........... Steven has never been to America before.
4 Richard: I have got a lot of pen-friends.
   Julia: So have I.
   ........... Julia hasn’t got a lot of pen-friends.
5 Belinda: I am going to take the bus to school.
   Lucy: So am I.
   ........... Lucy is going to take the bus to school.

**12**

Fill in the gaps with appropriate responses.

1 A: I didn’t go to the party last night.
   B: ……..Neither/Nor did I…. I wish I had, though.
2 A: I enjoyed that film.
   B: ………………………………. It was brilliant.
3 A: I don’t like omelettes.
   B: ………………………………. I think they’re horrible.
4 A: I’m not looking forward to this exam.
   B: ………………………………. I’m sure it will be very difficult.
5 A: I’m going to York next weekend.
   B: ………………………………. I’ll see you there.
6 A: I’ve just bought a new car.
   B: ………………………………. Mine is a Rover.
7 A: I haven’t got any pets.
   B: ………………………………. I used to have a dog, though.
8 A: I was quite ill last week.
   B: ………………………………. I had the flu.

**13**

Fill in the blanks with phrases using the verbs given and so or not.

1 A: Are they going on holiday this year?
   B: ……Not/Neither do I…. (imagine). They haven’t saved any money.
2 A: Is Debbie ill?
   B: ………………………………. (think). I saw her in town this morning.
3 A: Did John fail his exams?
   B: ………………………………. (afraid). He’ll have to take them again.
4 A: Will you be finished soon?
   B: ………………………………. (expect). I haven’t got much left to do.
5 A: Can you come to the meeting after work?
   B: ………………………………. (think). I haven’t got any other plans.
6 A: Have they sold their house?
   B: ………………………………. (appear). There’s a ‘sold’ sign up outside.
7 A: Has he got a new car?
   B: ………………………………. (believe). I saw him driving a different one last week.
8 A: Could you lend me some money, please?
   B: ………………………………. (afraid). I haven’t got any.
9 A: Are you going anywhere nice this weekend?
   B: ………………………………. (suppose). My boss wants me to work.
Questions and Answers - Words often Confused

**Question Tags**

- *Question tags* are short questions at the end of statements. They are mainly used in speech when we want to confirm something or when we want to find out if something is true or not.

- Question tags are formed with the auxiliary or modal verb from the main sentence and the appropriate subject pronoun. When the verb of the sentence is in the present or past simple, we form the question tag with *do, does* or *did* and the subject pronoun.
  
  *e.g.*
  
  - a) *Mike lives* in California, *doesn’t he?*
  - b) *They sold* their house, *didn’t they?*

- A positive statement is followed by a negative question tag, and a negative statement is followed by a positive question tag.
  
  *e.g.* *She looks* beautiful, *doesn’t she?*

  *You don’t eat* meat, *do you?*

  When the sentence contains a word such as *never, hardly, seldom* or *rarely,* the question tag is positive.
  
  *e.g.* *She never* goes anywhere alone, *does she?*

- Some verbs/expressions form question tags differently. Study the following examples:

  I am • aren’t I?  
  Imperial • will/ won’t you? *Close the door, will/ won’t you?*
  Don’t • will you?  
  Let’s • shall we? *Let’s dance, shall we?*
  I have (got) • haven’t I? 
  *He has got* his own business, *hasn’t he?*
  I have • don’t I?  
  *You have a lot on your mind, don’t you?*
  There is/ are • isn’t/ aren’t there?  
  *There are many shops in the area, aren’t there?*
  This/ That is • isn’t it?  
  *That’s your wife over there, isn’t it?*
  Everyone/ Someone/ anyone/ No one • they?  
  *Everyone enjoyed the party, didn’t they?*

**Intonation**

- When we are sure of the answer and expect agreement, the voice goes down in the question tag.
  
  *e.g.* *This isn’t a cat, is it?*

- When we aren’t sure of the answer and want to check information, the voice goes up in the question tag.
  
  *e.g.* *This is a donkey, isn’t it?*

**Fill in the correct question tags and short answers.**

1. A: *You’ve seen that film, …haven’t you…?*
   B: Yes, …I have…

2. A: *They want to go skiing this year, ………………?*
   B: No, ……………………………. They want to go on an adventure holiday.

3. A: *He’ll probably be hungry when he comes in, ……………….?*
   B: Yes, ……………………………. I’ll make him some sandwiches.

4. A: *She likes going to the cinema, ……………….?*
   B: No, …………………………. She prefers going to the theatre.

5. A: *You’ve been to university, ………………….?*
   B: Yes, ……………………………….

6. A: *I’m a bit younger than Sally, ………………….?*
   B: Yes, ……………………………….

7. A: *They aren’t moving, ………………….?*
   B: Yes, ……………………………….

8. A: *You won’t forget to call me, ………………….?*
   B: No, ………………………………. Don’t worry.

9. A: *You took some photographs at the ceremony, ………………….?*
   B: Yes, ………………………………. They’re in this album.

10. A: *He knows I’m planning a party for him, ……………….?*
    B: No, ………………………………. He doesn’t suspect a thing.

11. A: *They have bought a new car, ………………….?*
    B: Yes, ………………………………. It’s a Volvo.

12. A: *He works for his father, ………………….?*
    B: Yes, ………………………………. His father owns a large company.

13. A: *I’m not late, ………………….?*
    B: No, ………………………………. You’re just on time.

14. A: *They’ll be here in a minute, ………………….?*
    B: Yes, ………………………………. We’d better tidy up.

15. A: *You did the washing-up, ………………….?*
    B: Yes, ………………………………. and I cleaned the kitchen.
UNIT 12
Questions and Answers - Words often Confused

15 Underline the correct answer.

1 A: You’re new here, are you/aren’t you?
   B: Yes. I started work here yesterday.
   A: Ah. Well, you’ve met everyone in the office, hadn’t you/haven’t you?
   B: Yes. There are a lot of people working here, aren’t they/aren’t there?

2 A: You will remember to lock all the doors when you leave. will you/won’t you?
   B: Of course. I’m not stupid. am I/aren’t I?
   A: No. But you forgot to lock the doors last week, didn’t you/did you?
   B: You’re not going to let me forget that, aren’t you/are you?

3 A: You haven’t seen Linda lately. have you/haven’t you?
   B: I saw her today. I told you. did I/didn’t I?
   A: Oh, yes! She didn’t mention the party. did she/didn’t she?
   B: No. she didn’t. It’s tomorrow night. is it/isn’t it?

16 Fill in the question tags, then read the sentences aloud with the correct intonation.

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<th>not sure</th>
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</table>

1 You haven’t got any money, have you/hasn’t she?
2 There’s some water in the jug, is there/aren’t there?
3 She will be here on time, won’t she?
4 Mum can give me a lift, can’t she?
5 You know my brother, don’t you?
6 They live together, don’t they?
7 We have plenty of time, haven’t we?
8 That boy is very clever, isn’t he/she?
9 You have a car, haven’t you?
10 The train will arrive soon, won’t it?
11 He has finished his homework, hasn’t he/she?
12 That’s my wallet, isn’t it?

17 Correct the mistakes.

1 ‘Paul doesn’t like going to the theatre.’ ‘Neither I don’t.’
2 Sally is good at Maths. isn’t Sally?
3 She never writes to you. doesn’t she?
4 ‘Mark is going to the supermarket.’ ‘So I am.’
5 Who did make all this mess?
6 Could you tell me when does the bus leave?
7 Come back soon, don’t you?
8 She seldom receives visitors. doesn’t she?
9 Everybody is here now, isn’t they?

18 Cross out the unnecessary word.

1 Who did give you this wonderful ring?
2 That was Martha’s sister, wasn’t it she?
3 How far is it the sports centre?
4 You don’t really mean that, do you mean?
5 Didn’t they not pay for the damage?
6 Don’t forget to give him a call, will you not?
7 How long ago have you been studying Japanese?
8 Have you any idea what time does the train leaves?
9 They haven’t got a green car, do have they?
10 ‘Is Tom going away this weekend?’ ‘I’m not afraid so.’
11 Didn’t we tell you to not watch that film?
12 We need to find out where does Bob lives.
13 Who did travelled to Portugal last month?
14 ‘What is Rod look like?’ ‘He’s generous and kind.’
## Phrasal Verbs

<table>
<thead>
<tr>
<th>Phrasal Verbs</th>
<th>Meaning</th>
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<tr>
<td>turn away:</td>
<td>(tr) not allow sb to enter a place</td>
</tr>
<tr>
<td>turn down:</td>
<td>1) (tr) refuse an offer; reject, 2) (tr) reduce volume etc (opp: turn up)</td>
</tr>
<tr>
<td>turn sb in:</td>
<td>(tr) give sb to the police</td>
</tr>
<tr>
<td>turn into:</td>
<td>(tr) change into. become</td>
</tr>
<tr>
<td>turn off:</td>
<td>(tr) switch off (opp: turn on)</td>
</tr>
<tr>
<td>turn on:</td>
<td>switch on</td>
</tr>
<tr>
<td>turn out:</td>
<td>1) (tr) produce, 2) (int) prove to be in the end; result, 3) (tr) force sb to leave 4) (tr) empty (one's pockets, handbag, etc)</td>
</tr>
<tr>
<td>turn over:</td>
<td>turn to a new page; change TV channel</td>
</tr>
<tr>
<td>turn sb over to sb:</td>
<td>(tr) deliver sb to the police (to the police, authorities)</td>
</tr>
<tr>
<td>turn to:</td>
<td>(tr) go to sb for help, advice</td>
</tr>
<tr>
<td>turn up:</td>
<td>1) (int) arrive or appear (unexpectedly), 2) (tr) increase (volume, pressure)</td>
</tr>
<tr>
<td>wear sb down:</td>
<td>(tr) make sb gradually weaker</td>
</tr>
<tr>
<td>wear off:</td>
<td>(of feelings) disappear gradually</td>
</tr>
<tr>
<td>wear out:</td>
<td>1) (tr) use until no longer serviceable, 2) (tr) exhaust</td>
</tr>
<tr>
<td>work on:</td>
<td>(tr) have an effect on</td>
</tr>
<tr>
<td>work out:</td>
<td>1) (tr) find the solution to a problem by reasoning or calculation, 2) (int) develop successfully</td>
</tr>
<tr>
<td>work up:</td>
<td>(tr) develop, increase</td>
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UNIT 12 Questions and Answers - Words often Confused

21 Fill in the blanks with the correct form of the words in brackets.

1. The …artist… got …__________… reviews from the critics. 
   (art, impress)
2. The police placed great …__________… on the …__________… they discovered. (important, evident)
3. His …__________… was proved thanks to the …__________… of an eye-witness who testified that he had not been party to the act of …__________… . (innocent, present, violent)
4. You must be very …__________… as this substance can be …__________… . (care, harm)
5. Lots of …__________… find …__________… in this …__________… part of the town. (tour, accommodate, peace)
6. She is …__________… that her …__________… investments were …__________… as she is now a very …__________… woman and owns …__________… properties throughout the country. (luck, finance, success, wealth, number)

22 Fill in the blanks with the correct form of the words in brackets.

Ian Fleming is famous for writing the extremely …__________… James Bond novels, which are packed with …__________… act and adventure. But Fleming himself had quite an …__________… life which has been recorded in several biographies.

He tried a career in banking but did not find it …__________… (interest) enough. In May, 1939, he joined the intelligence service and carried out several …__________… (danger) missions during the war. He planned clever …__________… (operate) and lived a life not unlike that of his famous hero, James Bond.

In 1952, he began to write a novel. Casino Royale was the first of the James Bond novels, all of which became …__________… (incredible) popular. They reflected his …__________… (usual) life and love of adventure. Fleming died in 1964 at the age of 56.

23 Complete each sentence with two to five words, including the word in bold.

1. If you leave the cake in the oven too long, it will burn. …__________… Don’t leave the cake in the oven too long …__________… burn.
2. You can’t leave. You have to tidy your desk first. …__________… You can’t …__________… your desk.
3. I don’t think it’s a good idea to wear that dress. …__________… If …__________… I wouldn’t wear that dress.
4. I want to buy a car, but I haven’t got enough money. …__________… I …__________… enough money to buy a car.
5. Although he is poor, he likes giving people presents. …__________… He likes giving people presents …__________… poor.
6. The lesson was cancelled. The teacher was ill. …__________… The lesson was cancelled …__________… ill.
7. You shouldn’t go outside without a coat; you might catch a cold. …__________… You …__________… outside without a coat; you might catch a cold.
8. She took some money. She thought she might want to buy something. …__________… She took some money …__________… to buy something.
9. The match was cancelled. The weather was very bad. …__________… The match was cancelled …__________… bad weather.
10. Carol would prefer to make a cake herself rather than buy one. …__________… Carol …__________… a cake herself than buy one.

24 Rewrite the sentences in the passive.

1. David will wash the dishes. …__________… The dishes will be washed by David…
2. When did the postman deliver the parcel? …__________…
3. Emily is telling them a joke. …__________…
4. Did they announce the results on the radio? …__________…
5. Tina can’t stand people interrupting her. …__________…
6. He expects his father to give him a lift. …__________…
Questions and Answers - Words often Confused

Revision Box

Choose the correct answer.

1. 'This is a nice room.'
   'Yes. It's the one .......... B .......... we've just redecorated.'
   A who B which C when

2. 'Did you know that Ted is getting married?'
   'Yes, He .......... me last week.'
   A tell B said C told

3. 'Have you seen your brother recently?'
   'Yes, I saw .......... yesterday.'
   A it B her C him

4. 'There is someone here to see you, sir.'
   'Good. Send .......... in.'
   A they B them C their

5. 'I'm afraid I can't come to your party.'
   'Oh no! You .......... to come ages ago!'
   A promised B refused C denied

6. 'What a beautiful day!'
   'Yes, it is, but it's .......... colder than yesterday.'
   A little B a few C a little

7. 'Did you ask Harry about the missing money?'
   'Yes, He .......... to having taken it.'
   A agreed B accused C admitted

8. 'This cake tastes very sweet.'
   'I think I put .......... sugar in it.'
   A too much B too many C a lot

9. 'Do you know that man?'
   'Yes, He's the man .......... sister lives next door to me.'
   A who B whose C which

10. 'Shall I take my coat with me?'
    'Yes, Take it .......... it gets cold later.'
    A in case B in spite C whereas

11. 'What did the doctor tell you?'
    'He .......... me to go on a diet.'
    A suggested B advised C explained

12. 'The sun is very bright today.'
    'I know. That's .......... I'm wearing sunglasses.'
    A where B why C when

13. ' .......... is your house?'
    'It's the one with the red door.'
    A Where B Who C Which

14. 'Laura is getting engaged next week.'
    'Then, that must be the reason .......... she looks so happy.'
    A which B why C who

It is Charlotte's first day at school and Ian is showing her around. Use question words from the list and the prompts below to ask and answer questions, as in the example.

how, how long, how much, how many, where, when, why, which/what

e.g. Charlotte: How long have you been at this school?
    Ian: Since I was seven years old.

Charlotte also asked Ian some other questions. Look at the prompts and write out her questions and suggest suitable replies.

- play / during / break?
- eat / in classrooms?
- eat lunch?
- your favourite subject?
- class / you / be in?
- your / favourite teacher?
- the / headmaster's / name?
- school / finish?
UNIT 12
Words often Confused

ago - before
ago (adv)  before now
e.g. Sandra left school six months ago.

before (adv)  before a past time
e.g. She washed her hair before she went to the party.

1 Fill in ago or before.
1 They moved to this neighbourhood two years .......... .
2 I have seen this film .................... .
3 In 1996 she finished the degree which she had started four years ................. .
4 He took up cycling ten years .................... .

good - well

good (adj)  well-behaved, not naughty
e.g. Their children are always good when they go out.

well (adv)  in a skilful or good way
e.g. He speaks Russian very well.

well (adj)  healthy
e.g. I don’t feel well today.

4 Fill in good or well.
1 If you’re .................... at school today, we’ll go to the park later.
2 They sing very .................... together, don’t they?
3 Be a .................... girl at school today.
4 After eating four burgers, he didn’t feel .................... .
5 Did Adam do .................... in the test?

beside - besides

beside (prep)  next to
e.g. The sofa is beside the fireplace in my house.

besides (prep)  also, in addition to
e.g. Besides buying us dinner last night, he paid for the theatre tickets.

2 Fill in beside or besides.
1 Put the book on the table .................... the vase.
2 My house is .................... a big park.
3 .................... a tent, you’ll need a sleeping bag.
4 He’s taken seven other tests .................... this one.

after - afterwards

after (prep)  following in time
e.g. He called me after I had finished work.

afterwards (adv)  at a later time
e.g. They went to the cinema and afterwards they went home.

3 Fill in after or afterwards.
1 Let’s go out .................... work this evening.
2 She ironed the clothes and .................... she put them away.
3 They went to the meeting and .................... they drove home.
4 .................... they had eaten, they did the washing-up.

hard - hardly

hard (adj)  difficult, vigorous
e.g. Tom found the exam very hard, and that’s why he failed it.

hardly (adv)  barely
e.g. It was so hot last night that I hardly slept at all.

5 Fill in hard or hardly.
1 Eric always works .................... .
2 I have .................... any free time these days.
3 They could .................... hear each other because the music was so loud.
4 If you train .................... , you’ll win the race on Saturday.

it's - its

it's  it is or it has (short form)
e.g. It’s time to go to bed!

It’s been two months since I last saw him.

its (poss adj)  of a thing/animal
e.g. The cat curled up in its basket and went to sleep.

6 Fill in it’s or its.
1 .................... eight o’clock already! We’re going to be late!
2 Their house is huge. .................... got fifteen rooms.
3 The dog buried .................... bone in the garden.
4 The plane lowered .................... wheels just before landing.
UNIT 12
Words often Confused

quite - enough

quite (adv) fairly, but not very
  e.g. The party we went to was quite good.

enough (adv) sufficient, satisfactory
  e.g. The sofa was big enough for four people.

7 Fill in quite or enough.

1 I enjoyed the meal. It was ................. tasty.
2 She wasn’t tall ................. to become a model.
3 The test was ................. difficult. I hope I did well.
4 Is the room warm ................. for you?

used to - be used to

used to refers to past habits and states
  e.g. I used to exercise every day, but I don’t any more.

be used to refers to an action which has been done so often that is very familiar to the person involved
  e.g. Joan is used to getting up early in the mornings.

8 Fill in used to or be used to in the correct form.

1 They ................. live by the sea, but now they live in the city.
2 We ................. meet for lunch every day, but we don’t any more.
3 They ................. being on their own.
4 Tom ................. working night shifts now, although he found it hard at the beginning.

affect - effect

affect (v) to influence sth/sb
  e.g. The closing down of the factory affected many families in the town.

effect (n) result; change produced by an action or a cause.
  e.g. The effects of pollution can be seen all over the world.

9 Fill in affect or effect.

1 You shouldn’t let her comments ................. you.
2 The advertising campaign had a good ................. on the sales figures.

3 Famous people can ................. the lives of young people.
4 The polluted water had a serious ................. on the fish in the river.

besides - except - but - except for - apart from

besides (adv) in addition, moreover, including, as well
  e.g. It’s too late to go out now.
  Besides, it’s going to rain.

except (prep) not including, apart from (in the middle of a sentence)
  e.g. Everyone in the company got a pay rise except James.

but (conj) not including, apart from (never at the beginning of a sentence)
  e.g. I cleaned every room but the kitchen.

except for (prep) not including, apart from (usually followed by a noun or -ing form)
  e.g. Except for the security guard, the building was empty.

apart from (prep) not including (usually followed by a noun or -ing form)
  e.g. Apart from washing the car, what else have you done today?

10 Fill in besides, except, but or apart.

1 We got cards from everyone ................. for Alec.
2 ................. from the singing of the birds, everything was quiet.
3 I didn’t like the idea of working for that company; ................. the salary wasn’t good enough.
4 She locked every door ................. the fire exit.
5 ................. from Pauline, everyone at the meeting agreed with the plan.
6 Let’s get a taxi since it’s raining; ................. we’ve already missed the last bus.
7 Every guest came on time ................. Claire.
8 ................. going shopping, what else shall we do on Saturday?
9 I’m going to bed because I’m tired; ................. it’s very late.

bring - take

bring (v) move sth towards sb/sth else
  e.g. Bring me those files, please.

take (v) move sth away from sb
  e.g. Will you take the rubbish out when you leave, please?
11 Fill in bring or take in the correct form.

1 Please .................. this box outside to the garden.
2 .................. me a chair from the kitchen, please.
3 He .................. the children to play in the park yesterday evening.
4 Will you .................. me the dishes from the dining room, please?

until - by

until (prep) before the time when something happens and not after it
  e.g. He worked for this company until he retired.
by (prep) no later than a specified time
  e.g. You must finish the report by Friday afternoon.

12 Fill in until or by.

1 We waited at the station .................. the train came.
2 I’ll be in the office .................. 6 o’clock. Call me before then.
3 You must return the library books .................. Wednesday.
4 Sam will know his exam results .................. the end of July.
5 We can’t announce anything to the public .................. we get the Prime Minister’s consent.

since - for

since (prep) from a specified time in the past until a later past time or until the present
  e.g. He’s been on holiday since last Friday.
for (prep) indicating a length of time
  e.g. They’ve been working here for ten years.

13 Fill in since or for.

1 They have known each other .................. many years.
2 He hasn’t heard from Alice .................. last summer.
3 Janet hasn’t written to John .................. January.
4 I have been waiting for the train .................. an hour.
5 I have been good friends with James .................. we were at school together.

14 Fill in listen or hear in the correct form.

listen (v) to hear intentionally
  e.g. They listened to the news broadcast on the radio.
hear (v) to perceive sounds with the ears
  e.g. Susan heard someone calling for help.

15 Fill in on time or in time.

on time neither late nor early, at the correct time
  e.g. I always make sure I get to work on time.
in time not late
  e.g. I hope I’ll get to the airport in time to watch the plane land.

Expressions with Do

one’s best/worst, business with sb, a crossword, damage
  to, one’s duty, an exercise, a test, an experiment, good,
  one’s hair, harm, one’s homework, the housework, a job,
  sth for a living, research, right/wrong, the shopping, a
  translation, the washing-up, work, etc.

Expressions with Make

an appointment, an arrangement, the beds, a cake,
  changes, coffee, a decision, a discovery, an effort, an
  excuse, a fortune, an impression, a joke, a mess, a mistake,
  money, a noise, an offer, peace, preparations, progress,
  sure, trouble, war, up one’s mind, etc.
UNIT 12
Words often Confused

16 Fill in do or make in the correct form.

1 James ................................ an exercise in his book when his pen ran out.
2 She ................................ lots of mistakes in her homework.
3 We could ................................ a fortune if we sold all this jewellery.
4 I like ................................ the washing-up straight after dinner.
5 Sam .................................. the shopping for me on his way home yesterday.
6 She .................................. a joke but nobody laughed.
7 They .................................. progress with the building.
8 Just a small slice of cake won’t ................. any harm.
9 John is going to ......................... an appointment to have his hair cut.
10 If you’re going to ......................... a job you should do it properly.
11 Mum is busy ......................... preparations for the party.
12 Will you ......................... your beds now, please?
13 Could you ......................... a translation of this article for me, please?
14 I don’t mind if you fail the test, so long as you ............... your best.
15 Yesterday we ......................... an offer on the house we want to buy.

2 ..........................................., the work was interesting, but now I find it boring.
3 It was a difficult situation, but ................................ everything worked out nicely.
4 There is a revision chapter ................................ of the book.
5 She didn’t know anyone ................................, but then she made lots of friends.
6 ......................... of the week, the weather was awful, but then it improved.
7 The big new supermarket is ................................ of the street.
8 The story has a tragic beginning, but fortunately everything turns out well .........................
9 ................................, nothing grew on the land, but it is covered with trees now.

any way • anyway

any way in any manner
e.g. They couldn’t find any way to get out of the building.

anyway (adv) anyhow, in any case
e.g. The coat was expensive, but I bought it anyway.

18 Fill in any way or anyway.

1 Is there ....................................... I can help you?
2 You can do this ................................ you think best.
3 I wasn’t keen on the idea of going to the party, but I went ......................... .
4 It wasn’t raining, but I took my umbrella with me ......................... .
5 You can’t treat people ......................... you want; you must always take their feelings into consideration.

all ready • already

all ready everyone prepared
e.g. The children are all ready to go.

already (adv) by this time
e.g. By the time I got there, the train had already left.

19 Fill in all ready or already.

1 The teams are ........................., so the competition can begin.
2 When you are ........................., we can leave.
3 They’ve ................................ finished all the work.
4 I’ve ......................... done the shopping this week.
5 The children had put on their costumes and they were ......................... to go on stage.
1. Choose the correct answer.

1. ... time have we got before the train leaves?
   A. How    B. How many    C. How much

2. He cut his finger while he ............ some wood.
   A. chopped    B. is chopping    C. was chopping

3. She was very tired, ............ she couldn’t sleep.
   A. although    B. despite    C. yet

4. ............ is that letter I wrote? Have you seen it?
   A. Where    B. Who    C. What

5. When we lived by the sea, we ............ to swim every morning.
   A. were used    B. got used    C. used

6. I love roses, ............ my sister loves carnations.
   A. when    B. whereas    C. wherever

7. She ............ get a job as a teacher. She loves children.
   A. ought    B. can    C. might

8. We waved goodbye ............ the car was out of sight.
   A. while    B. until    C. by the time

9. He slept for eight hours, ............ he was still tired.
   A. in spite    B. but    C. although

10. ‘I love going to the beach.’ ‘ ............ .’
    A. Neither do I    B. So do I    C. So I do

11. I’ve made ............ biscuits. Would you like one?
    A. some    B. any    C. no

12. We ............ go out to dinner, if you like.
    A. should    B. could    C. might

13. I think ............ has been reading my diary.
    A. no one    B. someone    C. anyone

14. They ............ haven’t finished building the new supermarket.
    A. still    B. yet    C. just

15. By the time the rain stopped, we ............ two pots of coffee.
    A. have drunk    B. had drunk    C. had been drinking

16. ............ we have a barbecue this evening?
    A. Shall    B. Will    C. Mustn’t

17. We’re going to the theatre ............ a play.
    A. see    B. to see    C. seeing

18. That is the right answer, ............?
    A. isn’t it    B. wasn’t it    C. is it

19. ............ painted this beautiful picture?
    A. Who    B. What    C. Where

20. If you had studied more, you ............ the exam.
    A. would pass    B. will pass    C. would have passed

21. He can’t decide who ............ to his birthday party.
    A. to invite    B. invite    C. inviting

22. I tried on two pairs of trousers, but ............ of them fitted me.
    A. both    B. neither    C. either

23. ‘I don’t like bananas.’ ............ .
    A. Neither I do    B. Neither do I    C. So do I

24. He’s tired. He ............ properly for days.
    A. hasn’t slept    B. didn’t sleep    C. doesn’t sleep

25. They own a motorboat, ............ ?
    A. do they    B. they don’t    C. don’t they

26. If I had a bigger flat, I ............ a party.
    A. have    B. will have    C. would have

27. He ............ be famous. I’ve never heard of him.
    A. must    B. can’t    C. mustn’t

28. I have ............ received a letter from my pen-friend.
    A. just    B. yet    C. still

29. When I opened the door, there wasn’t ............ there.
    A. someone    B. no one    C. anyone

30. Chris is the ............ person I have ever met.
    A. patient    B. more patient    C. most patient

31. I live in the city, so I ............ to busy traffic.
    A. am used    B. get used    C. used

32. I’m hungry. I haven’t had ............ to eat all day.
    A. something    B. nothing    C. anything

33. When I buy a new house, I ............ every room myself.
    A. paint    B. will paint    C. would paint

34. We must run to the cinema. The film ............ in five minutes.
    A. starts    B. is starting    C. will start

35. It’s no use ............ about the exam results. You’ll know soon enough.
    A. worry    B. to worry    C. worrying
36 We are thinking about .......... a new car.
   A buy      B to buy      C buying

37 He was dirty because he .......... in the garden.
   A had been working   B had worked
   C has been working

38 She has lots of T-shirts, but ....... of them are in the wash.
   A both   B all   C either

39 Tom is three years ......... than his brother.
   A old       B older      C oldest

40 We live in ........... large block of flats.
   A a       B one       C the

2 Rewrite the following sentences in the passive.

1 People say that she owns several companies.
   ...It is said that she owns several companies/She is
   said to own several companies....

2 Dad is cleaning the floor at the moment.

3 The phone company cut off our telephone yesterday.

4 You must do the washing-up after dinner.

5 She will have typed all the letters by five o’clock.

6 They are interviewing two candidates at the moment.

7 He has torn his shirt again.

8 Mark feeds the dogs every morning.

9 We shouldn’t reveal anything to the press.

10 Where have they sent those parcels to?

11 People think that he will win the race.

12 I object to her taking my books without permission.

13 They had sold all the tickets by the time we arrived.

14 People make jam from fruit.

15 They saw him talking to the manager.

16 Who took that beautiful photo?

17 When did they open their shop?

3 Write questions to which the words in bold are the answers.

1 Andrew has been to New York.
   ...Where has Andrew been?...

2 He is sad because his bicycle is broken.

3 Sarah is tall with blonde curly hair.

4 Barry is very generous.

5 Claire is in her office.

6 The play starts at eight o’clock.

7 He bought that car two months ago.

8 Jonathan wants to go on holiday.

9 We got to the island by boat.

10 That is Joanne’s book.

4 Rewrite the following sentences using have something done.

1 The gardener cuts their grass once a week.
   ...They have their grass cut once a week...

2 They will ask the porter to carry their bags for them.

3 I must get someone to clean the windows.

4 His fence was built by a carpenter.

5 The hairdresser is styling Lucy’s hair.

6 The doctor has bandaged his arm for him.

7 The dentist was checking Tom’s teeth.

8 The cleaner had washed the floor for me.

9 It’s worth asking someone to repair the roof.

10 The builders will be building the wall for him.

5 Complete the sentences.

1 He is very ill. He can’t go to work.
   He is .......... to work...

2 She has got a lot of time. She can have a cup of tea.
   She has got .......... to drink.

3 This meat is very tough. I can’t cut it.
   This meat is .......... to cut.
Revision 4 (Units 1 - 12)

4 These bags are very heavy. He can’t carry them.
   These bags are ..............................................................
5 We have got a lot of money. We can go out to dinner.
   We have got ...........................................................
6 I have made a lot of food. I can feed all the guests.
   I have made ..................................................................
7 Sarah is beautiful. She could be a model.
   Sarah is ........................................................................
8 Adam is very young. He can’t drive a car.
   Adam is ........................................................................
9 It’s very cold outside. You can’t wear shorts.
   It’s ..............................................................................
10 Peter is very clever. He can pass his exams.
   Peter is ........................................................................

6 Rewrite the sentences using the words/phrases given.

1 She had barely woken up when the telephone rang.
   Barely ...had she woken up when the telephone rang...
2 I haven’t seen such beautiful mountains anywhere else.
   Nowhere else ..............................................................
3 If I were you, I would get a cat.
   Were ...........................................................
4 The policeman didn’t realise that the thief had already escaped.
   Little ...........................................................
5 He hasn’t had an ice cream since last summer.
   Not since ..............................................................
6 She not only broke the glass, but she cut her hand.
   Not only ..............................................................
7 We have seldom seen such a well-kept garden.
   Seldom ...............................................................
8 They have never stayed in such a wonderful hotel before.
   Never before ..........................................................
9 He has not once apologised for his appalling behaviour.
   Not once ..............................................................
10 I only noticed the broken window after the children had left.
   Only after ..............................................................

7 Rewrite the following sentences in reported speech.

1 ‘Be quiet, or I’ll send you to bed’, she said to them.
   ...She threatened to send them to bed if they were not quiet...
2 ‘He always makes too much noise’, she said.
   ..............................................................
3 ‘Yes, I’ll lend you the money’, I said to her.
   ..............................................................
4 ‘That was a delicious meal!’ said Julia.
   ..............................................................
5 He said, ‘Shall we go shopping?’
   ..............................................................
6 ‘I didn’t break your stereo’, he said to me.
   ..............................................................
7 He said to her, ‘Please, please don’t go without me.’
   ..............................................................

8 Underline the correct form of the infinitive.

1 It is considered to be/be/being unlucky to walk/walk/walking under ladders.
2 I hate go/to going out in the rain.
3 She went for a walk get/to get/getting some fresh air.
4 I don’t want watch/to watch/watching this film.
5 He was happy be/to be/being home at last.
6 My father made me tidy/to tidy/tidying my bedroom.
7 Sam agreed help/to help/helping me with my homework.
8 The man confessed steal/to steal/to stealing the documents.
9 My boss expects me finish/to finish/finishing this work before six o’clock.
10 He warned them about swim/to swim/swimming in that river, but they took no notice.
11 The children complained about miss/to miss/missing the party.
12 Carl denied break/to break/breaking the computer.
13 We could hear the choir sing/to sing/singing as we passed the church.
14 I don’t know what do/to do/doing about this problem.
15 Ski/To ski/Skiing is a very exciting sport.

9 Rewrite the sentences using participles.

1 The woman who is serving the tea is my aunt.
   ...The woman serving the tea is my aunt....
2 Because we were tired, we stayed at home.
   ..............................................................
3 After the boss had explained the problem, he asked the employee to solve it.
   ..............................................................
4 Katie locked the doors before she went to the shop.
   ..............................................................
5 Because he felt ill, Stuart went to the doctor’s.
   ..............................................................
6 The boy who is wearing a hat is Nicholas.
   ..............................................................
7 The files which were stored on that disk were very important.

8 After Caroline had made the beds, she went to work.
9 Because he had overslept, he had to take a taxi to the office.
10 Robin got oil on his shirt while he was fixing his bike.
11 Rachel picked up a book and started to read.
12 Oliver was sitting on a bench and he was watching the football match.

**Fill in the gaps with some, any, no or one of their compounds.**

1 A: Are you doing __________ at the weekend?
   B: No, I haven’t made any plans yet.
2 A: I think there’s ____________ else in this envelope.
   B: Take it out and see what it is.
3 A: Are you off work next week?
   B: Yes, but I’m not going ___________. I’m going to stay at home.
4 A: The meal was a great success last night.
   B: I know. There was ___________ food left over, either.
5 A: Where’s David?
   B: He’s gone ___________ with his brother.
6 A: Did you enjoy your visit to the museum?
   B: Yes, but there was ___________ to tell us about the exhibits.
7 A: There’s ___________ at the door for you.
   B: Who is it?
8 A: Is ___________ wrong?
   B: Not really. I’m just very tired.
9 A: The bus was really crowded today. There was ___________ to sit.
   B: I know. I wish I had my own car.
10 A: Can I borrow ___________ sugar from you, please?
    B: Yes, of course. How much do you need?

**Put the verbs in brackets into the correct tense.**

1 If only I ___________ some of this work yesterday.
2 I wish I ___________ (afford) to buy some new clothes.
3 If only he ___________ (talk) so much.
4 I wish she ___________ (not/leave) so early last night.
5 I wish they ___________ (visit) more often.
6 If only we ___________ (not/miss) the train.
7 If only you ___________ (ask) me to help you before.
8 I wish I ___________ (have) more free time.
9 If only we ___________ (not/have) to go to work today.
10 I wish she ___________ (tell) me what is wrong.

**Underline the correct answer.**

1 There/It/One were lots of people at the opening ceremony last night.
2 He’s faster than I am, but I’m cleverer than he/him/his.
3 They always take off them/their shoes before going upstairs.
4 The ball bounced up and hit her on the/her—they head.
5 Our neighbours designed their house themselves/ourselves/they.
6 This/That/These man over there is my teacher.
7 Your room is a mess! Put everywhere/everyone/everything away immediately!
8 I haven’t got many/little/much money, so I won’t go out tonight.

**Put the verbs in brackets into the correct tense.**

1 I ___________ (go) to the beach tomorrow. Would you like to come?
2 We ___________ (think) about moving to the city recently.
3 Hurry up! The lesson ___________ (start) in five minutes.
4 I’m starving! I ___________ (not/eat) a thing all day.
5 I’m afraid you ___________ (not/get) the job unless you look smart.
6 Don’t make too much noise when you come in. We ___________ (sleep).
7 I saw David as I ___________ (do) the shopping.
   He looked well.
8 He said he ___________ (help) me with my homework if he has time.
9 ‘How long ___________ (you/work) as a waiter?’ Since I was sixteen.
10 We can’t leave until the taxi ___________ (arrive).
11 Mum ___________ (make) a cake this morning. Would you like some?
12 ___________ (you/go) to the library today? I need to return some books.
Revision 4 (Units 1 - 12)

9 He has been out of work for six months now.
10 It is against the law to leave school before the age of 16.
11 I found this book off chance when I was tidying the attic.
12 She takes her parents for granted.
13 It was raining and the sun was shining for the same time.
14 I don’t know by certain, but I think the boss is on holiday.
15 He deleted the file from the computer on mistake.

15 Fill in the gaps with the correct particle from the list.

up, in, down, off, out, for, on

1 When the plane eventually took off, the passengers cheered.
2 I hear your company are taking on new staff.
3 My watch had run down, so I was late for work.
4 HRH stands for Her Royal Highness.
5 Can you turn up the television? I can’t hear it.
6 The children worked on a great deal of excitement before the party.
7 We saw the happy couple on their honeymoon, then went home.
8 She had to take off her skirts and trousers after her diet.
9 Leaving all the lights on is a sure way to run a huge electricity bill.
10 I’ve been working hard all day and I’m worn out.
11 Clive has taken up jogging in order to keep fit.
12 He was whistling as he set off on his journey.
13 Can you turn on the lamp? It’s getting dark.
14 The dark clouds gathered and the rain set in.
15 The man in the dark suit turned out to be our new boss.

16 Complete each sentence with two to five words, including the word in bold.

1 I hope you will behave well at the party. 
   yourself I hope you will behave yourself... at the party.
2 I saw Louise walking alone in the park.
   by I saw Louise in the park.
3 He looked like he hadn’t eaten for days.
   if He looked eaten for days.
4 It takes half an hour to walk from my house to the office.
   walk It is from my house to the office.
5 That’s the hospital where I was born.
   in That’s the hospital where I was born.

6 I invited Sam to the party. I also invited Andrew. 
   both I invited both to the party.
7 Take some money with you. You might want to buy something.
   case Take some money with you to buy something.
8 She stayed up late because she wanted to finish some work.
   so She stayed up late to finish some work.
9 There were many people at the meeting. Some of them were important clients.
   whom There were many people at the meeting, some of whom were important clients.
10 This is Andrea. Her parents live in Spain.
   whose This is Andrea in Spain.
11 The river had flooded because of the heavy rain.
   due The river had flooded because of heavy rain.
12 He has little time in which to relax.
   much He has little time in which to relax.
13 He went to the theatre alone in the end.
   on He went to the theatre in the end.
14 There are only a few people waiting for the train.
   many There are many people waiting for the train.
15 Having run to school, Steven was out of breath.
   because Steven was out of breath because he had run to school.
16 We spent all afternoon printing those files.
   whole We spent the whole afternoon printing those files.
17 The film was so funny that we laughed all the way through.
   such It was so funny that we laughed all the way through.
18 I find people dropping litter disgusting.
   that I find people dropping litter disgusting.
19 No one understood me when I tried to explain the problem.
   myself I couldn’t when I tried to explain the problem.
20 It seemed that the two women knew nothing about the incident.
   of It seemed that the two women knew nothing about the incident.

17 Fill in the correct form of the word in brackets.

1 Being a doctor is a very demanding occupation.
   (occupy).
2 It is very of you to mind the baby for me. (help)
Revision 4 (Units 1 - 12)

3 We were woken up by a .............................................. in the street. (disturb)
4 Seeing his best friends at the party increased his ........................................ of the evening. (enjoy)
5 Eating more fresh fruit would be ........................................ to your health. (benefit)
6 My father is a very ........................................ businessman. (succeed)
7 I am running out of ........................................ with you! (patient)
8 The ........................................ of the block of flats took less than a week. (destroy)
9 He is in hospital having a minor ........................................ . (operate)
10 It was very ........................................ of you to visit me in hospital. (thought)
11 The manager has reached a ........................................ about which candidate to employ. (decide)
12 Winning the competition was quite an ........................................ for him. (achieve)
13 She has to wear ........................................ clothing when she is working. (protect)
14 Despite his firm ........................................ , I still think he is guilty. (deny)
15 It would be ........................................ to be more careful in future. (advise)
16 Michael won second prize in the school art ........................................ . (compete)

3 ‘........... we invite Liz and Tony for dinner tomorrow?’
   ‘Yes. Let’s ask Keith and Lesley, too.’
   A Would B Will C Shall

4 ‘That man is my biology teacher.’
   ‘He ........................................ be a teacher. He looks much too young.’
   A needn’t B can’t C mustn’t

5 ‘I think this plant is dying and I don’t know what to do.’
   ‘You ........................................ water it more often, I think.’
   A would B might C should

6 ‘Would you like to come to the cinema tonight?’
   ‘Sorry, I can’t. My boss says I ........................................ work late tonight.’
   A have to B mustn’t C might

7 ‘........... I help you, madam?’
   ‘Yes. I’m looking for the customer service department.’
   A Should B Must C May

8 ‘........... I see you in my office, please?’
   ‘Certainly, Mrs Simpson.’
   A Must B Could C Would

9 ‘Shall I get some more salt at the supermarket?’
   ‘No, you ........................................ . There’s plenty.’
   A needn’t B mustn’t C couldn’t

10 ‘Did you post that card to Matthew?’
   ‘No, I ........................................ . He came to see me so I gave it to him then!’
   A mustn’t B didn’t need to C needn’t

11 ‘I’m leaving now. I ........................................ take this parcel to the post office.’
   ‘I know. The boss told me he’d asked you to take it.’
   A have got to B don’t need to C mustn’t

12 ‘........... I borrow your calculator, please?’
   ‘Of course. It’s on my desk.’
   A Would B Must C Can

13 ‘Can you still speak Russian?’
   ‘No. I ........................................ when I was young, but I’ve forgotten it now!’
   A can B couldn’t C could

14 ‘I’ve lost my passport.’
   ‘You ........................................ report it to the police.’
   A oughtn’t to B ought to C might

15 ‘........... you pick me up from work today, please?’
   ‘Yes. I’ll be there at 5 o’clock.’
   A Will B Shall C May

18 Cross out the unnecessary word.

1 Despite X being hungry, I didn’t eat anything.
2 Didn’t he not help you make dinner?
3 She spent the all night worrying about the exam.
4 That was Mark you were talking to, wasn’t it he?
5 Every one employee must report to the manager.
6 That’s the girl whose her mother is an actress.
7 I phoned Mum to ask her for some advice.
8 Don’t forget to feed the cat, will you not?
9 There it seems to be a problem with the computer.
10 Who did sent this parcel?
11 Where is it my watch?
12 The children are making a lots of noise.
13 These glasses are pretty, but the others ones are awful.
14 When I will finish my homework, I will tidy my room.
15 There she is a woman on the phone for you.

19 Choose the correct answer.

1 ‘Did you speak to Carol before she left?’
   ‘No, but I ........................................ leave a message with her secretary.’
   A couldn’t B was able to C would

2 ‘What shall I do with this application form?’
   ‘You ........................................ fill it in and return it to the office by Friday.’
   A must B would C needn’t
## Irregular Verbs

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APPENDICES
Appendix 1

### Present Simple

1. Most verbs take -s in the third person singular.
   - I run - he runs
2. Verbs ending in -ss, -sh, -ch, -x, and -o, take -es.
   - I kiss - he kisses, I brush - he brushes, I teach - he teaches, I fix - he fixes, I go - he goes
3. Verbs ending in a consonant + y, drop the -y and take -ies.
   - I cry - he cries
4. Verbs ending in a vowel + y, take -s.
   - I play - he plays

### Present Continuous

1. Verbs ending in -e, drop the -e and take the -ing suffix.
   - starve - starving but see - seeing
2. Verbs ending in one stressed vowel between two consonants, double the last consonant and take the -ing suffix.
   - rub - rubbing but open - opening
3. Verbs ending in -I, double the -I and take the -ing suffix.
   - quarrel - quarreling
4. Verbs ending in -ie, drop the -ie and take -y + ing.
   - lie - lying

### Past Simple

1. Verbs ending in -e, take only -ed.
   - improve - improved
2. Verbs ending in a consonant + y, drop the -y and take -ed.
   - try - tried
3. Verbs ending in a vowel + y, take -ed.
   - pray - prayed
4. Verbs ending in one stressed vowel between two consonants, double the last consonant and take -ed.
   - rub - rubbed but open - opened
5. Verbs ending in -I, double the -I and take -ed.
   - travel - travelled

---

### Appendix 2

#### Present Simple

<table>
<thead>
<tr>
<th>Affirmative</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I clean</td>
<td>I don’t clean</td>
</tr>
<tr>
<td>You clean</td>
<td>You don’t clean</td>
</tr>
<tr>
<td>He cleans</td>
<td>He doesn’t clean etc.</td>
</tr>
<tr>
<td>She cleans</td>
<td>Interrogative</td>
</tr>
<tr>
<td>It cleans</td>
<td>Do I clean?</td>
</tr>
<tr>
<td>We clean</td>
<td>Do you clean?</td>
</tr>
<tr>
<td>You clean</td>
<td>Does he clean etc.</td>
</tr>
</tbody>
</table>

#### Present Continuous

<table>
<thead>
<tr>
<th>Affirmative</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am cleaning</td>
<td>I’m not cleaning</td>
</tr>
<tr>
<td>You are cleaning</td>
<td>You aren’t cleaning</td>
</tr>
<tr>
<td>He is cleaning</td>
<td>He isn’t cleaning etc.</td>
</tr>
<tr>
<td>She is cleaning</td>
<td>Interrogative</td>
</tr>
<tr>
<td>It is cleaning</td>
<td>We are cleaning Am I cleaning?</td>
</tr>
<tr>
<td>We are cleaning</td>
<td>Are you cleaning?</td>
</tr>
<tr>
<td>You are cleaning</td>
<td>Is he cleaning etc.</td>
</tr>
</tbody>
</table>

#### Future Simple

<table>
<thead>
<tr>
<th>Affirmative</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will clean</td>
<td>I won’t clean</td>
</tr>
<tr>
<td>You will clean</td>
<td>You won’t clean</td>
</tr>
<tr>
<td>He will clean</td>
<td>He won’t clean etc.</td>
</tr>
<tr>
<td>She will clean</td>
<td>Interrogative</td>
</tr>
<tr>
<td>It will clean</td>
<td>We will be cleaning Will I be cleaning?</td>
</tr>
<tr>
<td>We will be cleaning</td>
<td>Will you be cleaning?</td>
</tr>
<tr>
<td>You will be cleaning</td>
<td>Will he be cleaning etc.</td>
</tr>
<tr>
<td>They will be cleaning</td>
<td></td>
</tr>
</tbody>
</table>

#### Future Continuous

<table>
<thead>
<tr>
<th>Affirmative</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will be cleaning</td>
<td>I won’t be cleaning</td>
</tr>
<tr>
<td>You will be cleaning</td>
<td>You won’t be cleaning</td>
</tr>
<tr>
<td>He will be cleaning</td>
<td>He won’t be cleaning etc.</td>
</tr>
<tr>
<td>She will be cleaning</td>
<td>Interrogative</td>
</tr>
<tr>
<td>It will be cleaning</td>
<td>We will be cleaning Will I be cleaning?</td>
</tr>
<tr>
<td>We will be cleaning</td>
<td>Will you be cleaning?</td>
</tr>
<tr>
<td>You will be cleaning</td>
<td>Will he be cleaning etc.</td>
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<td>They will be cleaning</td>
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</table>

#### Future Perfect

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>I will have cleaned</td>
<td>I won’t have cleaned</td>
</tr>
<tr>
<td>You will have cleaned</td>
<td>You won’t have cleaned</td>
</tr>
<tr>
<td>He will have cleaned</td>
<td>He won’t have cleaned etc.</td>
</tr>
<tr>
<td>She will have cleaned</td>
<td>Interrogative</td>
</tr>
<tr>
<td>It will have cleaned</td>
<td>We will have cleaned Will I have cleaned?</td>
</tr>
<tr>
<td>We will have cleaned</td>
<td>Will you have cleaned?</td>
</tr>
<tr>
<td>You will have cleaned</td>
<td>Will he have cleaned etc.</td>
</tr>
<tr>
<td>They will have cleaned</td>
<td></td>
</tr>
<tr>
<td><strong>Future Perfect Continuous</strong></td>
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</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Affirmative</strong></td>
<td><strong>Negative</strong></td>
</tr>
<tr>
<td>I will have been cleaning</td>
<td>I won’t have been cleaning</td>
</tr>
<tr>
<td>You will have been cleaning</td>
<td>You won’t have been cleaning</td>
</tr>
<tr>
<td>He will have been cleaning</td>
<td>He won’t have been cleaning etc.</td>
</tr>
<tr>
<td>She will have been cleaning</td>
<td><strong>Interrogative</strong></td>
</tr>
<tr>
<td>It will have been cleaning</td>
<td>Will I have been cleaning?</td>
</tr>
<tr>
<td>We will have been cleaning</td>
<td>Will you have been cleaning?</td>
</tr>
<tr>
<td>You will have been cleaning</td>
<td>Will he have been cleaning? etc.</td>
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<tr>
<td>They will have been cleaning</td>
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<table>
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<th><strong>Present Perfect Continuous</strong></th>
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<td>I haven’t cleaned</td>
</tr>
<tr>
<td>You have cleaned</td>
<td>You haven’t cleaned</td>
</tr>
<tr>
<td>He has cleaned</td>
<td>He hasn’t cleaned etc.</td>
</tr>
<tr>
<td>She has cleaned</td>
<td><strong>Interrogative</strong></td>
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<tr>
<td>It has cleaned</td>
<td>Have I cleaned?</td>
</tr>
<tr>
<td>We have cleaned</td>
<td>Have you cleaned?</td>
</tr>
<tr>
<td>You have cleaned</td>
<td>Has he cleaned? etc.</td>
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<tr>
<td>They have cleaned</td>
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<table>
<thead>
<tr>
<th><strong>Past Simple</strong></th>
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<td><strong>Negative</strong></td>
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<tr>
<td>I cleared</td>
<td>I didn’t clean</td>
</tr>
<tr>
<td>You cleaned</td>
<td>You didn’t clean</td>
</tr>
<tr>
<td>He cleaned</td>
<td>He didn’t clean etc.</td>
</tr>
<tr>
<td>She cleaned</td>
<td><strong>Interrogative</strong></td>
</tr>
<tr>
<td>It cleaned</td>
<td>Did I clean?</td>
</tr>
<tr>
<td>We cleaned</td>
<td>Did you clean?</td>
</tr>
<tr>
<td>You cleaned</td>
<td>Did he clean? etc.</td>
</tr>
<tr>
<td>They cleaned</td>
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</table>

<table>
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<tr>
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<th><strong>Past Perfect Continuous</strong></th>
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<td><strong>Negative</strong></td>
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<td>I had cleaned</td>
<td>I hadn’t cleaned</td>
</tr>
<tr>
<td>You had cleaned</td>
<td>You hadn’t cleaned</td>
</tr>
<tr>
<td>He had cleaned</td>
<td>He hadn’t cleaned etc.</td>
</tr>
<tr>
<td>She had cleaned</td>
<td><strong>Interrogative</strong></td>
</tr>
<tr>
<td>It had cleaned</td>
<td>Had I cleaned?</td>
</tr>
<tr>
<td>We had cleaned</td>
<td>Had you cleaned?</td>
</tr>
<tr>
<td>You had cleaned</td>
<td>Had he cleaned? etc.</td>
</tr>
<tr>
<td>They had cleaned</td>
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### Appendix 3

#### Verbs, Adjectives, Nouns with Prepositions

<table>
<thead>
<tr>
<th>A</th>
<th>Absent from (adj)</th>
<th>Ahead of (prep)</th>
<th>Apply to sb for sth (v)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Accompanied by (adj)</td>
<td>Aim at (v)</td>
<td>Approve of (v)</td>
</tr>
<tr>
<td></td>
<td>According to (prep)</td>
<td>Allergic to (adj)</td>
<td>Argue with sb about sth (v)</td>
</tr>
<tr>
<td></td>
<td>Account for (v)</td>
<td>Amazed at/by (adj)</td>
<td>Arrest sb for sth (v)</td>
</tr>
<tr>
<td></td>
<td>Accuse sb of (v)</td>
<td>Amused at/with (adj)</td>
<td>Arrive at (a small place) (v)</td>
</tr>
<tr>
<td></td>
<td>Accustomed to (adj)</td>
<td>Angry at what sb does (adj)</td>
<td>Arrive in (a town) (v)</td>
</tr>
<tr>
<td></td>
<td>Addicted to (adj)</td>
<td>Angry with sb about sth (adj)</td>
<td>Ashamed of (adj)</td>
</tr>
<tr>
<td></td>
<td>Advantage of (n)</td>
<td>Angry with sb for doing sth (adj)</td>
<td>Ask for (v) (but: ask sb a question)</td>
</tr>
<tr>
<td></td>
<td>(but: there’s an advantage in - (have) an advantage over sb)</td>
<td>Annoyed with sb about sth (adj)</td>
<td>Assure (sb) of (v)</td>
</tr>
<tr>
<td></td>
<td>Advice on (n)</td>
<td>(In) answer to (n)</td>
<td>Astonished at/by (adj)</td>
</tr>
<tr>
<td></td>
<td>Afraid of (adj)</td>
<td>Anxious about sth (adj)</td>
<td>Attached to (adj)</td>
</tr>
<tr>
<td></td>
<td>Agree to/on sth (v)</td>
<td>Apologise to sb for sth (v)</td>
<td>Attack on (n)</td>
</tr>
<tr>
<td></td>
<td>Agree with sb (v)</td>
<td>(Make an) appeal to sb for sth (n)</td>
<td>Attend to (v)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appeal to/against (v)</td>
<td>(Un) aware of (adj)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Bad at (adj) (but: He was very bad to me.)</th>
<th>Benefit from (v)</th>
<th>Bored with/of (adj)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base on (v)</td>
<td>Bet on (v)</td>
<td>Borrow sth from sb (v)</td>
</tr>
<tr>
<td></td>
<td>Basis for (n)</td>
<td>Beware of (v)</td>
<td>Brilliant at (adj)</td>
</tr>
<tr>
<td></td>
<td>Beg for (v)</td>
<td>(Put the) blame on sb (n)</td>
<td>Bump into (v)</td>
</tr>
<tr>
<td></td>
<td>Begin with (v)</td>
<td>Blame sb for sth (v)</td>
<td>Busy with (adj)</td>
</tr>
<tr>
<td></td>
<td>Believe in (v)</td>
<td>Blame sth on sb (v)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>Call at/on (phr v)</th>
<th>Collide with (v)</th>
<th>Contact between (n) (but: in contact with)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Call for (= demand) (phr v)</td>
<td>Comment on (v)</td>
<td>Content with (adj)</td>
</tr>
<tr>
<td></td>
<td>Campaign against/for (v)</td>
<td>Communicate with (v)</td>
<td>Contrary to (prep)</td>
</tr>
<tr>
<td></td>
<td>Capable of (adj)</td>
<td>Compare with (v) (how people and things are alike and how they are different)</td>
<td>Contrast with (v)</td>
</tr>
<tr>
<td></td>
<td>Care about (v)</td>
<td>Compare to (v) (show the likeness between sb/sth and sb/sth else)</td>
<td>Contribute to (v)</td>
</tr>
<tr>
<td></td>
<td>Care for sb (v) (= like to do sth)</td>
<td>Comparison between (n)</td>
<td>Convert to/into (v)</td>
</tr>
<tr>
<td></td>
<td>Take care of (n)</td>
<td>Complain of (v) (= suffer from)</td>
<td>Cope with (v)</td>
</tr>
<tr>
<td></td>
<td>Care for sth (v) (= like to do sth)</td>
<td>Complain to sb about sth (v)</td>
<td>Correspond to/with (v)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(= be annoyed at)</td>
<td>Count against (v)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Compliment sb on (v)</td>
<td>Count on sb (phr v)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comply with (v)</td>
<td>Cover in/with (v)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conceal sth from sb (v)</td>
<td>Covered in/with (adj)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Concentrate on (v)</td>
<td>Crash into (v)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Have) confidence in sb (n)</td>
<td>(Have) a craving for sth (n)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confusion over (n)</td>
<td>Crazy about (adj)</td>
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<tr>
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<td></td>
<td>Congratulate sb on sth (v)</td>
<td>Crowded with (adj)</td>
</tr>
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<td></td>
<td></td>
<td>Connection between (n)</td>
<td>Cruel to (adj)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(But: in connection with)</td>
<td>Cruelty towards/to (n)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conscious of (adj)</td>
<td>Cure for (n)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connect to/with (v)</td>
<td>Curious about (adj)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consist of (v)</td>
<td>Cut into (phr v) (= interrupt sb/a conversation)</td>
</tr>
<tr>
<td>Verbs, Adjectives, Nouns with Prepositions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>damage to (n)</td>
<td>depend on/upon (v)</td>
<td>discouraged from (adj)</td>
</tr>
<tr>
<td></td>
<td>date back to (v)</td>
<td>dependent on (adj)</td>
<td>discussion about/on (n)</td>
</tr>
<tr>
<td></td>
<td>date from (v)</td>
<td>describe sb/sth to sb else (v)</td>
<td>disgusted by/at (adj)</td>
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<tr>
<td></td>
<td>deal with (v)</td>
<td>description of (n)</td>
<td>dismiss from (v)</td>
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<tr>
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<td>dear to (adj)</td>
<td>die of/from (v)</td>
<td>dispose of (v)</td>
</tr>
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<td></td>
<td>decide on/against (v)</td>
<td>die in an accident (v)</td>
<td>disqualified from (adj)</td>
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<tr>
<td></td>
<td>decrease in (n)</td>
<td>differ from (v)</td>
<td>dissatisfied with (adj)</td>
</tr>
<tr>
<td></td>
<td>dedicate to (v)</td>
<td>(have) difference between/of (n)</td>
<td>distinguish between (v)</td>
</tr>
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<td></td>
<td>definition of (n)</td>
<td>different from (adj)</td>
<td>divide between/among (v)</td>
</tr>
<tr>
<td></td>
<td>delay in (n)</td>
<td>difficulty in/with (n)</td>
<td>divide into/by (v)</td>
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<tr>
<td></td>
<td>delight in (v)</td>
<td>disadvantage of (n) (but: there’s a)</td>
<td>do sth about (v)</td>
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<tr>
<td></td>
<td>delighted with (adj)</td>
<td>disadvantage in doing sth)</td>
<td>doubtful about (adj)</td>
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<td></td>
<td>demand for (n)</td>
<td>disagree with (v)</td>
<td>dream about (v)</td>
</tr>
<tr>
<td></td>
<td>demand from (v)</td>
<td>disappointed with/about (adj)</td>
<td>dream of (v) (= imagine)</td>
</tr>
<tr>
<td></td>
<td>depart from (v)</td>
<td>disapprove of (v)</td>
<td>dressed in (adj)</td>
</tr>
<tr>
<td></td>
<td>departure from (n)</td>
<td>discharge sb from (v)</td>
<td></td>
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<tr>
<td><strong>E</strong></td>
<td>eager for (adj)</td>
<td>escape from/to (v)</td>
<td>experienced in (adj)</td>
</tr>
<tr>
<td></td>
<td>efficient at (adj)</td>
<td>example of (n)</td>
<td>experiment on/with (v)</td>
</tr>
<tr>
<td></td>
<td>(put) effort into sth (n)</td>
<td>excellent at (adj)</td>
<td>expert at/in (sth/doing sth) (n)</td>
</tr>
<tr>
<td></td>
<td>emphasis on (n)</td>
<td>exception to (n)</td>
<td>(= person good at)</td>
</tr>
<tr>
<td></td>
<td>engaged to sb/in sth (adj)</td>
<td>exchange sth for sth else (v)</td>
<td>expert at/in/on (sth/doing sth) (adj)</td>
</tr>
<tr>
<td></td>
<td>engagement to sb (n)</td>
<td>excited about (adj)</td>
<td>(= done with skill or involving great knowledge)</td>
</tr>
<tr>
<td></td>
<td>enter into (= start) (v)</td>
<td>exclaim at (v)</td>
<td>expert with sth (n) (= good at using sth)</td>
</tr>
<tr>
<td></td>
<td>enthusiastic about (adj)</td>
<td>excuse for (n)</td>
<td>expert on (n) (= person knowledgeable about a subject)</td>
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<tr>
<td></td>
<td>envy of (adj)</td>
<td>excuse sb for (v)</td>
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<tr>
<td></td>
<td>equal to (adj)</td>
<td>expel from (v)</td>
<td></td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>face up to (phr v)</td>
<td>familiar with (= have knowledge of) (adj)</td>
<td>forgive sb for (v)</td>
</tr>
<tr>
<td></td>
<td>fail in an attempt (v)</td>
<td>famous for (adj)</td>
<td>fortunate in (adj)</td>
</tr>
<tr>
<td></td>
<td>fail to do sth (v)</td>
<td>fed up with (adj)</td>
<td>friendly with/to (adj)</td>
</tr>
<tr>
<td></td>
<td>failure in (an exam) (n)</td>
<td>fill sth with sth else (v)</td>
<td>frightened of (adj)</td>
</tr>
<tr>
<td></td>
<td>failure to (do sth) (n)</td>
<td>finish with (v)</td>
<td>full of (adj)</td>
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<td>faithful to (adj)</td>
<td>fire at (v)</td>
<td>furious with sb about/at sth (adj)</td>
</tr>
<tr>
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<td>fall in (n)</td>
<td>fond of (adj)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>familiar to sb (= known to sb) (adj)</td>
<td>forget about (v)</td>
<td></td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>generosity to/towards (n)</td>
<td>good at (adj) (but: He was very <em>good to me.</em>)</td>
<td>guilty of (adj) (but: he felt <em>guilty about</em> his crime)</td>
</tr>
<tr>
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<td>genius at (n)</td>
<td>grateful to sb for sth (adj)</td>
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<td>glance at (v)</td>
<td>guess at (v)</td>
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<td></td>
<td>glare at (v)</td>
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<td><strong>H</strong></td>
<td>happen to (v)</td>
<td>hear from (v) (= receive a letter)</td>
<td>hope for (v)</td>
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<td></td>
<td>happy about/with (adj)</td>
<td>hear of (v) (= learn that sth or sb exists)</td>
<td>hope to do sth (v)</td>
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<td></td>
<td>harmful to (adj)</td>
<td>heir to (n)</td>
<td>(no) hope of (n)</td>
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<td></td>
<td>hear about (v) (= be told)</td>
<td>hint to sb about sth (v) (but: <em>hint at</em> sth)</td>
<td>hopeless at (adj)</td>
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<td>I</td>
<td>idea of (n)</td>
<td>increase in (n)</td>
<td>(have no) intention of (n)</td>
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<td>identical to (adj)</td>
<td>independent of (adj)</td>
<td>interest in (n)</td>
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<td>ignorant of/about (adj)</td>
<td>indifferent to (adj)</td>
<td>interested in (adj)</td>
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<td>ill with (adj)</td>
<td>inferior to (adj)</td>
<td>interfere with/in (v)</td>
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<td></td>
<td>impact on (n)</td>
<td>information about/on (n)</td>
<td>invasion of (n)</td>
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<td>impressed by/with (adj)</td>
<td>(be) informed about (adj)</td>
<td>invest in (v)</td>
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<td></td>
<td>(make an) impression on sb (n)</td>
<td>insist on (v)</td>
<td>invitation to (n)</td>
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<td>improvement in/on (n)</td>
<td>insure against (v)</td>
<td>invite sb to (v)</td>
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<td>incapable of (adj)</td>
<td>intelligent at (adj)</td>
<td>involve in (v)</td>
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<td>include in (v)</td>
<td>intent on (adj)</td>
<td>irritated by (adj)</td>
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<td>J</td>
<td>jealous of (adj)</td>
<td>join in (v)</td>
<td>joke about (v)</td>
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<td>K</td>
<td>knock at/on (v)</td>
<td>keen to do sth (adj)</td>
<td>key to (n)</td>
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<td>know about/of (v)</td>
<td>kind to (adj)</td>
<td>knowledge of (n)</td>
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<td>keen on sth (adj)</td>
<td>leave for (v) (= head for)</td>
<td>long for (v)</td>
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<td>L</td>
<td>lack in (v)</td>
<td>lend sth to sb (v)</td>
<td>look after (phr v) (= take care of)</td>
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<td>lack of (n)</td>
<td>listen to (v)</td>
<td>look at (v)</td>
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<td>laugh at (v)</td>
<td>live on (v)</td>
<td>look for (= search for) (v)</td>
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<td>lean on/against (v)</td>
<td>mention to (v)</td>
<td>mix with (v)</td>
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<td>married to (adj)</td>
<td>mistake sb for (v)</td>
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<td>M</td>
<td>mean to (adj)</td>
<td>nervous about (adj)</td>
<td>nominate sb (for/as sth) (v)</td>
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<td>name after (v)</td>
<td>new to (adj)</td>
<td>(take) (no) notice of (n)</td>
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<td>necessary for (adj)</td>
<td>nice to (adj)</td>
<td>notorious for doing sth (adj)</td>
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<td>need for (n)</td>
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<td>neglect of (n)</td>
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<td>N</td>
<td>obedient to (adj)</td>
<td>obvious to (adj)</td>
<td>opinion of/on (n)</td>
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<td>object to (v)</td>
<td>occur to (v)</td>
<td>opposite of/to (n)</td>
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<td>objection to (n)</td>
<td>offence against (n)</td>
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<td>obliged to sb for sth (adj)</td>
<td>operate on (v)</td>
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<td>part with (v)</td>
<td>pleased with (adj)</td>
<td>(take) pride in (n)</td>
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<td>patient with (adj)</td>
<td>(take) pleasure in (n)</td>
<td>pride oneself on sth/on doing (v)</td>
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<td>pay by (cheque) (v)</td>
<td>(have the) pleasure of (n)</td>
<td>prohibit sb from doing sth (v)</td>
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<td>pay for (v) (but: pay a bill)</td>
<td>point at/to (v)</td>
<td>prone to (adj)</td>
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<td>pay in (cash) (v)</td>
<td>(im)polite to (adj)</td>
<td>protect against/from (v)</td>
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<td>peculiar to (adj)</td>
<td>popular with (adj)</td>
<td>protection from (n)</td>
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<td>persist in (v)</td>
<td>praise sb for (v)</td>
<td>protest about/at (v)</td>
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<td>(but: Insist on)</td>
<td>pray for sth/sb (v)</td>
<td>proud of (adj)</td>
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<td>(take a) photograph of (n)</td>
<td>prefer sth to sth else (v)</td>
<td>provide sb with (v)</td>
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<td>picture of (n)</td>
<td>(have a) preference for (n)</td>
<td>punish sb for (v)</td>
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<td>pity for (n)</td>
<td>prepare for (v)</td>
<td>puzzled about/by (adj)</td>
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<td>take pity on sb (exp)</td>
<td>present sb with (v)</td>
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<td>pleasant to (adj)</td>
<td>prevent sb from (v)</td>
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<td>Q</td>
<td>quarrel about sth/with sb (v/n)</td>
<td>qualified for (adj)</td>
<td>quick at (adj)</td>
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<td>R</td>
<td>react to (v)</td>
<td>related to (adj)</td>
<td>respond to (v)</td>
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<td>reaction to (n)</td>
<td>relationship between (n) (but: a good relationship with sb)</td>
<td>responsibility for (n)</td>
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<td>ready for (adj)</td>
<td>related to (adj)</td>
<td>responsible for (adj)</td>
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<td>reason for (n)</td>
<td>rely on (v)</td>
<td>result from (v) (= be the consequence of)</td>
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<td>reason with (v)</td>
<td>remind sb of/about (v)</td>
<td>result in (v) (= cause)</td>
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<td>rebel against (v)</td>
<td>remove from (v)</td>
<td>result of (n)</td>
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<td>receive from (v)</td>
<td>replace sth with sth else (v)</td>
<td>resulting from (adj)</td>
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<td>(keep) a record of (n)</td>
<td>reply to (n/v)</td>
<td>rich in (adj)</td>
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<td>recover from (v)</td>
<td>report on (n/v)</td>
<td>(get) rid of (phr)</td>
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<td>reduction in (n)</td>
<td>reputation for/of (n)</td>
<td>rise in (n)</td>
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<td>refer to (v)</td>
<td>research on/into (n)</td>
<td>(make) room for (n)</td>
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<td>(in/with) reference to (n)</td>
<td>respect for (n)</td>
<td>rude to (adj)</td>
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<td>regard as (v)</td>
<td>respected for (adj)</td>
<td>run into (phr v)</td>
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<td>regardless of (prep)</td>
<td>shy of (adj)</td>
<td>stand for (phr v)</td>
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<td>S</td>
<td>safe from (adj)</td>
<td>sick of (adj)</td>
<td>stare at (v)</td>
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<td>same as (adj)</td>
<td>silly to do sth (adj) (but: it was silly of him)</td>
<td>strain on (n)</td>
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<td>satisfied with (adj)</td>
<td>similar to (adj)</td>
<td>subject to (adj/v)</td>
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<td>save sb from (v)</td>
<td>skilful/skilled at (adj)</td>
<td>submit to (v) (but: submit for publication)</td>
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<td>scared of (adj)</td>
<td>slow in/about doing sth/to sth (adj)</td>
<td>subscribe to (v)</td>
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<td>search for (v/n)</td>
<td>smell of (n/v)</td>
<td>succeed in (v)</td>
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<td>(be) in search of (n)</td>
<td>smile at (v)</td>
<td>suffer from (v)</td>
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<td>sensible of sth (adj) (= aware of sth)</td>
<td>solution to (n)</td>
<td>sufficient for sth/sb (adj)</td>
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<td></td>
<td>sensitive to (adj)</td>
<td>sorry about (adj) (= feel sorry for sb) (but: I’m sorry for doing sth)</td>
<td>superior to (adj)</td>
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<td>sentence sb to (v)</td>
<td>speak to/with sb about (v)</td>
<td>sure of/about (adj)</td>
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<td>separate from (v)</td>
<td>specialise in (v)</td>
<td>surprised at/by (adj)</td>
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<td>serious about (adj)</td>
<td>specialist in (n)</td>
<td>surrender to (v)</td>
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<td>share in/of sth (n)</td>
<td>spend money on sth (v)</td>
<td>surrounded by (adj)</td>
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<td>shelter from (v)</td>
<td>spend time in/doing sth (v)</td>
<td>suspect sb of (v)</td>
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<td>shocked at/by (adj)</td>
<td>split into/in (v)</td>
<td>suspicious of (adj)</td>
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<td>shoot at (v)</td>
<td>spy on (v)</td>
<td>sympathetic to/towards (adj)</td>
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<td>short of (adj)</td>
<td>spy on (v)</td>
<td>sympathise with (v)</td>
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<td>shout at (v)</td>
<td>spy on (v)</td>
<td>tired from (adj)</td>
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<td>take sth to sb/sth (v)</td>
<td>thank sb for (v)</td>
<td>tired of (adj) (= fed up with)</td>
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<td></td>
<td>talent for sth (n)</td>
<td>thankful for (adj)</td>
<td>translate from ... into (v)</td>
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<td>talk to sb about sth (v)</td>
<td>think about/of (v)</td>
<td>tread on (v)</td>
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<td>(have) taste in (n)</td>
<td>threat to sb/sth of sth (n)</td>
<td>trip over (v)</td>
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<td>taste of (v)</td>
<td>threaten sb with sth (v)</td>
<td>trouble with (n)</td>
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<td>terrible at (adj)</td>
<td>throw at (v) (in order to hit)</td>
<td>typical of (adj)</td>
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<td>terrified of (adj)</td>
<td>throw to (v) (in order to catch)</td>
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<td>unaware of (adj)</td>
<td>uneasy about (adj)</td>
<td>(make) use of (n)</td>
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<td></td>
<td>understanding of (n)</td>
<td>upset about/over sth (adj)</td>
<td>used to (adj)</td>
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<td>valid for (length of time) (adj)</td>
<td>value sth at (v)</td>
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<td>valid in (places) (adj)</td>
<td>vote against/for (v)</td>
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<td>wait for (v)</td>
<td>week in/at (adj)</td>
<td>worthy of (adj)</td>
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<td>warn sb against/about/of (v)</td>
<td>wonder about (v)</td>
<td>write to sb (v)</td>
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<td>waste (time/money) on (v)</td>
<td>worry about (v)</td>
<td>wrong about (adj)</td>
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<td>Verbs, Adjectives, Nouns with Prepositions</td>
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<td>at the beginning of (when sth started)</td>
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<td>at breakfast/lunch etc</td>
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<td>at dawn</td>
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<td>at one's desk</td>
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<td>at the end (= when sth is finished)</td>
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<td>= finally at all events)</td>
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<td>at/in a hotel</td>
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<td>at ... km per hour</td>
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<td>at peace/war</td>
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<td>at the top of (but: on top of)</td>
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### Verbs, Adjectives, Nouns with Prepositions

<table>
<thead>
<tr>
<th>Against</th>
<th>against the law</th>
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<tbody>
<tr>
<td>Ahead</td>
<td>ahead of schedule</td>
</tr>
<tr>
<td>Before</td>
<td>before long</td>
</tr>
<tr>
<td>Behind</td>
<td>behind schedule, behind the times</td>
</tr>
<tr>
<td>From</td>
<td>from time to time, from now on, from experience, from memory, from scratch</td>
</tr>
<tr>
<td>Into</td>
<td>into pieces</td>
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<tr>
<td>To</td>
<td>to one’s astonishment, to one’s surprise, to this day, to some extent</td>
</tr>
<tr>
<td>With</td>
<td>with regard to, with a view to (+ -ing form)</td>
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<tr>
<td>Within</td>
<td>within minutes</td>
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<tr>
<td>Without</td>
<td>without delay, without fail, without success, without warning</td>
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### Prepositions of Time

<table>
<thead>
<tr>
<th>AT</th>
<th>IN</th>
<th>ON</th>
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<tbody>
<tr>
<td>at 10.30</td>
<td>in the morning/evening/afternoon/night</td>
<td>on Monday</td>
</tr>
<tr>
<td>at Christmas/Easter</td>
<td>in the Easter/Christmas holiday(s)</td>
<td>on Easter Sunday etc.</td>
</tr>
<tr>
<td>at noon/night/midnight</td>
<td>in January (months)</td>
<td>on Christmas Day</td>
</tr>
<tr>
<td>at lunch/dinner/breakfast (time)</td>
<td>in (the) winter (seasons)</td>
<td>on Friday night</td>
</tr>
<tr>
<td>at that time</td>
<td>in 1992 (years)</td>
<td>on July 30th</td>
</tr>
<tr>
<td>at the moment</td>
<td>in the 19th century</td>
<td>on a summer afternoon</td>
</tr>
<tr>
<td>at the weekend (on the weekend: Am. English)</td>
<td>in two hours (two hours from now)</td>
<td>on that day</td>
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We never use **at**, **in** or **on** before **yesterday**, **tomorrow**, **next**, **this**, **last**, **every**. *She’s leaving next Sunday.*
PROGRESS TESTS
1. Choose the correct answer.

1. ‘Kate …………… hard recently.’
   ‘Yes. She is taking her exams next month.’
   A has been studying  B has studied  C studied

2. ‘I must go to the library.’
   ‘I ……………. there this afternoon. I’ll give you a lift.’
   A have been  B am going  C go

3. ‘……….. is very good for you.’
   ‘Yes. It’s my favourite form of exercise.’
   A Swim  B Swimming  C To swim

4. ‘We’d better run to the stadium.’
   ‘I know. The game …………… in five minutes.’
   A is starting  B has started  C starts

5. ‘I’m very hungry.’
   ‘I’m not surprised. You …………… all day.’
   A haven’t been eating  B haven’t eaten  C don’t eat

6. ‘I can’t decide what …………… for lunch.’
   ‘Why don’t you buy a sandwich?’
   A have  B having  C to have

7. ‘Why did you go to the shop this morning?’
   ‘……….. some bread. We had run out.’
   A Get  B Getting  C To get

8. ‘How did you hurt your hand?’
   ‘I cut it as I …………… some vegetables.’
   A chopped  B am chopping  C was chopping

9. ‘The journey here was very tiring.’
   ‘Yes. I’m very glad …………… here at last.’
   A being  B to be  C be

10. ‘Let’s go for a walk.’
    ‘We can’t go out until the rain …………….’
    A stopped  B will stop  C stops

11. ‘I want to call Simon.’
    ‘Well, don’t call him before eight o’clock. He …………….’
    A will sleep  B will be sleeping  C is sleeping

12. ‘Would you like to watch the film with me?’
    ‘No thanks. I’d rather …………… my book.’
    A read  B reading  C to read

13. ‘He …………… a famous writer one day.’
    ‘Yes, I think you’re right.’
    A was  B will be  C is being

14. ‘What are you doing on Saturday?’
    ‘Well, Paul suggested …………… to the cinema.’
    A go  B going  C to go

2. Complete each sentence with two to five words, including the word in bold.

15. This soup is too cold for me to eat.
    enough  This soup ………………… for me to eat.

16. We haven’t been to the theatre for months.
    time  The …………………… to the theatre was months ago.

17. The car was so expensive that he couldn’t afford it.
    too  The car …………………… to afford.

18. I haven’t written to Paul yet.
    still  I …………………… to Paul.

19. Someone saw him leave the building.
    was  He …………………… the building.

20. Food is not allowed to be eaten in the library.
    eat  People …………………… food in the library.

21. He was bored by the film and fell asleep.
    found  He …………………… and fell asleep.

22. She began playing the piano when she was eight.
    since  She has …………………… she was eight.

23. Telling lies is very bad.
    to  It …………………… lies.

24. She didn’t go to bed until she had finished her homework.
    before  She finished …………………… to bed.

3. Put the verbs in brackets into the correct infinitive form or the -ing form.

25. She was unwilling …………………. (help).

26. Tom had difficulty ………………… (unscrew) the lid.

27. I would rather …………………. (eat) Chinese food tonight.

28. Mary stopped ………………… (buy) a newspaper on her way to work.

29. He admitted to …………………. (lie) to the police.

30. They called the theatre box office only ………………… (find) that there were no tickets left.

31. She is too old ………………… (take up) windsurfing.

32. After ………………… (take) his degree, he looked for a job.

33. They tried ………………… (locate) the company president, but he was on holiday.

34. Did he mention anything about ………………… (leave)?

35. I’m sorry ………………… (have to) ask you to do this, but could you possibly work late tonight?

36. It was kind of you ………………… (send) me flowers.

37. In addition to ………………… (miss) the bus, she also lost her umbrella.

38. Did you remember ………………… (thank) Aunt Hilary for her present?

39. You shouldn’t ………………… (believe) everything he says.

40. He wasted valuable time ………………… (talk) on the phone.
Progress Test 2 (Units 3-4)

1 Put the adjectives in brackets into the comparative or superlative form, adding any necessary words.

1 A: David is ........................................... (old)
   B: Steve, isn’t he?

2 A: Do you like being at university?
   B: Yes. It’s ........................................ (interesting)

3 A: Did you enjoy the meal?
   B: Yes. It was ........................................ (delicious)

4 A: Laura is a lovely person.
   B: Yes. She’s ........................................ (nice)

5 A: Did you get a good grade in the exam?
   B: Yes. It was much ........................................ (good)

6 A: Did you buy that jacket?
   B: No. It was far ........................................ (expensive)

7 A: Do you like my new dress?
   B: I love it! It’s ........................................ (beautiful)

8 A: It was a great party, wasn’t it?
   B: Oh yes! It was ........................................ (good)

9 A: Why are you so tired?
   B: The meeting finished much ........................................ (late)

10 A: Mark is very clever.
     B: Yes. He’s ........................................ (intelligent)

2 Complete each sentence using the noun in brackets in the singular or plural form and a/an where necessary.

11 The wind blew all the important ................................ off my desk. (paper)

12 I can’t talk now. I haven’t got much ................................ (time)

13 Travelling around the world was ................................ I will never forget. (experience)

14 There is not much ................................ in this office. (room)

15 These .............................................. are delicious. Would you like one? (chocolate)

16 I have seen this film several ................................ before. (time)

17 We had booked ....................................... in a hotel before we arrived. (room)

18 He has plenty of ....................................... in this kind of work. (experience)

3 Underline the correct item.

19 We had hard/hardly left the house when the storm broke.

20 I haven’t got much free times/time these days, because I’m taking French lessons.

21 Maths was/were George’s least favourite subject when he was at school.

22 His ambition is to swim across the English Channel/English Channel.

23 The Queen/Queen is going to address the nation this evening.

24 Most/The most people enjoy spending their holidays on the beach.

25 Henry is looking for a/one bigger flat, as his wife is expecting their new baby.

26 I’ve been working very hard lately/late so I’m planning to take some time off.

27 These tomatoes cost £1.20 a/the kilo.

28 The plane landed at the JFK/JFK Airport.

29 Bears/The bears love honey.

30 Mrs Houston went to college/the college to pick up her husband.

31 The secretary has near/nearly finished typing the report so you can have it in a few minutes.

32 The cattle was/were grazing in the field.

33 Three years are/is a long time to be out of work.

4 Complete each sentence with two to five words, including the word in bold.

34 I’ve never had such a bad day.
   the It’s .............................................. I’ve ever had.

35 Meg is the fastest typist of all.
   than Meg .............................................. anyone else.

36 Tim is more imaginative than Alan.
   less Alan .............................................. Tim.

37 Lucy spent the same amount of money on clothes as Laura.
   much Lucy spent ........................................ on clothes as Laura.

38 Can’t you do any better than that?
   best Is that .............................................. you can do?

39 As he gets older, he becomes less tolerant.
   the The older he gets, .............................................. he becomes.

40 Rita is prettier than Sheila.
   as Sheila .............................................. Rita.
Progress Test 3 (Units 5-6)

1. Choose the correct answer.

1. You .............. tell the police about the burglary.
   A would        B shall        C must

2. This room .............. last week.
   A was decorated     B will be decorated    C decorated

3. .............. we go for a picnic tomorrow?
   A Shall       B Should       C Would

4. The Marathon .............. by a famous athlete.
   A has been won    B was won       C won

5. You .............. wear jeans to the interview.
   A must        B mustn’t       C couldn’t

6. I .............. swim until I was five years old.
   A couldn’t    B could        C can’t

7. I took the bus to work because my car .............. at the moment.
   A was being serviced    B is being serviced    C is serviced

8. Mum .............. have gone shopping.
   A might      B will         C ought

9. I .............. my hair cut yesterday.
   A had        B have had     C have

10. .............. I help you, sir?
    A Should    B Must         C May

    A would      B could       C can’t

12. John .............. his car stolen last night.
    A has        B has had     C had

13. You .............. have eaten so many sweets.
    A shouldn’t B should      C might

14. I .............. water the garden. It rained this morning.
    A didn’t need to B needn’t C have to

15. He .............. solve the problem, although it was difficult.
    A was able to     B could    C couldn’t

16. The new bridge .............. next week.
    A was opened     B will be opened    C is opened

17. Laura .............. her tonsils taken out last week.
    A had         B has        C had

18. .............. you do me a favour, please?
    A Should      B Could      C Need

19. Janice .............. her house painted at the moment.
    A is having     B has       C will have

20. Someone broke into their flat last night.
    ........................................................................

21. Steve hasn’t opened the mail yet.
    ........................................................................

22. Are they inviting many people to the party?
    ........................................................................

23. Jake painted the house last week.
    ........................................................................

    ........................................................................

25. People consider him to be the greatest composer of our time.
    ........................................................................

26. The reporter asked the candidate several questions.
    ........................................................................

27. No one said anything about the matter.
    ........................................................................

28. Do they allow you to receive phone calls at work?
    ........................................................................

29. They are organising a protest march.
    ........................................................................

30. They say she will take part in the negotiations.
    ........................................................................

3. Complete each sentence with two to five words, including the word in bold.

31. We will probably go to Spain this summer.
    likely
    ........................................................................

32. I advise you to take notes during the lecture.
    ought
    ........................................................................

33. I’m certain Martin doesn’t work in York.
    can’t
    ........................................................................

34. Perhaps David has missed the train.
    could
    ........................................................................

35. It is possible that she has forgotten the arrangements.
    may
    ........................................................................

36. I advise you to study for the exam.
    should
    ........................................................................

37. It isn’t necessary for you to work late tonight.
    have
    ........................................................................

38. I broke my glasses when I fell down the steps.
    got
    ........................................................................

39. Let’s talk about this later.
    can
    ........................................................................

40. I’m sure Susan has already left.
    must
    ........................................................................
Progress Test 4 (Units 7-8)

1. Complete each sentence with two to five words, including the word in bold.

1. ‘I haven’t got any money’, he said. **complained** He ................................................ any money.

2. You’ll be able to go on holiday if you save some money. **will** Only if you ................................................ be able to go on holiday.

3. ‘You should be more careful’, she told him. **advised** She ................................................ more careful.

4. ‘Why don’t we buy Mark a present?’ said Paul. **should** Paul ................................................ buy Mark a present.

5. As soon as I reached the station the train arrived. **sooner** No ................................................ the station than the train arrived.

6. If I were you, I would apologise. **you** Were ................................................ apologise.

7. ‘Sit down!’ the teacher told the children. **ordered** The teacher ................................................ sit down.

8. It was only when I arrived at work that I realised I had forgotten my briefcase. **did** Only when I arrived at work ................................................ that I had forgotten my briefcase.

9. ‘Don’t forget to lock the door’, Mum said to me. **reminded** Mum ................................................ the door.

10. ‘You took my favourite CD’, Jane said to Oliver. **of** Jane ................................................ her favourite CD.

11. He’s a wonderful musician and a great artist as well. **only** Not ................................................ musician, but he’s also a great artist.

12. Don’t leave this room until I call you. **should** On no account ................................................ this room until I call you.

13. ‘Why are you baking a cake?’ Dave asked Lisa. **was** Dave wanted to know ................................................ a cake.

14. If I had been asked, I would have helped. **asked** Had ................................................ I would have helped.

15. ‘I’m sorry I was late’, he said. **for** He ................................................ late.

16. ‘You must tidy your room before you go out’, he said to Sally. **on** He ................................................ her room before she went out.

17. We had no idea she was a famous actress. **know** Little ................................................ she was a famous actress.

18. I had never eaten such delicious food before. **before** Never ................................................ such delicious food.

19. ‘I don’t suppose you can help me with my homework?’ Jim said to me. **whether** Jim wanted to know ................................................ with his homework.

20. I rarely have time to watch television. **have** Hardly ever ................................................ to watch television.

2. Turn the following from direct into reported speech, using an appropriate introductory verb.

21. ‘I promise I won’t forget to call’, Julie said to Tim. ................................................

22. ‘No, I didn’t break the dish’, Martin said. ................................................

23. ‘No, you may not watch the late film’, Dad said to us. ................................................

24. ‘That’s the best cake I’ve ever tasted!’ said Joanne. ................................................

25. ‘You should go to the doctor’s’, Mum said to Peter. ................................................

26. ‘Let’s go for a walk’, he said. ................................................

27. ‘Please, please, take me with you!’ he said to her. ................................................

28. ‘Everyone be quiet!’ the teacher said to the class. ................................................

29. ‘Yes, I’ll give you a lift into town’, she said to him. ................................................

30. ‘I’ll send you to your room if you misbehave’, Dad said to Jamie. ................................................

31. ‘Could I have a cup of tea, please?’ Pam said to me. ................................................

32. ‘It was me who split the coffee,’ he said. ................................................

33. ‘Don’t forget to do the shopping’, she said to him. ................................................

34. ‘Put your hands up!’ the policeman said to the thieves. ................................................

35. ‘You must stay for dinner’, we said to them. ................................................

3. Rewrite the sentences using emphatic constructions starting with the words given.

36. Colin left the door open. **It was** ................................................

37. She needs a new house. **What** ................................................

38. Be quiet! **Do** ................................................

39. When did you move to London? **When was** ................................................

40. He promised to write to me. **He** ................................................
Progress Test 5 (Units 9-10)

1. Choose the correct answer.

1. If you had got up earlier, you ............ the bus.
   A wouldn’t miss    B wouldn’t have missed    C won’t miss

2. Yesterday I went to the cinema and ............ I had dinner with a friend.
   A all in all    B as a result    C after that

3. If she .......... her umbrella, she wouldn’t have got wet.
   A take    B had taken    C would take

4. Carol, .......... parents own this shop, is very clever.
   A who    B whom    C whose

5. .......... you study hard, you will pass your exams.
   A Supposing    B Providing    C Unless

6. Mark is kind .......... funny.
   A as a result    B as well as    C all in all

7. This computer game, .......... I bought yesterday, is really boring.
   A which    B that    C who

8. .......... you wear warm clothes, you will catch a cold.
   A Unless    B Providing    C If

9. If I finish work early tomorrow, I ............ go to the cinema.
   A would    B might    C should

10. I like to go out, .......... Steve likes to stay in.
    A due to    B whereas    C whenever

11. If I won the lottery, I ............ whatever I liked.
    A will buy    B can buy    C could buy

12. You can take the car ......... you promise to drive carefully.
    A as long as    B as soon as    C such as

13. If he were more polite, he ............ more popular.
    A will be    B would be    C can be

14. This is the jacket .......... I got for my birthday.
    A which    B who    C when

15. Our new boss is very friendly, but ............ he can be quite strict.
    A moreover    B on the other hand    C also

16. If Jessica calls, ............ her I’m out.
    A will tell    B would tell    C tell

17. Jack is saving money ............ buy a new car.
    A in order that    B so that    C in order to

18. If I were you, I ............ professional advice.
    A would seek    B will seek    C can seek

19. Bob didn’t attend the meeting, and ............ the boss was angry with him.
    A all in all    B because    C as a result

20. .......... the car broke down, what would we do?
    A Supposing    B Providing    C When

2. Complete each sentence with two to five words, including the word in bold.

21. Why don’t you listen to me?
    would    I wish ................. to me.

22. It was Sunday, so the shops were closed.
    due    The shops were closed, ................. it was Sunday.

23. I think it would be a good idea to get a mobile phone.
    were    If ................. get a mobile phone.

24. This is Mark. His mother is a teacher.
    whose    This is Mark, ................. a teacher.

25. If you go too near the river you will fall in.
    else    Don’t go too near the river ................. fall in.

26. There were a lot of people at the meeting. I had never met some of them before.
    whom    There were a lot of people at the meeting ................. I had never met before.

27. I missed the train, so I was late.
    result    I missed the train ................. was late.

28. The weather was bad so it wasn’t the perfect holiday.
    for    But ................. would have been the perfect holiday.

29. If you don’t work hard, you won’t get promoted.
    unless    You won’t ................. you work hard.

30. He forgot to lock the door. This was very careless of him.
    which    He forgot to lock the door, ................. of him.

31. Sue would prefer to eat chocolate rather than eat salad.
    rather    Sue ................. eat chocolate.

32. I was having fun. I stayed longer than I should have done.
    such    I was having ................. longer than I should have done.

33. She looked like she was going to cry.
    if    She looked ................. to cry.

34. Although it was cold, we sat outside.
    spite    In ................., we sat outside.

35. If Martin buys a car, he will be able to drive to work.
    provided    Martin will be able to drive to work ................. a car.

36. I regret arguing with my best friend.
    wish    I ................. with my best friend.

37. He went to the bank to get some money.
    so    He went to the bank ................. money.

38. You should lock all the doors before you leave.
    better    You ................. all the doors before you leave.

39. Take a torch. You might need it.
    case    Take a torch ................. it.

40. I was upset, that’s why I didn’t say anything.
    would    If I hadn’t been upset, ................. something,
Progress Test 6 (Units 11-12)

1. Choose the correct answer.

1. She’s really bossy, .............?
   A is she  B was she  C isn’t she

2. Robert hurt ............. while he was climbing up the tree.
   A him  B himself  C oneself

3. ‘Would you like ............. ice cream?’ ‘Yes, please.’
   A some  B any  C no

4. She has been to nearly ............. European capital.
   A each  B every one  C every

5. Let’s call it a day, .............?
   A shall we  B will we  C won’t we

6. We didn’t go to the shops because ............. wasn’t enough time.
   A there  B it  C we

7. Sharon says she would do ............. for her children.
   A nothing  B something  C anything

8. Penny and I call ............. almost every day.
   A ourselves  B each other  C us

9. There’s very ............. time left. We need to hurry up.
   A a little  B few  C little

10. The ball hit Paul in ............. eye.
    A one  B the  C his

11. ............. would you rather be, an actor or an author?
    A Which  B What  C Who

12. There are ............. people in this room. We can hardly move.
    A too much  B too many  C a lot

13. Everyone ............. that the sun rises in the east.
    A knows  B know  C have known

14. Come and sit beside .............; there’s plenty of room.
    A me  B myself  C my

15. ‘Did ............. leave a message for me?’ ‘Yes. Here it is.’
    A anyone  B someone  C everyone

16. Jill and Emma are my friends, but ............. of them lives near me.
    A both  B neither  C none

17. Some people are not upset by violence, but ............. are.
    A another  B the others  C others

18. ‘Is Sue coming with us?’ ‘I ............. . She’s pretty busy these days.’
    A imagine so  B don’t think so  C suppose so

19. ‘Eva is Swedish.’ ‘ ............. is Ingrid.’
    A So  B Neither  C Nor

20. Mary goes to the library ............. Monday.
    A every other  B each other  C the other

2. Write questions to which the words in bold are the answers.

21. Susie is wearing a dress.

22. Daniel is washing the car.

23. Peter goes to college every Wednesday.

24. She is sending a parcel to her sister.

25. I am going shopping because I want some new clothes.

26. She has been living here for two years.

27. They went to work by bus.

28. Simon is going to the cinema.

29. Claire is watching television.

30. This suit cost £80.

3. Complete each sentence with two to five words, including the word in bold.

31. The only thing she hasn’t eaten is the cabbage.
    everything She ............. the cabbage.

32. He really had a good time at school today.
    himself He really ............. today.

33. She is going on holiday alone this year.
    by She is going on holiday ............. this year.

34. We could see that the two girls were very happy.
    of We could see that ............. were very happy.

35. She didn’t give any explanation for her absence.
    no She ............. her absence.

36. There are only a few seats left on the bus.
    many There are ............. on the bus.

37. Mum said that I could go wherever I liked as long as I was home before dark.
    anywhere Mum said that I ............. as long as I was home before dark.

38. I visited Paul today. I visited Stuart, too.
    both I visited ............. today.

39. Helen doesn’t like loud music. Chris doesn’t either.
    nor Neither ............. likes loud music.

40. The shop sent me another person’s order by mistake.
    someone The shop sent me ............. by mistake.
<table>
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<th>A</th>
<th>C</th>
<th>D</th>
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<td>dash</td>
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<td>come face to face with sb</td>
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<td>be made redundant</td>
<td>company</td>
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extension
eye-witness

F
facilities
fasten one's seatbelt
fiancé
fibres
fierce
filling
fine
fireworks
firm
fishing line
fizzy drink
flat tyre
flexible hours
flock
flooding
flourish
for the time being
formula
fortune
found
fraud
fuel

G
gas plant
gasp
genuine
gesture
give sb a fright
glittering
global warming
govern
graceful
greet
grind
grounds
gust

H
hang out
hardships
have access
hay fever
heatwave
hesitate
honour
hopefully
hydrofoil

I
identical

identity
immatue
impractical
impress
in advance
in one go
in public
income
independent
individual
infection
inhabitant
innocent
inspect
inspector
install
instant coffee powder
insult
intelligence service
interior decoration
intimidate
inventive
invest
investigation
investment
irritated

J
jury

L
label
laboratory
lace
lay the foundations
lead-free petrol
leak
lecture
licence
linen
literature
loan
locker
locket
lose one's temper
loss

M
maiden voyage
make a fuss
make it quick
malaria
manners
manual
mat
mature

mayfly
mean
measles
medication
mild
miner
moat
modernise
motion picture
mould
mumble

N
nasty
naughty
navy
needle
negotiations
nickname
nightmare
nomination

O
oak
objection
off duty
offence
office block
official
open
open-air
operate
operation
opponent
opposition
optician
originate from
ornament
out of breath
outfit
outing
overtake
overtime
oyster

P
pale
paperwork
parachute jump
particularly
passenger liner
patch
patent office
patience
paw
peaceful
pebble
performance
permanently
personal
pipe
platform
policy
power cut
premiere
presentation
preserve
press
press conference
priceless
privileged
process
profits
properly
property
propose
protest
prove
provide
prune
put up

Q
qualifications
quarrel
question
quit

R
radiator
radio operator
range
rattle
reach its peak
react
receipt book
recharge
reconsider
recover
recycle
reflect
refreshments
region
register
rehearse
reliable
remark
research
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reveal
review
riot
roast
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ruby
runway
rusty

S
sack
safety regulations
sandstone
scented
scratch
seafront
seashell
seed
self-assured
sell out
sensible
sentence
set
settle
settle in
settlement
severe
sharp
shed
shelter
shift
shoot
shortcrust pastry
show off
shriek
shrink
shrub
sigh
skid
skill
sleep soundly
slightly
slippery
smash
smelling salts
snap
soak
soaking wet
soft drink
solid gold
sore throat
sour
specially
species
spectacular
spoil
spokesperson
sponsor
stain
stall
stamina
sleep
stew
stiff
stone
stop dead
stop off
storey
stray
stressful
strike
study
suburbs
subway
sunscreen
supernatural
superstition
supervise
supplies
surgeon
surroundings
survey
suspect
sweep

T
tablecloth
take a bow
take a short cut
take action
take out a loan
take register
tap
tax
tear
tenant
testify
thoroughly
thread
throw a party
till
time off
tolerant
tournament
trademark
traffic warden
transport
treatment
trim
trophy
tropics
tutor
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Key to the Exercises
UNIT 1: Tenses

1. is getting 7. has found
2. have been 8. has been looking
3. have been 9. is using
4. knows 10. gets
5. heat 6. have just elected

2. Yes, I sometimes go fishing at weekends./ Yes, I go fishing at weekends sometimes.
3. Yes, I go once a week.
4. I visit them every weekend.
5. No, I rarely do.
6. I don’t know. I have never eaten oysters.
7. I go on holiday once a year.
8. I usually read it on the way to work.
9. Of course. You should always lock the door when you go out.
10. You are always breaking things!

2. g - present perfect
3. f - present continuous
4. a - present perfect
5. d - present continuous
6. j - present continuous
7. h - present perfect
8. c - present perfect continuous
9. b - present perfect
10. i - present continuous

2. have been reading, have not/haven’t finished
3. are going
4. am having
5. have been washing
6. have broken
7. add, mix
8. has been using

2. have been living/have lived
3. is always doing
4. teaching/has taught
5. have already bought
6. are always meeting

a) 2. has chosen 6. have been waiting
3. am packing 7. have finished
4. am leaving 8. have borrowed
5. has booked 9. am becoming

b) 1. present perfect (2, 5, 7, 8)
2. present perfect continuous (6)
3. present perfect continuous (3)
4. present perfect continuous (9)
5. present perfect continuous (4)

1. smells
2. are you tasting, tastes
3. feel/am feeling
4. am seeing, see
5. does the bag of apples weigh, is weighing
6. am thinking, think
7. are you looking, looks
8. enjoy, am enjoying
9. are you feeling, feels
10. is appearing, appears
11. is, is being
12. is fitting. Does it fit
13. hurts/is hurting

2. have ... been, have been to
3. have ... been
4. have ... been to, have been
5. have gone to / Has ... gone

2. yet 6. for 10. recently
3. just 7. never 11. still
4. already 8. so far
5. ever 9. since

2. is
3. am writing
4. have also typed
5. has been planting
6. has written
7. have just heard
8. does the play start

2. have been
3. am writing
4. have also typed
5. has been planting
6. has written
7. have just heard
8. does the play start

A S2: Then, they looked around the shops.
S3: Next, they walked on the beach.
S4: After that, they ate lunch at a seaside restaurant.
S5: Later, they visited the funfair.
S6: Finally, they had afternoon tea.

B SA: What were Brian and Ruth doing at 11:00 am?
SB: They were looking around the shops.
SA: What were Brian and Ruth doing at 11:45 am?
SB: They were walking on the beach.
SA: What were Brian and Ruth doing at 1:15 pm?
SB: They were eating lunch at a seaside restaurant.
SA: What were Brian and Ruth doing at 2:30 pm?
SB: They were visiting the funfair.
SA: What were Brian and Ruth doing at 5:00 pm?
SB: They were having afternoon tea.

A 2 were singing 8 began 16
3 was driving 9 stopped
4 was smiling 10 tried
5 was looking forward/looked forward 11 happened 12 sighed 13 got out
6 enjoyed 14 pushed/was pushing
7 was going/went 15 started

B 1 entered 10 took
2 closed 11 turned
3 was hanging up 12 was leaning
4 heard 13 gave
5 was running 14 laughed
6 walked 15 started
7 turned 16 thought
8 froze 17 replied
9 was standing 18 missed

C 1 have just heard from
2 wrote
3 got
4 did you first meet
5 lived
6 moved
7 haven't seen

1 was reading
2 hoped/had hoped/was hoping
3 reported
4 had read
5 had just started
6 expected/was expecting
7 went, Did you buy
8 knew
9 had studied

A 2 were queueing
3 were waiting
4 had bought
5 walked
6 entered
7 felt
8 reached
9 went down/were going down

B 1 hired
2 drove
3 arrived
4 was blowing
5 was
6 got out
7 took
8 decided
9 had seen
10 left
11 had already
12 was growing
13 began
14 didn't mind
15 had had
16 had been
17 were standing
18 invented
19 was washing

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<tr>
<td>2 A</td>
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<td>3 C</td>
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<td>9 C</td>
<td>12 A</td>
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<td>10 B</td>
<td>13 B</td>
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**a)**
- 2 was shining
- 3 was sitting
- 4 had been waiting
- 5 felt
- 6 stood up
- 7 began
- 8 had just lifted/
  - 2 was just lifting
- 9 had happened
- 10 looked
- 11 had snapped
- 12 packed

**b)**
- 1 past perfect continuous (4)
- 2 past simple (5, 10, 12)
- 3 past simple (6, 7)
- 4 past continuous (1, 2, 3)
- 5 past perfect (8, 9, 11)

**Suggested answers**
- 2 have left
- 3 hurt
- 4 had been waiting
- 5 went
- 6 had been hurting
- 7 failed
- 8 happened
- 9 drove
- 10 had won
- 11 were walking
- 12 had been playing
- 13 thought
- 14 meant/was meaning/had been meaning
- 15 had sold out
- 16 saw
- 17 told
- 18 bought
- 19 bought
- 20 did you make/have you made, was expecting
- 21 had been practising
- 22 Have you ever been, went
- 23 had been wearing
- 24 have been living/have lived
- 25 will call
- 26 will be sleeping
- 27 will have been living/will have lived
- 28 was going to look for

**A)**
- 2 will be able to
- 3 will give
- 4 comes
- 5 arrive
- 6 come

**B)**
- 1 finish/have finished
- 2 want
- 3 get
- 4 hear
- 5 will be
- 6 strikes
- 7 has forgotten

**C)**
- 1 is
- 2 will take
- 3 will land
- 4 will call
- 5 will probably
- 6 will make
- 7 visit
- 8 is going to swim

**D)**
- 1 are you going to wear
- 2 am going to wash
- 3 will post
- 4 will be
- 5 will make
- 6 will probably
- 7 visit
- 8 is going to swim

**E)**
- 9 is going to work
- 10 will give
- 11 will change
- 12 will not/won’t arrive
- 13 will make
- 14 am going to give
- 15 are going to bang

**F)**
- 2 leaves
- 3 will be
- 4 will have returned

**29**
- 1 is going to become
- 2 will probably
- 3 will be revising
- 4 will have been studying
- 5 will pass

2. What **shall** I do with this shopping?
3. I’ve asked Jane to tidy her room, but she **won’t** do it.
4. Will you open the door for me, please?
5. **Shall** I walk the dog for you?
6. **Shall** we go to the theatre tonight?
7. When **shall** I visit next?
8. Will you be quiet?
9. Ann **won’t** talk to me.

2. intend to go to
- 3 were due to
- 4 was going to
- 5 is bound to be
- 6 is about to
- 7 is sure to love
1 i - future simple
2 f - future perfect
3 c - be going to
4 h - future continuous
5 g - future perfect continuous
6 d - future simple
7 b - future continuous
8 e - future continuous
9 j - be going to
10 a - future simple

A 2 leaves 5 will be beginning
3 stops off 6 is going to stay
4 is going to be/ will be 7 is flying

B 1 present simple (2, 3)
2 future perfect (8)
3 be going to (6)
4 present continuous (1, 7)
5 future continuous (5)
6 be going to (4)

2 am meeting
3 have
4 will/am going to buy
5 will also/am also going to redecorate
6 will have finished
7 will be flying/am flying
8 will have returned
9 will/am going to throw
10 will come
11 will say
12 will send
2 will love
3 arrive
4 will be greeted
5 will show
6 are
7 will be able to
8 will find
9 will have
10 opens
11 closes
12 are
13 supervise
14 will never forget

2 B 7 C 12 A 17 A 22 B
3 C 8 C 13 C 18 B
4 C 9 A 14 C 19 A
5 C 10 B 15 C 20 C
6 A 11 B 16 B 21 A

2 have had this coat for
3 still haven’t finished writing
4 funniest film we’ve ever
5 time he’s ever played
6 last time John/he played

7 since Mary moved
8 had never met
9 had left before we started
10 on the point of leaving
11 have not spoken to Paul
12 ago did they announce
13 last played squash
14 was about to close
15 never met such a kind
16 haven’t finished discussing
17 has been studying medicine for
18 before he took

2 had
3 asked
4 was able
5 has already
8 hopes
9 is interviewing
found

1 I’ve been playing chess since I was eight years old.
2 I ate at that restaurant three times last week.
3 They still haven’t delivered my television.
4 We haven’t read his letter yet.
5 I met that man a week ago.
6 We moved to Glasgow a year ago.
7 Mike and Kelly got married last week.
8 They had met each other four years before.
9 I’ll make the dinner when I get home.
10 Take some food in case you get hungry.
11 Peter is still at school.
12 When was the last time you saw Tony?
13 I have seen this film before.
14 She hasn’t been to a party since she returned from her holiday.

2 C 5 A 8 B 11 C
3 B 6 B 9 C 12 C
4 C 7 A 10 A

Prepositions

2 of 5 of 8 for 11 to
3 in 6 to 9 at 12 for
4 of 7 at 10 in
Phrasal Verbs

2 into 9 off 16 after
3 after 10 up 17 in for
4 down 11 down 18 off
5 against 12 over 19 up
6 up 13 out 20 on
7 up 14 up 21 in
8 out of 15 down

Oral Activity

S3: 100 years ago, people travelled/used to travel by steam trains.
S4: Today, we travel by car, hydrofoil or plane.
S5: 100 years ago, people read/used to read books or went/used to go to the theatre.
S6: Today, we watch TV, listen to the radio or go to the cinema.

Writing Activity

(Suggested answer)

... people will probably travel by shuttle bus or may even use electric cars. Computers and virtual reality will provide us with entertainment. Moreover, space colonies and underwater cities will probably be built and many people will live in them. Finally, people will do all their shopping via the Internet. ...

UNIT 2: Infinitive/The -ing form/Too-Enough/Participles

2 SA: Has he hurt his finger?
SB: Yes. He seems to have hurt his finger.
3 SA: Has he been sleeping?
SB: Yes. He seems to have been sleeping.
4 SA: Is he building a house?
SB: Yes. He seems to be building a house.
5 SA: Have they been running?
SB: Yes. They seem to have been running.
6 SA: Is she painting a picture?
SB: Yes. She seems to be painting a picture.

2 to go
3 cleaning, to employ
4 to have been sleeping
5 driving
6 to visit, to see
7 worrying
8 tell, invite
9 stealing/having stolen
10 to find

A 2 to write
3 to work
4 meet

B 1 to go
2 to drink
3 to sleep
4 to call
5 to wait

C 1 to get
2 to choose
3 buying
4 reading
5 (to) pick

D 1 shopping
2 being
3 go
4 visiting

E 1 to go
2 to save

F 2 to work
2... her to tidy her clothes away.
3... Mary/Mary's/her doing the washing-up.
4... you to come to my party./it if you came to my party.
5... Mark/Mark's/him/his falling into the swimming pool on his wedding day.
6... you to finish this project today.
7... my secretary to attend the meeting.

2... for Barry to go to the bank today.
3... for them to finish their homework.
4... for someone to take my order.
5... for you to move to the town centre.
6... for John to learn a foreign language.
7... for guests to do their shopping.
8... for everyone to hear (him).
9... for you to read.
10... for children to play with matches.

(Suggested answers)
2 to exercise/work out in
3 to play in
4 to eat/have lunch in
5 to put their rubbish in
6 to put their luggage/baggage/bags in
7 to hang their coats in

2 to go
3 put
4 place
5 to see
6 to be
7 throw
8 Breaking

2 feeding
3 perform
4 leaving
5 put
6 do
7 playing
8 get on

2 C
3 C
4 B
5 A
6 B

2 eating/having eaten
3 scratching/having scratched
4 living
5 to finish/to have finished
6 to touch
7 touching

2 to introduce
3 to interrupt
4 working
5 to finish
6 eating
7 arguing
8 to inform
9 to lock
10 meeting
11 skiing
12 to go
13 to post
14 reading
15 forgetting
16 to say
17 to climb
18 losing
19 watching
20 to buy

2 too small
3 too difficult
4 loud enough
5 tall enough
6 too hot
7 too tired
8 sweet enough

2 cool enough (for me) to eat
3 tall enough to reach
4 old enough to attend
5 too cold (for you) to go
6 too boring (for us) to watch
7 quiet enough (for me) to work
8 too heavy (for me) to carry

2 enough money to go on holiday
3 too hot for me to drink
4 too young to go to school
5 enough space to have a party
6 rich enough to buy a yacht
7 too hot outside (for you) to wear a coat
8 mature enough to make her own decisions
9 too small for us to live in any more
10 enough patience to look after the children

2 annoying
3 interested
4 disgusting
5 encouraging
6 exciting
7 impressed
8 amazing

2 He was sitting in the garden drinking his tea.
3 Having made dinner, Janet called the children.
4 The boy standing by the door is my brother.
5 Simon cut his hand while chopping some wood.
6 Having had a shower, Donna went to bed./Donna had a shower before going to bed.
7 Being late, we took a taxi.
8 Opening the window, Gary breathed the fresh air.
9 She was lying on her bed reading a book.
10 The jewels taken by the thieves were very valuable.
11 Picking up her pen, Amy started to write the letter.
12 The man walking towards us is a relative of mine.
13 Having explained the exercise, the teacher asked the students to do it.
14 Having forgotten to take her purse, she had to borrow some money from a colleague.
2 to fasten 7 talking
3 to be 8 to relax
4 to sit 9 to see
5 reading 10 being
6 check

(Suggested answers)
2 to take 10 write/type
3 come 11 to buy
4 inviting 12 study
5 going 13 hurry/run
6 to bring/take 14 playing
7 to hear 15 to stay
8 leave 16 to find/see
9 saying

2 too expensive for him
3 learning about other cultures is
4 was allowed to go out
5 was heard to quarrel
6 found Tina’s behaviour annoying
7 sharp enough for me
8 were made to help
9 difficult for her to read
10 allow people/staff to make
11 is too shallow for you

1 You had better stay in bed today.
2 Mum has stopped drinking fizzy drinks.
   She is on a diet.
3 This bag is too expensive for me to buy.
4 Smoking is dangerous for your health.
5 Would you mind opening the window?
6 I’d love to eat a pizza tonight.
7 I stopped at the bakery to buy some bread.
8 They made me pay for the broken window.
9 I heard the Taylors arguing.
10 I’d better ask someone for help.
11 I forgot to call you last night. I’m sorry.
12 He left the shop without paying for the shirt.
13 You shouldn’t be rude to your parents.
14 He is old enough to drive a car.

1 for 6 to
2 so 7 it 12 being
3 for 8 about 13 would
4 to 9 them 14 to
5 that 10 to

Prepositions
2 on 4 of 6 on 8 with
3 with 5 on 7 to

Phrasal Verbs
2 up 8 out 13 for
3 about/on 9 round 14 out
4 out 10 for 15 out
5 out 11 away 16 up
6 back 12 about/ 17 off
7 forward on 18 round

2 B 5 A 8 C 11 B
3 B 6 A 9 C 12 A
4 C 7 B 10 A 13 C

2 are you tasting 11 Do you recognise
3 has gone 12 am going
4 has been studying 13 don’t like
5 is being 14 was/used to be,
6 have been playing 15 have/used to have
7 broke down, spilt 16 have been trying
8 had been working 17 is always
9 has taken 18 had been
10 are moving practising

Oral Activity
- She went on to perform in many opera houses in America and Europe.
- People enjoyed hearing her sing.
- She could sing in French, German and Italian.
- She was well-known for singing difficult roles.
- She was famous for having a bad temper.
- She was used to appearing at famous venues.
- She managed to earn a reputation as an excellent singer and actress.
- She spent some time teaching opera at Juilliard.
- She decided to give a final world concert tour in 1972-73.
- She retired after performing/having performed forty different roles.
- She is considered to be one of the greatest opera singers of the 20th century.
Writing Activity

(Suggested answer)

... went on to perform in many opera houses in America and Europe. People enjoyed hearing her sing and she could sing in French, German and Italian. She was well-known for singing difficult roles, and she was also famous for having a bad temper. She was used to appearing at famous venues and she managed to earn a reputation as an excellent singer and actress. She spent some time teaching opera at Juilliard. She decided to give a final world concert tour in 1972-73. She retired after performing forty different roles. She is considered to be one of the greatest opera singers of the 20th century.

UNIT 3: Adjectives - Adverbs - Comparisons

1. a small ancient stone cottage
2. large round antique
3. beautiful tall silver
4. soft thick cotton
5. square green woollen
6. oval green silk
7. an exciting New American film
8. an old-fashioned wooden table
9. a delicious large chocolate cake
10. an ugly orange velvet sofa

2. loudly
3. nervously
4. noticeably
5. suddenly

6. cheerfully
7. happily
8. nearly

7. hardly
3. mostly
4. freely
5. high
6. late
7. prettily
8. deep
9. free
10. nearly
11. late

8. hopefully
3. suddenly
4. gently
5. softly
6. miserably
7. pretty
8. nearly
9. loud
10. slowly
11. brightly
12. immediately

9. He enjoyed designing brightly-coloured clothes.
3. He worked very hard throughout his career.
4. By 1982, he was incredibly famous and had won the first of many awards.
5. His clothes were extremely popular with famous musicians, such as Elton John and George Michael.
6. He was frequently asked to design costumes for ballets, shows and concerts.
7. He was greatly respected by other fashion designers.
8. Sadly, Versace died in 1997, at the age of fifty.
2 Joanne has been writing letters to her friends all day.
3 He has been working in his office all day. He has been working all day in his office.
4 We placed the box carefully on the table. We carefully placed the box on the table. Carefully, we placed the box on the table.
5 They bought some fruit at the market yesterday. Yesterday, they bought some fruit at the market. They bought some fruit yesterday at the market.
6 He walked quietly out of the room during the film. He walked out of the room quietly during the film. During the film he quietly walked out of the room. During the film he walked out of the room quietly. He quietly walked out of the room during the film. Quietly, he walked out of the room during the film.
7 The party was utterly amazing.
8 We were completely lost.
9 Jenny has been reading her magazine all morning in the garden. Jenny has been reading her magazine in the garden all morning.
10 They knew then they had lost the match. Then they knew they had lost the match. They knew they had lost the match then.
11 They have been talking in the hall for hours. They have been talking for hours in the hall.
12 She changed her clothes quickly. She quickly changed her clothes. Quickly, she changed her clothes.
13 I was feeling extremely tired.
14 He is doing his homework quietly in his bedroom. He is quietly doing his homework in his bedroom.
15 We watched a film last night at the cinema. We watched a film at the cinema last night. Last night, we watched a film at the cinema.

(Suggested answers)
2 Prague ... the nicest ...
3 Honey is sweeter than ...
4 ... swim well, ... ski ... better ...
5 ... Physics is the most difficult ...
6 Diamonds are more valuable than ...
7 Fruit is the healthiest ...
8 Modern typewriters are more efficient than ...
9 Laura is the most intelligent ...
10 Gold jewellery is more expensive than ...
11 rather 6 quite 10 quite
12 rather 7 rather 11 rather
13 rather 8 fairly 12 rather
14 quite 9 fairly
Painting is the cheapest of all.
Carpentry isn’t as/so cheap as painting.
Golf is the least cheap of all.
Painting is the most relaxing of all.
Golf is not as/so relaxing as painting.
Carpentry is the least relaxing of all.

2 like 5 as 8 like 11 like
3 as 6 like 9 like
4 as 7 as 10 as

1 I’m three inches shorter than you.
2 Steve is older than me/I am.
3 The little boy sang like a bird.
4 Paul is not as handsome as Tom.
5 She is quite a pretty girl.
6 Sally is the tallest girl in our class.
7 Let me know if you need any further help.
8 Tracey studies hard.
9 My best friend is two years older than me.
10 The church is the oldest building in the village.
11 She did her homework more carefully than usual.
12 His flat is as big as mine.
13 Her new car is rather faster than her old one.
14 This cake is quite sweet.
15 The green dress is twice as cheap as the black one.
16 I feel very ill today.
17 She laughed happily.

1 more 7 than 13 even
2 the 8 most 14 as
3 not 9 as 15 a
4 very 10 the 16 much
5 so 11 to 17 by
6 more 12 like 18 the

2 in 5 quite 8 most
3 most 6 than 9 more
4 many 7 as 10 hardly

Dear Sir/Madam,

I am writing to you to apply for the position of science teacher which was advertised in the Evening Argus newspaper last Friday.

I graduated from university five years ago and I have been teaching/have taught science at Baker Comprehensive School since then. I have also been organising extra activities for children after school for the last three years.

I enjoy teaching and I am very patient with young children. I have attended several seminars on the subject of teaching science to primary school children.

I have asked my current employer for time off to attend interviews, so I will be free to visit your school if you wish to meet me.

I hope to hear from you soon.

Yours faithfully,
Gary Taylor

2 across 9 down 16 out
3 round/ over 10 out 18 up
4 into 11 down (on) 19 into
5 off 12 on/along 20 round
6 out 13 off 21 up
7 along 14 round against
8 up with 15 by

2 too slow to win
3 would rather read than/prefers to read rather than
4 kind enough to open
5 too angry to
6 took him weeks to write
7 were very disturbed by
8 difficult for her to make
9 was made to work late
10 was heard to argue

Prepositions
2 for 10 to 18 in
3 from 11 in 19 with
4 from 12 about 20 of
5 in 13 of 21 with
6 of 14 between 22 in
7 in 15 from 23 for
8 on 16 on 24 to
9 with 17 on 25 about
Oral Activity
(Suggested answers)
Mrs Thompson speaks French more fluently than Mr Spencer.
Miss Houston speaks French the most fluently of all.
Mrs Thompson is more experienced than Mr Spencer.
Miss Houston is the most experienced of all.
Mr Spencer is more reliable than Mrs Thompson.
Miss Houston is the most reliable of all.
Miss Houston is more friendly than Mr Spencer.
Mrs Thompson is the friendliest of all.
Miss Houston can type faster than Mr Spencer.
Mrs Thompson can type the fastest of all.

Writing Activity
(Suggested answer)
... Mrs Thompson also speaks French more fluently than Mr Spencer, but Miss Houston speaks French the most fluently of all. Mrs Thompson is more experienced than Mr Spencer, but Miss Houston is the most experienced of all. Mr Spencer is more reliable than Mrs Thompson but, again, Miss Houston is the most reliable of all. She is also more friendly than Mr Spencer, although Mrs Thompson is the friendliest of all. Miss Houston can type faster than Mr Spencer and Mrs Thompson can type the fastest of all. ...

Revision 1 (Units 1 - 3)

2 C 10 A 18 A 26 A 34 C
3 A 11 C 19 C 27 B 35 C
4 B 12 B 20 B 28 A 36 C
5 B 13 A 21 C 29 A 37 B
6 C 14 B 22 C 30 B 38 A
7 A 15 C 23 B 31 C 39 B
8 B 16 C 24 C 32 B 40 C
9 C 17 B 25 B 33 A

2 to look
3 watching
4 living
5 to have repaired
6 eat
7 to lend
8 to go
9 taking
10 spend

2 ... clever enough to go to university.
3 ... too tired to watch the late film.
4 ... enough money to go on holiday.
5 ... enough sugar to make a cake.
6 ... too salty for me to eat.
7 ... too special for me to sell.
8 ... pretty enough to be a model.
9 ... enough time to go to the cinema.
10 ... too ill to go to work.
11 ... warm enough for us to go for a picnic.
12 ... too full to eat any more.

2 high
3 nearly
4 mostly
5 hard
6 highly

2 the best
3 longer than
4 the most expensive
5 warmer
6 the friendliest
7 the biggest
8 faster than
9 further
10 cheaper
11 the shortest
12 more quiet/quieter
UNIT 4: Nouns - Articles - Word Formation

2 slice/piece/kilo of
3 slice/loaf/piece of
4 cup/pot/jar of
5 glass/jug/bottle of
6 glass/bottle/jug of
7 bar/piece of
8 packet/bowl of
9 jar of
10 piece/slice/kilo of
11 bowl/packet of
12 packet/kilo of

2 a. some
   b. a
3 a. a
   b. some
4 a. some
   b. an
5 a. a
   b. some
6 a. some
   b. a

2 chocolate
3 a paper
4 papers
5 paper
6 time
7 times
8 experience
9 experiences
10 woods
11 wood
12 room
13 room
14 hair
15 a hair
16 a glass
17 glasses
18 glass
19 an iron
20 iron

2 very little, too much
3 few, several
4 many, a few
5 a couple of, many
6 A large quantity of, Too much
7 a little, a small amount of
8 several, a few
9 few, several
10 many, a great number of
| 5 | 2 | a computer | 7 | mother-in-law |
| 3 | orange juice | 9 | a hair brush |
| 4 | a walking stick | 10 | a passer-by |
| 5 | a shower curtain | 11 | (your) house |
| 6 | a window cleaner | 12 | keys |

| 6 | 2 | is | 5 | is | 8 | was | 11 | is |
| 3 | is | 6 | were | 9 | was | 12 | is |
| 4 | were | 7 | are | 10 | are |

| 7 | 2 | they gave us was interesting |
| 3 | is | her favourite subject is the subject she likes most |
| 4 | we had this winter was mild |
| 5 | were called immediately |
| 6 | I told them was exciting |
| 7 | traffic was bad |
| 8 | I stayed in was very luxurious |
| 9 | was | taken out of the car by the driver |
| 10 | was | very sensible |
| 11 | is | too big for me |
| 12 | are | magnificent |
| 13 | is | long and blonde |

| 8 | 1 | one |
| 2 | 6 | One |
| 3 | 11 | one |
| 4 | 12 | a |
| 5 | 13 | a |
| 6 | 14 | A |
| 7 | 15 | an, one |

| 9 | 1 | sea |
| 2 | 7 | hospital |
| 3 | 8 | the hospital |
| 4 | 9 | the bed |
| 5 | 10 | the school |
| 6 | 11 | prison |

| 10 | 2 | the cats |
| 3 | 11 | people |
| 4 | coffee, tea | 12 | The villages |
| 5 | coffee | 13 | Breakfast, the day |
| 6 | Life | 14 | the only |
| 7 | The life | 15 | the Stone Age |
| 8 | swimming | 16 | Spain |
| 9 | Children | 17 | train |
| 10 | The children | 18 | the flute |

| 11 | 1 | a |
| 2 | 5 | a, The, |
| 3 | 9 | –, the |
| 4 | 11 | a, the, – |
| 5 | 12 | the, the |
| 6 | 13 | the, the |

| 12 | A | 2 | the |
| 3 | 7 | the |
| 4 | 10 | The, The |
| 5 | 11 | a, the, – |
| 6 | 12 | the, the |
| 7 | 13 | the, the |

| 13 | A | 1 | The |
| 2 | 5 | a |
| 3 | 8 | an, – |
| 4 | 9 | The, the |
| 5 | 10 | The, the |
| 6 | 11 | , the |

| 14 | 1 | a |
| 2 | 12 | a, a |
| 3 | 13 | history |
| 4 | 14 | The panda, China, Pandas, bamboo |
| 5 | 15 | a wildlife park, an interesting experience |
| 6 | 16 | a new car, lead-free petrol |
| 7 | 17 | a hotel, the sea, The room, the view |
| 8 | 18 | the last, the party, a taxi |
| 9 | 19 | ghosts, the supernatural, a product, people’s |
| 10 | 20 | The clothes, a sale, the department stores, the city centre |

| 15 | 1 | a |
| 2 | 4 | the, an, the |
| 3 | 5 | an, the |
| 4 | 6 | a, – |
| 5 | 9 | , The |
| 6 | 12 | a, a, a, |

| 16 | 2 | ex |
| 3 | 5 | anti |
| 4 | 7 | prem |
| 5 | 8 | de |
| 6 | 9 | door |
| 7 | 10 | exit |
17 2 il 5 ir 8 in
3 dis 6 no 9 dis
4 im 7 il 10 ir

A 2 helpful B 1 organisation
3 assistance 2 excitement
4 clumsiness 3 colourful
5 frustration 4 explosion
6 expression 5 happiness

C 1 extension 4 impressive
2 builders 5 useful
3 construction

1 We lost our **luggage** at the airport.
2 We went to Bath **by car**.
3 The police are searching for the stolen painting.
4 Twenty kilometres is too far to travel to school.
5 A very reliable means of transport is the train.
6 The criminal was sentenced to ten years in **prison**.
7 Two **hovercraft** almost collided at sea yesterday.
8 I have three **sisters-in-law**.
9 Most people enjoy listening to music.
10 The news is on TV at six o’clock every evening.

20 the 4 an 7 the
2 the 5 the 8 the
3 the 6 car 9 The

**Phrasal Verbs**

2 with 12 up
3 out 13 without
4 up 14 up
5 behind 15 apart
6 away with 16 up
7 up 17 behind
8 for 18 up
9 in 19 back on
10 away with 20 in with
11 for

**Prepositions**

2 about 9 to 16 of
3 from 10 in 17 about
4 with 11 in 18 to
5 of 12 to 19 for
6 for 13 to 20 to
7 for 14 to 21 of
8 at 15 with 22 for

23 2 A 7 B 12 B 17 A
3 B 8 B 13 B 18 B
4 A 9 B 14 C 19 A
5 A 10 C 15 C 20 B
6 B 11 A 16 A

**Oral Activity**
(Suggested answers)

- She went to the hairdresser’s to get a new haircut.
- She arrived at the stadium and sat in the front row.
- She danced to wonderful music during the performance.
- She was invited on the stage to meet the band.
- She sang a song with the lead singer.
- She went for a meal in an expensive restaurant.
- She was driven home in a black limousine.

**Writing Activity**
(Suggested answer)

... to the hairdresser’s to get a new haircut. I arrived at the stadium and sat in the front row. I danced to wonderful music during the performance. Then, I was invited on the stage to meet the band, where I sang a song with the lead singer. Afterwards, I went for a meal in an expensive restaurant, and finally I was driven home in a black limousine.
UNIT 5: Modal Verbs

1. 2 could/couldn't 7 couldn't/wasn't able to
   3 was able to
   4 can 8 can't
   5 can't 9 could
   6 was able to 10 can

2. 2 mustn't 5 mustn't
   3 needn't/don't 6 must
   have to 7 must
   4 needn't/don't 8 needn't/don't
   have to

3. 2 didn't need to 6 needn't have
   hurry 7 bought
   3 needn't have 8 needn't have
   gone 9 packed
   4 didn't need to ask 10 didn't need to
   buy 11 pack

A  No, they can't be tired.
Yes, they must know each other.
B  Yes, they must go fishing often.
No, it can't be winter.
No, they can't be bored.
C  Yes, they must have walked up the
    mountain.
Yes, they must enjoy walking.
No, the weather can't be very hot.
D  Yes, she must have been interviewing the
    man.
Yes, she must be a reporter.
No, they can't be in an office.

5. 2 ... can't know the secret.
3 ... can't have got a new car.
4 ... must have paid the phone bill.
5 ... can't live here.
6 ... must have left the party early.
7 ... can't have called me.
8 ... must have sent you a birthday card.
9 ... must have been keeping secrets from
    me.
10 ... must be looking for a new job.
11 ... can't have gone to the supermarket.
12 ... must be working at the library.

6. 2 ... may/might be home soon.
3 ... may/might not stay in a hotel.

7. 2 can 7 can't
   3 mustn't/can't 8 must
   4 must/have to 9 needn't
   5 can 10 have to
   6 needn't

8. 2 could/were 5 were allowed to
   allowed to 6 could/was
   allowed to
   3 was allowed to
   4 could/were
   allowed to

9. 2 was allowed to 5 Might
   3 Can 6 may
   4 May I 7 Am I allowed to

10. 2 Shall 5 Will 8 Shall
     3 Will 6 shall 9 Will
     4 shall 7 Will 10 Shall

11. 2 shouldn't/ought not to have bought
    3 shouldn't/ought not to eat
    4 shouldn't/ought not to have lifted
    5 should/ought to drive/have driven/have
       been driving
    6 should/ought to be
    7 should/ought to have done
    8 shouldn't/ought not to have borrowed

12. 2 didn't need to 8 was able to
    3 should 9 needn't
    4 May 10 May
    5 could 11 shall, can
    6 can't 12 could
    7 Could
2 David can’t be going to the party tonight.
3 The guests should arrive at 8 o’clock.
4 Toby didn’t have/need to go to school today.
5 You should/ought to book a table in advance.
6 They have to/must wear helmets at work.
7 You must wait here until the manager arrives.
8 Steve was able to repair the bike after trying for two hours.
9 We may/might go to Italy for a holiday next summer./It is likely that we will go to Italy for a holiday next summer.
10 We have to wear a uniform for school.
11 You mustn’t run in the corridors.
12 Let’s invite some friends over to dinner./Shall we invite some friends over to dinner?/We can/could invite some friends over to dinner.
13 You needn’t/don’t have to buy me a present.
14 Can/May/Could/Might I use your telephone?
15 Shall I clean the windows for you?
16 Let’s go for a walk this afternoon./Shall we go for a walk this afternoon?/We can/could go for a walk this afternoon.

2 They may/might/could be trying to escape.
3 They must be in the countryside.
4 It can’t be a cloudy day.
5 It may/might/could be their own boat.
6 They may/might/could be going to a hiding place.
7 The police may/might/could be chasing them.

2 Can you hold this bag for me, please?
3 We could go for a picnic this weekend. Shall we go for a picnic this weekend?
4 John didn’t have/need to go to work because it was Sunday.
5 We were able to do the puzzle, although it was difficult.
6 You must/have to report to the manager as soon as you reach Manchester.
7 You mustn’t/can’t enter this area.

2 May/Might/Could/Can I take this chair?
3 You needn’t/don’t have to feed the dog, I’ve already done it.
4 You should have locked the doors when you went out.
5 You must take legal action.
6 We should/ought to obey the law.

2 can’t/mustn’t/ 7 may/might
may not 8 must
3 Shall 9 must/have to
4 May/Could/Can/
Might 10 can’t/couldn’t
5 should/ought to 11 can’t
6 mustn’t/can’t

2 Tony may/might/could have gone to work early.
3 Policemen have to wear a uniform while on duty.
4 Simon was able to climb the mountain, although it was steep.
5 You mustn’t/can’t/are not allowed to sound the alarm for no reason.
6 Shall we watch a video this evening?/We can/could watch a video this evening.
7 Martin must have heard me calling him.
8 Paul can’t be an engineer.
7 could be at
8 should have your
9 can’t have meant
10 needn’t have helped
11 mustn’t take your bag
12 must have understood
13 may have taken
14 are not allowed to run
15 Jane be leaving school
16 likely that we will have
17 ought to start studying

2 needn’t 6 Can 9 shouldn’t
3 Could 7 May 10 ought
4 needn’t 8 Shall, 11 have to
5 Shall 12 should

2 co- 5 inter- 8 un-
3 bi- 6 over- 9 re-
4 de- 7 re- 10 un-

2 impressive 10 collection
3 communication 11 attractions
4 expressive 12 sensitive
5 inventor 13 appreciation
6 protective 14 active
7 explosion 15 explosive
8 possession 16 expression
9 extensive

1 ‘Could you help me lift this box?’ ‘Of course I can’.
2 I was allowed to go to Emma’s party last Saturday.
3 Need I book a table in advance?
4 Can/Might/Could these flowers be from your fiancé?
5 Although she was exhausted, she was able to finish the race.
6 You should brush your teeth twice a day.
7 I had to have my car repaired last month.
8 The bus may/might/could be late today because there is a lot of traffic.

1 to 4 will 7 to 10 has
2 been 5 that 8 if
3 to 6 we 9 been

Phrasal Verbs

2 down to 5 round to 8 through
3 across 6 by 9 on with
4 off 7 at 10 off with

Prepositions

2 in 8 in 14 to 20 in
3 for 9 at 15 on 21 on
4 after 10 in 16 with 22 about
5 at 11 of 17 on
6 for 12 of 18 to
7 on 13 for 19 of

2 have already put 6 will arrive
3 will be/are 7 will take
4 will probably 8 went
   borrow 9 bought
5 have arranged 10 will go/goes

2 am meeting 6 was cutting
3 has been baking, 7 made
   has made 8 lost/had lost
4 has been feeling/ 9 starts
   has felt 10 are coming
5 Have you ever 11 will be skiing
   been, went

2 A 4 B 6 A 8 C 10 B
3 B 5 A 7 B 9 A

2 to join 5 stealing 9 to go
3 going, to 6 speaking 10 to find
   go 7 eating
4 to sew 8 cleaning

2 hasn’t been to
3 the funniest joke
4 is it since you took
5 still hasn’t tidied
6 denied taking/having taken/that he had taken
7 as energetic as
8 finds literature interesting
9 dances as gracefully as
10 was made to reveal


UNIT 6: The Passive - Have Something Done

1. The tables are wiped.
2. The cutlery is polished.
3. The places are set.
4. The menu is checked.
5. The food is prepared.
6. The ovens are heated.
7. The flowers are arranged in vases.
8. The salt and pepper pots are filled.
9. The candles are lit.
10. Must be handed

2. has been held
3. is attended
4. is watched
5. will be presented
6. is desired
7. is conducted
8. are not revealed
9. is opened
10. are given
11. are separated
12. are made
13. are known
14. are considered
15. be given

3. Money is being raised for a child’s operation in America.
4. A decision was made about new exams yesterday.
5. A shopping centre is to be opened/will be opened by the mayor tomorrow.

6. An/The escaped prisoner has still not been caught.
7. A family were rescued from a burning house last night.

8. It cannot be changed.
9. She was woken up by her mother at seven o’clock.
10. The waiter was asked by Sue to bring some water.

11. It cannot be changed.
12. It cannot be changed.
13. The boxes were moved out of the way by Michael.
14. It cannot be changed.
15. The dog is walked by the boys every day.
A  Yesterday afternoon, a sports day was held by the school. John was entered for the 100m race by his teacher because it was thought that he was/the fastest runner in the school. The whistle was blown by John’s teacher and the race started. The air was filled with loud cheers as John was cheered on by his friends. All the other runners were overtaken by John and, as had been expected, the race was won by John. He was given a trophy as a prize by the headmaster. A trophy was given to him as a prize by the headmaster.

B  Do you think that electric cars will ever be used? The electric car has already been invented, but at the moment they are too expensive to be bought by most people. Also, their batteries have to be recharged frequently. However, if electric cars were driven instead of the cars which are used today, the air we breathe would be cleaner, as exhaust fumes would not be pumped into the atmosphere.

C  Last week, Dawston was visited by the Prime Minister. He was greeted by the Mayor of the town when he arrived and was given a tour. He was introduced to some important businessmen and was taken to lunch in a local restaurant. In the afternoon, a meeting was held by the Mayor and the citizens of Dawston were addressed by the Prime Minister. They were told that he had enjoyed his visit very much.

2  An expert has valued the painting.
3  He likes people giving him presents.
4  We must pay the bill immediately.
5  The hotel provides hot water 24 hours a day.
6  A boy delivers our newspaper every morning.
7  A designer in Paris will make her wedding dress.
8 Several important art critics attended the meeting.
9 The event organisers are making preparations.
10 The company has published an interesting book.

2 are found 11 are joined
3 is thought 12 are also known
4 ever cultivated 13 are first roasted
5 is grown 14 are ground
6 reaches 15 are then
7 has 16 are filtered
8 produces 17 are soaked
9 is called 18 is drunk

2 Melanie is having her picture taken.
3 Paul is having his tooth filled.
4 Helen is mopping the floor.
5 Jane is having her nails painted.
6 Tim is pruning the tree.

• I can have my living room designed here.
• I will have my suits cleaned here.
• I will have my hair cut here.
• I can have new locks made for the house here.
• I will have my clothes mended here.

2 She has all her clothes made specially for her.
3 They have had their house painted.
4 He had his car broken into.
5 She had her bag stolen.
6 She has had party invitations printed.
7 She is having her hair cut.
8 He is going to have his car serviced.
9 They should have their roof repaired.
10 She should have her tyre fixed.

2 ... will you have/are you going to have it decorated
3 ... am going to have double glazing fitted
4 Are you going to have carpets laid
5 Did you have your curtains delivered
6 ... had the carpets cleaned

2 She is having her skirt cleaned at the moment.
3 I have my hair trimmed once a month.
4 We are going to have central heating installed in our house next month.
5 Sam had a burglar alarm fitted last week.

6 I am having my car repaired at the moment.
7 The band have just had their new single recorded.
8 We are going to have our new furniture delivered tomorrow.
9 They are having their new house decorated at the moment.
10 We will have the windows cleaned.
11 I have had a new jumper knitted.
12 We have to have the lock fixed.
13 He is going to have a new pair of glasses made.

2 Mrs Brown was having her hair styled by the hairdresser.
3 She had the shopping carried to the house by her son.
4 Dad is going to have the grass cut.
5 They used to have the house cleaned by a cleaner.
6 Did Paul have his motorbike repaired by the mechanic?
7 The boss had the letter typed by his assistant.
8 Joe had the dripping tap fixed by a plumber.
9 Have you had some photocopies made by the secretary?
10 Tom was having his lunch cooked by the chef.
11 Did you have the sofa delivered to you by the shop?
12 I had my purse stolen last Friday.
13 Did you have your house decorated by a painter?
14 Adam is having a new roof put on his house by the builders at the moment.
15 She had the silver polished by the maid.
16 The man had his luggage taken to his room by the porter.
17 Did you have the flowers arranged by Jenny?
18 When will you have your glasses made?
19 I had my party catered for by a professional.
20 Did you have the chimney swept (by anyone)?
21 She had the shopping done (by him).
22 They had their house burgled last night.
23 He had the fence built by a carpenter.
24 Julie has all her clothes ironed by the house-keeper.
25 He had his shop’s windows smashed in the riot.
| Page 19 |
|---|---|
| 2 | is said to be |
| 3 | was repaired by |
| 4 | likes being |
| 5 | will be told off |
| 6 | haven’t been locked |
| 7 | being organised by |
| 8 | are expected to be present |
| 9 | to be taught |
| 10 | should be told |
| 11 | is being mended by |
| 12 | were told about |
| 13 | have her wedding dress designed |
| 14 | had two of his teeth |
| 15 | will be given |

| Page 20 |
|---|---|
| 2 | package |
| 3 | independence |
| 4 | attendance |
| 5 | performance |
| 6 | pleasant |
| 7 | impression |
| 8 | healthy |
| 9 | correspondence |
| 10 | ignorant |
| 11 | reference |
| 12 | enjoyment |
| 13 | absence |
| 14 | inconvenience |
| 15 | importance |
| 16 | evidence |
| 17 | innocence |
| 18 | presence |
| 19 | violence |
| 20 | achievements |

| Page 21 |
|---|---|
| 1 | He is said to have been promoted. |
| 2 | This pie was made with shortcrust pastry. |
| 3 | Who was this cake made by? |
| 4 | Do you have your car serviced often? |
| 5 | Green clothes suit Katie. |
| 6 | The man was seen to hit the police officer. |
| 7 | The house has been decorated recently. |

| Page 22 |
|---|---|
| 1 | being |
| 2 | to |
| 3 | been |
| 4 | it |
| 5 | to |
| 6 | was |
| 7 | had |
| 8 | that |
| 9 | to |
| 10 | been |

| Page 23 |
|---|---|
| 2 | up |
| 3 | in |
| 4 | down |
| 5 | out |
| 6 | down with |
| 7 | out |
| 8 | through |
| 9 | without |
| 10 | over |
| 11 | off |
| 12 | into |
| 21 | off |
| 13 | through |
| 22 | round |
| 14 | along/on |
| 24 | up |
| 15 | down |
| 25 | back |
| 16 | away |
| 26 | out |
| 17 | in for |
| 27 | over |
| 18 | ahead |
| 28 | off |
| 19 | off |
| 29 | back on |
| 20 | by |
| 30 | round |

| Page 24 |
|---|---|
| 1 | been |
| 2 | to |
| 3 | – |
| 4 | by |
| 5 | it |
| 6 | to |
| 7 | – |
| 8 | did |
| 9 | they |
| 10 | – |
| 11 | the |

| Page 25 |
|---|---|
| 2 | for |
| 3 | in |
| 4 | in |
| 5 | of |
| 6 | with |
| 7 | with |
| 8 | to |
| 9 | for |
| 10 | from |
| 11 | on |
| 12 | in |
| 13 | of |
| 26 | for |
| 27 | from |
| 28 | in |
| 29 | of |
| 30 | from |
| 31 | of |
| 32 | for |
| 33 | on |
| 34 | for |
| 35 | with |
| 36 | with |
| 37 | to |
| 38 | to |
| 39 | to |
| 40 | to |

| Page 26 |
|---|---|
| 1 | Sally has known Jim for about six months. |
| 2 | At ten o’clock last night, I was baking an apple pie. |
| 3 | Pollution in cities is becoming has become a serious problem. |
| 4 | Who were you talking to just now? |
| 5 | Julie has written five letters so far. |
| 6 | This time next week, Claire will be flying to America. |
| 7 | We visited our cousins last weekend. |
| 8 | The train from London arrives at 1.15. |
| 9 | Will you open the door for me, please? |
| 10 | I'm tired. I have been working hard all day. |
| 11 | She used to play tennis when she was younger. |
| 12 | I will call Sam when I have finished/finish my homework. |
| 13 | We had done the shopping by the time the shops closed. |
| 14 | She is talking on the telephone at the moment. |
| 15 | Susan can walk the dog when she comes home. |
| 16 | He had been waiting for half an hour before his friend arrived. |
| 17 | Paul will have finished writing the report by lunchtime. |
| 18 | I walk to school every day. |
| 19 | Last night, I was watching TV when the phone rang. |
| 20 | By the end of June, I will have been working here for six months. |

| Page 27 |
|---|---|
| 2 | Painting |
| 3 | making |
| 4 | drawing |
| 5 | to sell |
| 6 | to hold |
| 7 | to have on |
| 8 | do |
| 9 | planning |

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28

... is watched by many people.
3 ... is needed to knit a jumper.
4 ... were planted by the gardener.
5 ... was spent at the supermarket.
6 ... are enjoyed by most children.
7 ... offered at the resort is excellent.
8 ... were washed and hung out to dry.
9 ... was examined before the article was written.
10 ... were told about the robbery.
11 ... are entertained in the living room.
12 ... were repaired and cleaned by the optician.

1 slowly, careless 5 terribly, rude,
2 peaceful, certainly, politely
3 sad, happily
4 carefully, quiet
5 seriously, funny, cheerful
6 suddenly, hardly

Writing Activity

(Suggested answer)
The construction of the Forbidden City was completed in 1420. It is protected by high walls and a moat on all four sides. The country was governed from the Forbidden City for nearly 500 years. In 1924, the Forbidden City was renamed the Palace Museum and was opened to the public. It is visited by thousands of people every year.

It was used as the set for the film 'The Last Emperor', which was directed by Bernardo Bertolucci. It might be used again in the future for a similar project.

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Revision 2 (Units 1 - 6)

12 ... were called immediately.
2 Some more flowers should be planted.
3 I object to my computer being used by her.
4 Are all the new staff trained by her?
5 The project will have been finished by next Friday.
6 The letters having been posted, John went back to the office.
7 What was the safe opened with?
8 The contestants must be informed about the rules of the game.
9 All the beds had been made.
10 Has a poem been written for you by Danny?
11 The dog was being fed by the children.
12 All the doors were locked before she went on holiday.
13 Is my bicycle being repaired by Mark?
14 The living room was decorated by Dad last week.
15 It is believed that he should be given a medal.
16 He was heard making the arrangements.
17 She is known to be a successful businesswoman. It is known that she is a successful businesswoman.
18 Who was this teapot broken by?
19 He is expected to arrive early in the morning. It is expected that he will arrive early in the morning.
20 Why was that building pulled down?
21 He is said to be a very wealthy man. It is said that he is a very wealthy man.
22 When will my car be repaired?

2 careful
3 assistance
4 colourful
5 tourist
6 arrangements
7 reception
8 description
9 relative/relation
10 frighten
11 excitement
12 explosion
13 expression
14 impressive
15 attractive

2 should be invited
3 must have been
4 will be sacked if
5 ought to mend
6 was cleaned (by Sally)
7 may have gone
8 got split
9 is said to be
10 can’t have forgotten
11 don’t have to attend
12 should go and tidy
13 likes being asked
14 hasn’t been tidied
15 likely that we will go
16 is thought that he could have been held up
17 mustn’t smoke
18 to be shown to
19 needn’t have locked
20

2 Tony will have his car taken to the garage tomorrow.
3 Jane had her bag stolen last night.
4 Paul had his jaw broken in a boxing match.
5 We will have the new lock fitted on Monday.
6 He has just had his passport stolen.
7 They have their house decorated every year.
8 We had our rooms cleaned by our mother this morning.
9 Sally is going to have her wedding dress made next month.
10 I have my salary deposited in my bank account every month.
11 We have our grass cut by the gardener.
12 I had my window broken during the storm.
13 He will have his photograph taken by his friend.
14 He had his case carried to the car by the chauffeur.
15 They have their windows cleaned once a month.
16 How often do you have your eyesight checked by the optician?
UNIT 7: Reported Speech

A  2 tell  4 told  6 said
3 said  5 tell  7 told

B  1 told  3 said  5 say
2 said  4 told  6 tell

C  1 told  3 tell  5 told
2 say  4 say  6 said

2 Tina told her (that) the library is/was huge.
3 Paul told her (that) he was learning lots of interesting things.
4 Simon told her (that) the teachers were very friendly.
5 Elaine told her (that) she would always remember her time there.
6 Roger told her (that) he was taking his final exams the following month.

2 She said (that) she was starting a new job the following week the week after.
3 He told them (that) he had got his exam results the week before the previous week.
4 Sally said (that) she couldn’t afford to buy the dress.
5 He told/said to her (that) he would buy a car if he had enough money.
6 Frank said (that) it was the house where he had been born was born.
7 Jill said (that) it had been/was a wonderful party.
8 The teacher said (that) oranges grow grew in hot countries.
9 He said (that) a lot of people visit visited museums.
10 The tour guide told us (that) it is/ was a very famous statue.
11 Bob said (that) he didn’t like the jacket.
12 The boy said (that) he is lost.
13 She said (that) she might be a little late that evening.
14 Mum told/said to Claire (that) she had better clean up the mess.
15 She said (that) she has already done the shopping.
16 Sue said (that) she found had found the note under the sofa.
17 He told/said to us (that) he wouldn’t be late again.
18 She said (that) if she finished work early, she would call me.
19 He told the reporters (that) he had been training hard recently.
20 Zoë offered to make some tea.
21 The man told/said to his children (that) they must had to go home then.
22 Sarah said (that) they were the boys who chased/ had chased her.
23 Lynne told her friends (that) she is going to a party tonight.
24 Laura said (that) she used to have long hair.
25 Grandad said (that) there is/ was too much violence on TV.
26 Andrew told her (that) she ought to make a decision soon.

(Suggested answers)

2 But you told me he was moving house on Monday.
3 But you told me you liked Italian food.
4 But you told me he couldn’t speak any foreign languages.
5 But you told me you went out together yesterday.
6 But you told me he was working in a bank.
7 But you told me you didn’t have to work.
8 But you told me she didn’t know about it.

2 Jill said (that) she had finished the letters you had asked her to write.
3 The teacher said (that) pandas live lived in China. The tenses can either remain unchanged or change because the statement is a general truth.
4 Dad says (that) it’s time for bed. The tenses do not change because the introductory verb is in the present simple.
5 Toby said (that) he had to tidy his bedroom then.
6 The article says (that) there has been an increase in the number of university students. The tenses do not change because the introductory verb is in the present simple.
7 Mr Brown says (that) his son is going to work abroad. The tenses do not change because the introductory verb is in the present simple.
8 He said that he should have bought her a present.
9 My sister always says (that) she is never going to have a pet. The tenses do not change because the introductory verb is in the present simple.
Alison says (that) the taxi is here. The tenses do not change because the introductory verb is in the present simple.

Mr Collins says (that) you needn’t work late this evening. The tenses do not change because the introductory verb is in the present simple.

She told me (that) she would pick me up at eight o’clock.

He said (that) coal is/was found underground. The tenses can either remain unchanged or change because the statement is a general truth.

She said to/told her son (that) he ought to go to the doctor’s. “Ought to” never changes.

They said (that) it was raining hard that day.

They said (that) they had never travelled by plane before.

They said (that) they might go to the cinema that night.

Mum always says (that) you/I should wear warmer clothes. “Should” never changes.

... I gave an amazing performance in the film.

When I starred in ‘Over the Moon’ in 1958, ‘Film Stars’ said that I brought any character to life. ‘Movie News’ said that I was always a pleasure to watch.

When I starred in ‘The Secret House’ in 1961, ‘Film Weekly’ said that I was the best actress ever seen on screen. ‘Movie Times’ said that I had a gift which was very rare.

When I starred in ‘Only for You’ in 1963, ‘Film World’ said that I had made the film a success. ‘Screen Play’ said that I truly was a star of the screen.

I asked the shop assistant how much the blouse cost.

I asked the doctor how many tablets I should take each day.

I asked the librarian if I could borrow the book for another week.

I asked the electrician if it would cost very much to repair the television.

I asked the waiter if I might look at the menu.

I asked the teacher what I had to do for homework.

I asked the secretary when the report would be typed.

I asked the florist if he/she would be able to deliver the flowers that day.

I asked the hairdresser if I could make an appointment to have my hair cut.

Uncle Bill asked us where our parents were.

Dad asked if/whether I would help him carry the box.

Mum asked me what time I would be home.

He asked her if/whether she could play the guitar.

David asked Janet who had been/was at the door.

They asked us where the post office was.

Meg asked me when I would do my homework.

The boss asked me if/whether I had finished the reports.

John asked Sam if/whether he liked computer games.

He asked her if/whether she would give him a lift to work.

She asked him where his jacket was.

Simon asked him what the best part of his job was.

Simon asked him what he found difficult about acting.

Simon asked him how many films he had starred in.

Simon asked him what his favourite film was.

Simon asked him if/whether he had met many other famous people.

Simon asked him where he would most like to make a film.

Simon asked him if/whether he had visited many interesting places.

Simon asked him what his plans for the future were.

Simon asked him if/whether he was happy with his life.

He suggested going out for dinner.

Colin asked Dave to hold the book for him.

He asked her to close the door.

Father suggested going to the beach.

She suggested watching the game on TV.

He begged them not to hurt him.

The policeman ordered the thieves to put their hands up.

The man asked the waiter to bring him some water.

Jason begged his father to let him go to the party.
11 The librarian told the boys not to make so much noise.
12 The chef told me to put the cake in the oven.

15 me to lock the door before I left.
2 for forgetting to call me.
3 that Stuart never listened to her.
4 going bowling that evening.
5 us to play near the road.
6 the man of stealing his wallet.
7 about/of being the best basketball player in the school.
8 (to) taking/having taken/that she had taken the letter.
9 that Sarah (should) stay/on Sarah staying for lunch.
10 me to let him borrow my bicycle.
11 me not to touch the oven because it was hot.

16 denied 8 threatened
advised 9 reminded
promised 10 accused
agreed 11 warned
complained 12 insisted
suggested

12 ... told her dad (that) she wouldn’t be home that night.
3 ... asked Mum if/whether I could have a biscuit.
4 ... asked Jim to help her with the bags.
5 ... told him to hurry up.
6 ... told them to be quiet.
7 ... suggested going to the theatre.
8 ... told me we would discuss it later.

13 Anna said (that) she is going shopping.
3 His friend told him to go away.
4 She asked me if/whether I was ready to leave.
5 He told/said to her (that) he would pick her up at five o’clock.
6 Ruth says (that) it’s time for lunch.
7 Marilyn asked when I/we arrived/had arrived.
8 She said (that) the meeting started ten minutes ago.
9 My father told me not to be late.
10 Pam told us (that) Tom had already left.
11 Joe asked who was there.
12 She asked me what colour skirt I bought/had bought.
13 They told/said to him (that) they are leaving early in the morning.
14 Dad told the boys not to go near the fire.
15 Liz suggested having a barbecue that weekend.

14 2 b 4 b 6 b 8 a
3 a 5 a 7 b
20 Amanda exclaimed (that) it was the most beautiful necklace she had ever seen.

2 They gave an exclamation of surprise/delight as the fireworks exploded in the sky.

3 He asked us to try to visit John.

4 She gave an exclamation of delight as she tasted the dessert.
   She exclaimed/said that it was a delicious dessert/that the dessert was delicious.

5 He gave an exclamation of surprise when he saw the present.

6 She gave an exclamation of amazement when she saw the magician’s act.

7 She wished him good luck.

8 She asked him if he could do the puzzle and he said he couldn’t.

(Suggested answers)

2 He suggested going to the cinema, explaining that they hadn’t seen a film for months.

3 Tim said that Dave was ill and added that he couldn’t go to the party. Mike asked what was wrong with him. Tim said that he had got flu and explained that he had to stay in bed.

4 He said to/told her that she was early and went on to explain that he wasn’t ready yet.

5 She told him to hurry up, explaining that they were going to miss the bus.

6 She asked him if/whether he had his key, adding that she had forgotten hers.

7 Colin said that he was going out and went on to say that he might be back late.

8 Sally told John that she had bought a car and went on to explain that it was being delivered the next day. John asked her what kind of car it was. Sally told him that it was a sports car and added that it had been/was very expensive.

9 He apologised for being late and explained that he had overslept.

10 Martin asked James if he could help him and went on to explain that he needed some advice. James asked him what the problem was. Martin said that he didn’t know what to buy his mother for her birthday and added that he wanted to get something special.

4 ‘Why are you crying?’ Steve asked Jenny. ‘Why are you crying, Steve?’ asked Jenny.

5 ‘I’m sorry I’m late,’ he said. ‘I was stuck in traffic.’

6 Rachel said, ‘I’m afraid I can’t help you.’

7 ‘I don’t want eggs,’ she said to her mother. ‘I’d rather have a steak.’

8 ‘We have to leave in five minutes,’ Sally said. ‘Can you call us a taxi?’

9 ‘Did you go to the library today?’ Sean asked me.

10 Daniel said, ‘Stop talking. I can’t concentrate.’

2 ‘Would you like to come to the cinema with me?’ she asked.

3 ‘I’ll help you clean the house if you like,’ he said.

4 ‘We’re late,’ we said. ‘We missed the bus.’
   ‘We’re late because we missed the bus,’ we said.

5 ‘You should see a professional,’ she said.

6 ‘Yes, I (have) read your diary,’ she said.

7 ‘Yes, I’ll help you interview the candidates,’ she said.

8 ‘You broke my glasses,’ he said to me.

9 ‘We’re sorry we missed your dinner party,’ we said to them.

10 ‘The children are always disturbing me,’ Edward said.

2 ‘Why don’t we/ Shall we go fishing this afternoon?’ ‘Let’s go fishing this afternoon,’ said Malcolm.

3 ‘I didn’t damage the car,’ said Simon.

4 Kate asked Harry to open the door for her.

5 ‘I have met Kevin Costner,’ said Julia.

6 She complained (that) he never listened when she was talking to him.

7 The instructor explained (that) this was how we opened the parachute.

8 She promised her friend (that) she wouldn’t lose her necklace.

9 ‘Please, please, let me go to the disco,’ Stuart said to his parents.

10 His father forbade him to go to the concert.

11 Mum agreed to let me stay out late on Saturday.

12 ‘I want to speak to my lawyer,’ the man said.

13 He told us that there were no tickets left.

14 The guide warned the climbers that the path was very slippery.

15 ‘Will you write to me while you’re away, please?’ he said to her.
2 Dave told them/said (that) they had been interviewing people for two weeks.
3 Lucy suggested contacting the Job Centre.
4 Ann said that she thought (that) Julie Smith was looking for a job.
5 Tom agreed and added that they had forgotten that she had been looking for a job.
6 Dave said (that) Julie might be perfect for the job and went on to ask Ann if she had her phone number.
7 Ann said (that) she did and offered to give her a call.
8 Sam asked Ann not to forget to ask her if she could work flexible hours.

1 Anna says that lunch is ready.
2 They told me that it was a photograph of their family.
3 Brian told me that he had a new car.
4 Linda said she had seen the film the month before/last month.
5 Tim asked me where I had been on holiday.
6 Alan told me that John must be in the office.

2 to 4 to 7 that 10 on
2 being 5 to 8 do
3 so 6 if 9 that

Prepositions
2 with 7 to 12 from 17 to
3 of 8 in 13 about 18 to
4 to 9 from 14 of
5 at 10 on 15 of
6 to 11 in 16 with

Phrasal Verbs
2 in 10 back 19 off
2 off/away 11 back 20 out
3 from 12 up with 21 down
4 out 13 back 22 up with
5 up 14 on 23 on
6 up/out 15 down 24 up
7 off 16 out 25 out of
8 on 17 back 9 up 18 out

A 2 instructions 1 successful
B 1 attention 2 popularity
C 4 careful 3 fashionable
D 5 wonderful 4 enjoyable
E 1 development 5 development

A 1 admiration 2 distraction
B 1 commitment 3 performance
C 4 concentration 4 enjoyment
D 5 development 5 development

2 B 6 B 10 B 14 A
3 C 7 C 11 C 15 B
4 A 8 A 12 C 16 C
5 C 9 B 13 A 17 B

2 A 4 B 6 B 8 A 10 A
3 C 5 A 7 C 9 C

2 didn’t need to give 10 didn’t need to give
3 should be 11 is likely that she will
4 you like me to cut 12 needn’t have cleaned
5 about going for a drive 13 may sell
6 needn’t have bought 14 must have proposed
7 are not allowed to interrupt 15 had better reconsider
8 may/might/could have left 16 exclaimed that
9 mustn’t play football

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8 may/might/could have left 16 exclaimed that
9 mustn’t play football
Oral Activity

(Suggested answers)
The reporter asked Mr Houston where he had found all the interesting objects and pictures. Mr Houston answered (that) he had been collecting them for years.
The reporter asked Mr Houston if/whether he had always been interested in history. Mr Houston said (that) he had, and added that it was/had been his favourite subject at school.
The reporter asked Mr Houston if/whether he had any other hobbies apart from history. Mr Houston answered (that) he also enjoyed listening to classical music.
The reporter asked Mr Houston what his hopes for the museum were. Mr Houston answered (that) he hoped that it would be popular with visitors and residents and (that) people would learn from it.

Writing Activity

(Suggested answer)
... that he thought everyone should have access to the town’s history. I asked him where he had found all the interesting objects and pictures and he said (that) he had been collecting them for years.
I asked Mr Houston if he had always been interested in history. He said (that) he had, and added that it had been/was his favourite subject at school. I then asked him if he had any other hobbies apart from history, and he said (that) he also enjoyed listening to classical music.
Finally, I asked Mr Houston what his hopes for the museum were. He replied that he hoped (that) it would be popular with visitors and residents and (that) people would learn from it ...

UNIT 8: Emphasis - Inversion

1. What you need to do is to act quickly.
2. What you have to do is to call an ambulance.
3. What you must concentrate on is helping the victims.
4. What you need to do is to concentrate on helping the victims.
5. What you need to check is that the injury is not serious.
6. What you should not allow anyone to do is to move the injured people.
7. What you should remember is to keep the victims warm.
8. What you have to do is to keep the injured people calm.

2. It was Paul who/that sold his old car last week.
3. It was Sarah who/that lost her keys this morning.
4. It was David who/that made dinner last night.
5. It was Simon who/that published his latest novel last month.
6. It was I who/that met a film star last week.
7. It was Alan who/that repaired the fence this afternoon.
8. It was Catherine who/that found a kitten on Monday.
It was a kitten that Catherine found on Monday.
It was on Monday that Catherine found a kitten.

2 It was Clark Gable and Vivien Leigh who played the lead parts.
3 It was Margaret Mitchell who wrote the original novel.
4 It was in 1939 that the film was released.
5 It was in Atlanta that the film was first shown.
6 It was soon after its release that the film became a huge success.
7 It was nine Oscars that the film won in 1940.

2 ... where was it that you met Jason?/Wherever did you meet Jason?
3 Who was it that gave you this expensive necklace?/Whoever gave you this expensive necklace?
4 Is it that cake that you are going to buy for the party?
5 It was Steve who decorated the living room.
6 What was it that made you react like this?/What made you react like this?
7 Why was it that you phoned the police?/Why did you phone the police?
8 Why is it that you don't remember my birthday?/Why don't you remember my birthday?
9 It was this morning that we received the letter.

2 ... come in!
3 ... did they close the shop?
4 ... she needs a pay rise.
5 ... promise to call him.
6 ... it that you got married?
7 ... have you done?
8 ... tell you to be quiet.
9 ... Annie who opened the windows.

(Suggested answers)
2 ... a big house with a garden.
3 ... a three-week holiday.
4 ... listening to music.
5 ... doing the ironing.
6 ... why she is not speaking to me.
7 ... what time they will arrive.
8 ... relaxing on the beach.

(Suggested answers)
2 had I got home 6 the alarm went off
3 working late 7 have I had
4 should you 8 should anyone
5 did I lose 10 else

2 Only later did I realise what a difference it would make to our lives.
3 Never before had there been a drug like this.
4 Only by taking penicillin could patients with infections be successfully cured.
5 Not only did penicillin advance medical technology, but it also saved thousands of lives.
6 Rarely do people die from infections these days.
2 ... Vincent Van Gogh did was paint beautiful pictures./Vincent Van Gogh painted was beautiful pictures.
3 ... that Mozart cared about was his music.
4 ... was the Wright Brothers who made the first aeroplane flight./was the first aeroplane flight that the Wright Brothers made.
5 ... gave Charles Dickens great pleasure was writing.
6 ... that Emily Pankhurst wanted was equal rights for women.
7 ... was in America that tobacco was first discovered./was tobacco that was first discovered in America.
8 ... was Margaret Thatcher who/that became the first female Prime Minister of Britain.

19
2 peaceful 6 luxurious
3 attractive 7 famous
4 beautiful 8 privacy
5 spacious 9 security

Phrasal Verbs

20
2 out 12 on/upon 21 over/
3 up 13 over 22 through
4 after 14 for 23 off as
5 out for 15 up for 24 off/away
6 up 16 out 25 up to
7 out 17 forward 26 on
8 down on 18 up 27 into
9 through 19 for 28 up to
10 away 20 on 29 up

Prepositions

21
2 of 6 at 10 of 14 of
3 for 7 of 11 about 15 in
4 with 8 from 12 about 16 for
5 to 9 with 13 on 17 into

22
2 A 4 A 6 A 8 C 10 B
3 B 5 A 7 C 9 C

23
2 a 7 a 12 the 16 the
3 an 8 the 13 an 17 –
4 the 9 – 14 –/ 18 a
5 – 10 a 17 –
6 the 11 – 15 –

24
2 The young girl was rescued by a firefighter.
3 The flowers are being watered by a gardener.
4 The dogs are walked by Caroline every morning.
5 The flood had been caused by heavy rain.
6 The evidence was being examined by police officers.
7 The reporters were given an interview by a spokesperson./An interview was given to the reporters by a spokesperson.
8 You will be taken to your seat by an official.
9 The results are going to be announced on Friday.
10 Some changes have been made by the new manager.
11 The arrangements for the party are being made by the students.
12 The windows are cleaned every week.
UNIT 9: Conditionals - Wishes - Had Better/Would Rather - Unreal Past

1. When I phone... 6. If she invites... 5. If a brave teenager hadn’t saved the child, he/she would have drowned.
2. If you put food in the fridge, it stays fresh for longer. 7. When it starts... 6. If it hadn’t rained heavily, Creek Valley wouldn’t have flooded.
3. If you don’t water plants, they die. 8. If he lends me...
4. If you put water in the freezer, it becomes ice.
5. If you leave metal out in the rain, it gets rusty.
6. If you drop something, it falls to the ground.
7. If you throw a pebble into the sea, it sinks.
8. If you mix blue and yellow, you get green.

2. d. If you want to dine out, go to André’s Restaurant. It has French food.
3. b. If you want to visit a museum, go to the Oceanographic Museum. It is popular with tourists.
4. h. If you want to see a play, go to the Fort Antoine Theatre. It has open-air performances.
5. e. If you want to watch athletics events, go to the Louis II Stadium. It has international competitions.
6. a. If you want to see beautiful flowers, go to the Princess Grace Rose Garden. It is open every day.
7. f. If you want to observe wild animals, go to the Zoological Gardens. They have recently been modernised.
8. c. If you want to go shopping, go to the Casino Square. It has designer shops.

2. If the students hadn’t worked hard, they wouldn’t have raised thousands for charity.
3. If the footballer hadn’t rowed with the manager, he wouldn’t have quit the team.
4. If the actress hadn’t been in a car accident, the filming wouldn’t have been delayed.

(Ss’ own answers)


(Ss’ own answers)

2. If you had woken me up, I wouldn’t be late for my appointment now.
3 If she were/was well-qualified, she would have got the job.
4 If we liked fast food, we would have gone to the restaurant.
5 If she had brought her umbrella, she wouldn’t be getting wet now.
6 If I knew them very well, I would have gone to the party.
7 He would be at the lecture if he had been told about it.
8 If they had taken a map with them, they wouldn’t be lost now.
9 If the driver were/was careful, he wouldn’t have crashed his car into a wall.
10 If I had bought tickets, we could go to the theatre tonight.
11 If he had reserved a table, he wouldn’t have to wait for an hour.
12 If Sue hadn’t forgotten to go to the bank, she would be able to go shopping now.
13 If they hadn’t missed their flight, they would arrive today.

2 d ‘If only drivers wouldn’t park illegally,’ says the traffic warden.
3 g ‘I wish passengers would put their luggage in the lockers,’ says the flight attendant.
4 b ‘If only the customers would be more polite,’ says the shopkeeper.
5 c ‘I wish campers wouldn’t light fires in the forest,’ says the campsite owner.
6 a ‘If only patients would take their medication properly,’ says the doctor.
7 f ‘I wish bathers would follow the safety regulations,’ says the lifeguard.

2 hadn’t shouted 10 had gone
3 would tidy 11 could afford
4 had practised 12 would stop
5 would call 13 were/was
6 were/was going/could go
7 would stop 14 would help
8 had bought 15 had arranged
9 would try

2 ... I had booked a room. If I had booked a room, I would have somewhere to stay now.
3 ... I hadn’t eaten so much chocolate. If I hadn’t eaten so much chocolate, I wouldn’t feel so ill now.
4 ... I hadn’t touched the iron. If I hadn’t touched the iron, my hand wouldn’t hurt so much now.
5 ... I had got up earlier. If I had got up earlier, I wouldn’t be late now.

2 could 5 would 8 would
3 had 6 had
4 was/were 7 did

2 ... the ‘Titanic’s’ distress signals would have been received.
3 ... the loss of life would not have been so great.
4 ... many people wouldn’t have died.
5 ... some of the passengers would not have been rescued.
6 ... new rules would not have been made to ensure that sea voyages would be safer in future.
7 ... it wouldn’t have sunk so quickly.

(Ss’ own answers)

2 reading, watching 9 didn’t make
3 had played 10 work
4 book 11 not mention
5 didn’t tidy 12 had stayed
6 to stay 13 to spend
7 playing, doing 14 have eaten
8 have gone 15 not go

2 had been heard 10 had told
3 owned 11 had realised
4 had gone 12 met
5 had known 13 learnt
6 employed 14 hadn’t
7 had won 15 had known
8 didn’t interrupt
9 saw

2 hadn’t confided
3 organise/have organised
4 got
5 would you accept
6 had asked

2 or else you will
3 I were
4 wish my flat was/ were
5 had better not go
6 would rather eat
7 wishes she hadn’t spent
8 wish I had made
9 hadn’t missed
10 provided the weather gets

2 wishes she was/ were tall enough
3 wish you would wipe
4 or else I will tell
5 would rather go out
6 wish I had gone to
7 would have sent
8 for your help
9 or else you will
10 unless you

11 had better write a letter

259
23 inability 10 misunderstood
3 disagree 11 influential
4 financial 12 unlikely
5 illegal 13 suspicious
6 disastrous 14 wealthy
7 irresponsible 15 educational
8 ambitious 16 impressive
9 impractical

24 A 2 invitations
3 exception
4 arrangements
B 1 attractive
2 acceptance
3 manager
4 confirmation
5 employment

C 1 valuable
2 expensive
3 investment
4 collection
5 unbelievable

25 1 You’d better not be late for your interview.
2 We had better go soon.
3 It’s high time you tidied your bedroom.
4 We’d better do the washing-up.
5 I’d rather the guests came at eight o’clock.
6 Unless you study, you won’t pass the exams.
7 I wish we could afford a new car.
8 If you need any help, just call me.

26 1 to
2 will
3 if
4 had
5 had
6 will
7 9 than
10 if

27 Phrasal Verbs
2 up
3 down
4 through
5 on
6 off
7 down to
8 on
9 up
10 by/aside
11 out
12 up with
13 back
14 back
15 off
16 on
17 on
18 through
19 up
20 down
21 back
22 up
23 through
24 on
25 out
26 down
27 on
28 away

28 Prepositions
2 on
3 To
4 on
5 with
6 under
7 out of
8 On
9 in
10 at
11 in
12 for
13 in
14 out of
15 by
16 for

29 2 C
3 C
4 A
5 C
6 A
7 C
8 C
9 A
10 A
11 B
12 A
13 A

30 2 A
3 B
4 C
5 A
6 C
7 B
8 A
9 B
10 B

31 2 Brian said (that) he met some friends in town.
3 He asked her where she had gone the night before/ the previous night.
4 She said (that) she would go out that night if she didn’t have to work.
5 He told her (that) she should ask her teacher for help. He advised her to ask her teacher for help.
6 He ordered them to clean up the mess.
7 He told me (that) birds make/made nests in trees.
8 He told us (that) Belgium is/ was a small country.
9 He said (that) he would help me paint the garage./ He offered to help me paint the garage.
10 She told him (that) he can visit whenever he likes.

32 2 We must have those cupboards mended (by the carpenter).
3 Have the shopping done by Sam.
4 Tony had his tooth taken out yesterday.
5 Claire is having her broken leg examined (by the doctor).
6 James had the parcel sent first-class.
7 We didn’t go out. We had a pizza delivered.
8 Frank had the gift wrapped for him (by the shop assistant).

Oral Activity
(Suggested answers)
2 I wish I owned a sports car. If I owned a sports car, I could go wherever I liked.
3 I wish I could meet Eric Clapton. If I met Eric Clapton, I would ask him to give me guitar lessons.
4 I wish I could sing well. If I could sing well, I would join a band.
5 I wish I had lived in medieval times. If I had lived in medieval times, I might have met many interesting people.
6 I wish I hadn’t argued with my friend. If I hadn’t argued with my friend, I wouldn’t be so unhappy.
Revision 3 (Units 1 - 9)

1. 2 A 9 B 16 A 23 A 30 C
   3 C 10 A 17 B 24 A 31 B
   4 B 11 A 18 B 25 C 32 A
   5 B 12 C 19 C 26 B 33 A
   6 C 13 B 20 C 27 B 34 C
   7 B 14 A 21 B 28 C 35 C
   8 C 15 C 22 C 29 A

2. too late did I see 13 whether I knew
   if you don’t leave 14 where
   wish I could afford 15 before they heard
   you. I would 16 would rather stay
   reminded Bill to 17 at home
   lock 18 denied leaving /
   did she know 19 denied having
   (that) she 20 wished she
   provided you 21 hadn’t shouted
   wake up 22 did I go to
   admitted (to) 23 I realised what
   having broken / 24 time it
   admitted (to) 25 exclaimed (that)
   breaking 26 it was
   or else I will tell 27 unless you study
   unless you study 28 should you touch
   11

3. She invited him to her party.
   Paul boasted of being the fastest
   runner in the school. Paul boasted that he was the fastest
   runner in the school.
   She promised to phone him every week
   while she was away.
   He warned us not to go near the waterfall.
   She asked her brother to lend her some
   money.
   The boss ordered his employees to wait
   outside.
   She asked the man if she could borrow
   his pen.
   Mum asked me if I would like to help her
   make dinner.
   He denied borrowing Tom’s football.
   Mum reminded me to water the plants.
   He apologised to her for being late.
   Linda suggested going for a walk.
   Adam complained of having toothache.
   She begged him to help her.

4. 2 would listen 9 wouldn’t/didn’t
   3 hadn’t gone 10 have
   4 had applied / 11 had apologised
   would apply 12 hadn’t made
   5 hadn’t arrived 12 wouldn’t borrow/
   6 had 13 hadn’t borrowed
   7 were 13 had remembered
   8 were 14 had invited
   15 knew

5. 2 ... has she been to such a good party.
   3 ... have I met such polite people.
   4 ... have they visited the museum in the town.
   5 ... did I realise that the window was broken.
   6 ... did I take the picture, but I (also)
      developed it.
   7 ... have they taken such an important exam.
   8 ... had I closed the door than Bill opened it
      again.
   9 ... has he heard such an amusing joke.
   10 ... have they taken a day off work.
   11 ... has he asked us to help him.
   12 ... had they sat down than the film started.
   13 ... did he notice that the music had stopped.
   14 ... has he attended an audition.
   15 ... did I break the glass, but I (also) cut my
      finger on it.

6. 2 shall 7 have to 11 could
   3 mustn’t 8 was able 12 Might
   4 ought to 13 Shall
   5 Could 9 needn’t 14 must
   6 Can 10 must 15 may

7. 2 The money was donated by a wealthy
   businessman.
   3 An important discovery was made by
      scientists last week.
   4 Who was Susan’s portrait painted by?
   5 The deposit for the new flat was paid by
      Simon.
   6 The washing-up was done before they
      watched TV.
   7 The arrangements for the school trip were
      made by Jenny.
   8 What was the village destroyed by?
   9 All the fruit was eaten by Melissa.
   10 Jim’s birthday cake was decorated by Mother.
   11 I was introduced to the managing director
      of the company by Gordon.
   12 The vase in the dining room was broken
      by the cat.

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UNIT 10: Clauses - Linking Words

(Suggested answers)

2 until 7 until
3 as soon as 8 when
4 hardly ... when 9 by
5 while 10 By the time
6 before

2 stepped, was 7 will sign
3 getting/got 8 phoned, left
4 have read/read 9 had I opened, jumped
5 won’t announce, 10 has
6 have marked 11 have finished
7 arrived 12 gets

2 whenever, want 8 just as, was
3 after, had eaten 9 pulling in/pulled
4 Once, read/had 10 in
5 read 11 before, leave/
6 washing 12 have left
7 until, had saved 10 by
8 as soon as, have/ 11 the time,
9 have had 12 have come
11 when, will be

2 after she had done
3 hardly entered the house when
4 while he was climbing
5 until the taxi
6 no sooner opened the gate
7 by the time
8 before she bought/before buying
9 while she was talking to

2 such 6 such a 10 such
3 such a 7 so 11 such an
4 so 8 so
5 so 9 such an

2 so late that
3 sleeping so soundly that
4 such exciting news that
5 such a clever girl that
6 so little time studying that
7 so much work
8 such heavy luggage

2 The singer cancelled her appearance on
3 account of the fact that she was feeling
4 unwell.
5 She was hungry as she hadn’t eaten all
6 day./As she hadn’t eaten all day, she was
7 hungry.
8 The teacher punished him because of the
9 fact that he was rude./Because of the fact
10 that he was rude, the teacher punished him.
11 The Prime Minister did not attend the press
12 conference, for he was out of the country.
13 His parents are pleased with him now that
14 he has passed his exams./Now that he
15 has passed his exams, his parents are
16 pleased with him.
17 The reason for her turning the job down
18 was the fact that it was very dangerous./
19 The fact that the job was very dangerous
20 was the reason for her turning it down.
21 His car wouldn’t move due to the fact that
22 it ran/ had run out of petrol.
23 Since he was late, he took a taxi./He took
24 a taxi since he was late.
2 on account of 6 since we didn’t understand
3 because he didn’t tidy 7 due to the
4 due to the fact that 8 because of the/on account of
5 the reason for her getting

2 in order to 5 for
3 so as not to 6 so that

2 I always lock the doors and windows to avoid being burgled.
3 The doctor examined the patient so as to find out what was wrong with him.
4 I’ve taken out a loan to buy a car.
5 We’ll take some food with us in case we get hungry.
6 She is studying medicine so that she can become a doctor.
7 He put his keys in his briefcase in order not to lose them.
8 They will take some magazines with them in case they get bored.
9 She set her alarm clock so that she wouldn’t oversleep.
10 We put the letters on the table so as not to forget to post them.

2 so that he can expand 7 so that the teacher would (in order/so as)
3 in case someone calls 8 to ask him
4 for cooking 9 in case there was
5 so that we could take 10 to prevent it from getting
6 so as not to get/ in order not to get

2 What a 6 such 10 such a
3 so 7 How 11 How
4 What 8 so 12 such an
5 What a 9 What an

2 How interesting this story is! This story is so interesting! What an interesting story! Isn’t this story interesting!
3 He looks so young! Doesn’t he look young!
4 How handsome he is! What a handsome man he is! He’s such a handsome man! Isn’t he handsome!
5 How lovely their house is! They have such a lovely house! Their house is so lovely! What a lovely house they have!
6 How happy she looks! She looks so happy!

2 B 4 B 6 B 8 B 10 B
3 C 5 A 7 C 9 A

2 ... being late, we stopped to have something to eat.
3 ... of (their) being good friends, they argue a lot.
4 ... they have a lot of money, they are very mean.
5 ... he (had) won the competition, he wasn’t satisfied.
6 ... (his) waking up early, he was late for his appointment.

2 We went to the party. We were very tired, though./ We went to the party though we were very tired./ Though we were very tired, we went to the party./ We were very tired. We went to the party, though.
3 In spite of working very hard, she doesn’t earn much money./ In spite of the fact that she works very hard, she doesn’t earn much money.
4 He went to work despite the fact that he was ill/despite being ill.
5 This appliance is very expensive, yet it is impractical.
6 The teacher explained the question in detail. Still, I didn’t understand it.
7 Even though I drank a bottle of water, I was still thirsty.
8 We continued to watch the film in spite of the fact that it was boring/in spite of it being boring./ In spite of the fact that the film was boring, we continued to watch it./ In spite of the fact of the film being boring, we continued to watch it.
9 David can’t play football. On the other hand, he is good at basketball.
10 It was very late. Nevertheless, the guests didn’t leave.
11 Lisa went shopping, but she didn’t buy anything.
12 The boy fell off his bicycle. However, he wasn’t hurt.
13 Although he was tired, he couldn’t sleep./ He couldn’t sleep although he was tired.
14 Brian is good at Maths whereas his sister is good at Science.
15 Janet is clever. Still, she finds some subjects difficult.
16 Despite (his) being rich, he is not happy. Despite the fact that he is rich, he is not happy.

2 a It was a lovely day. However, they stayed inside.
   b In spite of it being a lovely day/In spite of the fact that it was a lovely day, they stayed inside.
3 a Martin is a good cook. Still, he rarely cooks for his friends.
   b Though Martin is a good cook, he rarely cooks for his friends./Martin is a good cook. He rarely cooks for his friends, though.
4 a The house is in bad condition, even though they paid a lot of money for it.
   b The house is in bad condition. Nevertheless, they paid a lot of money for it.
5 a Despite the lecture being very important, few students attended./Despite the fact that the lecture was very important, few students attended.
   b The lecture was very important, yet few students attended.
6 a Although there wasn’t much food in the fridge, we managed to make a meal.
   b There wasn’t much food in the fridge. However, we managed to make a meal.
7 a She hadn’t slept well. Still, she looked fresh and lively.
   b In spite of not having slept well, she looked fresh and lively./In spite of the fact that she hadn’t slept well, she looked fresh and lively.
8 a His parents are very rich. Nevertheless, he never asks them for money.
   b His parents are very rich, yet he never asks them for money.
9 a Though I had seen the film before, I enjoyed watching it again./I had seen the film before, I enjoyed watching it again, though.
   b Despite having seen the film before, I enjoyed watching it again. Despite the fact that I had seen the film before, I enjoyed watching it again.

10 a Even though Celine Dion is my favourite singer, I haven’t been to any of her concerts.
   b Celine Dion is my favourite singer. However, I haven’t been to any of her concerts.
2 did not speak 7 has been playing/
3 is going to rain 8 had known
4 is burning 5 was/were
5 played/had running
6 had been played
8 had known

2 who B 7 when A
3 where A 8 who B
4 which B 9 where A
5 whose A 10 where A
6 when B

2 which 5 which 8 where
3 who 6 which
4 who 7 where

2 who/that 9 (which/that)
3 (why/that) 10 why
4 (which/that) 11 where
5 (which/that) 12 who/that
6 (where) 13 whose
7 who/that 14 (when/that)
8 (when/that) 15 whose

2 where 7 which 12 why
3 which 8 which 13 which
4 who 9 why 14 who
5 whose 10 where 15 where
6 where 11 which

2 A: ... which/that Sam has gone to is at his friend’s house.
   B: ... Sam has gone to is at his friend’s house.
3 A: ... who/whom/that I was talking to is my boss.
   B: ... I was talking to is my boss.
4 A: ... who/whom/that she works for is very famous.
   B: ... she works for is very famous.
5 A: ... which/that I lent to Pam is made of leather.
   B: ... I lent to Pam is made of leather.
2 My father has a large collection of coins, many of which are foreign.
3 I baked lots of biscuits yesterday, very few of which are left now.
4 She knows lots of people at work, a few of whom are from New Zealand.
5 I have four aunts, none of whom are married.
6 There are thousands of trees in the forest, some of which are very old.

2 ... (who/whom) I went to is a friend of mine (who/whom) I met at university.
3 ... which/that won the competition was written by a schoolboy who was thirteen years old.
4 ... someone with his homework, whose name is Alec and who is a classmate of mine.
5 ... whose house is going to be pulled down, is looking for a new flat.
6 ... which is a bestseller, is written by Nathan Davis, who has written ten novels.

2 My office, which is very big, is on the first floor. (NI, cannot be omitted)
3 Martin, who works in the library, writes poetry in his spare time. (NI, cannot be omitted)
4 That's the woman whose house was burgled last week. (I, cannot be omitted)
5 The day when/that I left school was hot and sunny. (I, can be omitted)
6 Sarah Jones, who/whom I knew at university, is a doctor now. (NI, cannot be omitted)
7 This is the girl whose letter was printed in the newspaper. (I, cannot be omitted)
8 This CD, which I bought yesterday, is awful. (NI, cannot be omitted)
9 Tina, who lives next door, is a wonderful cook. (NI, cannot be omitted)
10 People who/that play musical instruments are called musicians. (I, cannot be omitted)
11 The café where we had lunch served delicious food. (I, cannot be omitted)
12 This is the reason why/that I haven't finished. (I, can be omitted)
13 My friend Peter, who has just moved to Wales, sent me a long letter. (NI, cannot be omitted)
14 My boss, whose office is next to mine, is on holiday at the moment. (NI, cannot be omitted)

2 London, where the Houses of Parliament are, is the capital of England. (NI, cannot be omitted)
3 My favourite time of the year is summer, when the weather is hot. (NI, cannot be omitted)
4 The woman who/that won the lottery gave an interview to the newspaper. (I, cannot be omitted)
5 that I repaired who commit crimes
6 who owns the company which was very kind
7 which is why I never whom you were talking to/to whom
8 whom you were last week
9 who broke the window whom she interviewed
10 where he lived when

2 as long as
3 In conclusion
4 in order to
5 because
6 However
7 so
8 Although
9 when
10 such as
11 apart from
12 while

2 Claire is very tall. What is more, she is very thin.
3 Despite (my) being tired/the fact that I was tired, I watched the late film.
4 John did his homework while his brother tidied the kitchen.
5 Tom likes football whereas Stuart likes basketball.
6 The phone rang as soon as he fell asleep.
7 She brushed her teeth, then she went to bed.
8 We went to the shops. After that, we had lunch.
9 I enjoy reading books as well as watching TV.
10 Neither Jason nor Paul likes tomatoes./ Jason doesn’t like tomatoes and neither does Paul.

2 She invested some of her money in bonds in order to increase her income.
3 He is a good sportsman as well as a talented writer.
4 Neither Sandra nor Louise can cook.
5 I will drive you to school provided (that) you are ready on time.
6 That’s the house which my uncle built.
7 She left the taps running. As a result, the bathroom flooded.
8 They did the washing-up after they had eaten lunch.
9 It was so hot that we decided to go for a swim.
10 This is the restaurant where we had lunch.

2 Simon is often invited to parties since he is a popular person.
3 I had a great holiday even though it rained all the time.
4 Paul is a builder whereas Robin is a plumber.
5 We had salad for lunch because we both want to lose weight.
6 My teacher is very kind. On the other hand, she can be strict at times.

a 2 wherever
3 Furthermore
4 so
5 Finally
6 On the whole

b 1 To begin with
2 because
3 However
4 as a result
5 so as not to
6 Whenever
7 To sum up

2 As a result
3 In addition
4 so
5 In the end
6 as soon as
7 In short

2 apart from
3 In short
4 that
5 At last
6 so long as/
7 For instance

8 in order that
9 due to the fact that
10 while
11 provided that
12 What is more

2 A  4 A  6 B  8 A
3 B  5 C  7 C  9 B

2 in which he gave
3 such a mess that
4 who park in this area
5 who is driving that car
6 because he had forgotten
7 which was published
8 spite of (her) being hurt
9 prevent him from giving up

10 so tight that
11 due to the fact that
12 as if she was/were going
13 such an expensive hotel that
14 in case you lose
15 to avoid forgetting
16 most of whom
17 and consequently he was
18 as if someone has put
19 which was very polite
20 whose novel became
21 who live abroad

1 He ran down the road so as not to/in order not to miss the bus.
2 Despite his talents, he is very shy.
3 This is the girl whose parents own the hotel.
4 She often acts as if she was/were better than everyone else.
5 She makes such delicious food, she ought to be a chef.
6 When I see her, I’ll invite her to the party.
7 His house, which is very old, is opposite the post office.
8 This is the book which I borrowed from the library.
9 Jane finished writing the letter at 8 o’clock. She had started writing it an hour before.
10 Is she the woman who lives next door to you?
11 You’d better take a jumper in case it is/it’s cold.
12 The town where I grew up/which I grew up in has changed a lot.

1 will
2 that
3 an
4 in which he gave
5 un
6 of
7 his
8 that
9 will
10 an
11 will
12 so

2 dis
3 im
4 il
5 un
6 im
7 de
8 mis
9 un
10 ir

2 beneficial
3 knowledge
4 manager
5 commitment
6 financial
7 repayments
8 essential
9 employees
10 success
Phrasal Verbs

2 down/over 12 out
3 over 13 into/up against
4 to 14 off
5 up 15 away
6 across 16 out of
7 about 17 down
8 through 18 through
9 away with 19 into
10 down 20 off
11 up against/into 21 through

Prepositions

1 out of 8 from 15 out of
2 on 9 in 16 for
3 without 10 for 17 in
4 at 11 off 18 on
5 under 12 in 19 on
6 on 13 by 20 at
7 by 14 in

Oral Activity

- 15th June is the day (when/that) we wish to perform the play.
- 'Macbeth' is the play (which/that) we want to put on.
- David Lee is the boy who/that will play Macbeth.
- Sophie Jenkins is the girl whose mother has offered to make the costumes.
- Mark Taylor is the boy whose father has agreed to advertise the play.
- £250 is the amount (which/that) we hope to raise for charity.
- The RSPCA is the charity (which/that) we wish to donate the money to.

Writing Activity

... the day (when/that) we wish to perform the play. 'Macbeth' is the play (which/that) we want to put on and David Lee is the boy who/that will play Macbeth. Sophie Jenkins is the girl whose mother has offered to make the costumes and Mark Taylor is the boy whose father has agreed to advertise the play. £250 is the amount (which/that) we hope to raise for charity and the RSPCA is the charity (which/that) we wish to donate the money to.
UNIT 11: Pronouns - Possessives - Demonstratives - Quantifiers

1. him 4. her 7. me, He, he
2. He, he, I 5. I, her 8. one, It
3. she, her 6. Me 11. it

2. the children’s teacher 6. the end of the road
3. Sally’s and Jane’s coats 7. the students’ books
4. the Prime Minister of England 8. the owner of the building
5. my sisters’ CDs

3. his 5. Their, mine/ours
2. Her, her 6. your, mine
3. His, his 7. her, her
4. your, her/his 8. my, mine

4. 2. your 3. the 4. my
5. 2. of his own 3. of my own 4. my own
6. 5. their own

5. 2. its 3. It’s 4. It’s
7. 2. It is a ten-minute walk to school.
3. We are going on holiday in two weeks’ time.
4. She received the parcel in this morning’s post.
5. Paul never pays attention to his parents’ advice.
6. That girl on the stage is a friend of mine.
7. Sarah’s and David’s bicycles are being repaired.
8. Simon lost a week’s pay when he was ill.
9. The girl shook the man’s hand.
10. Can I see today’s menu, please?

11. We had a barbecue in Bob and Marie’s garden.
12. The inspector looked at the passengers’ tickets.

9. 2. it 3. your 4. their 5. they
6. 2. it 7. your 8. their 9. their
10. 2. it 7. your 8. their 9. their
11. 2. it 7. your 8. their 9. their
12. 2. those 3. this 4. these 5. that
6. 2. something 3. somewhere 4. no
7. 2. something 3. somewhere 4. no
13. 2. something 3. somewhere 4. no
14. 2. Everyone/Everybody is learning
3. Everyone/Everybody is talking
4. Everything has been
5. Everyone/Everybody leaves/leaf
6. Everyone/Everybody likes
7. everything was
8. Everyone/Everybody is having
9. everywhere was
10. everything fell
11. everyone/everybody has arrived/arrives
### Words and Phrases

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<td></td>
<td>11 every</td>
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<td></td>
<td>6 Both</td>
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<td>7 neither of</td>
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<td>26</td>
<td>2 Both Harold and Helen wear glasses.</td>
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<td></td>
<td>3 Either Kerry or Joe is cleaning the house.</td>
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<td></td>
<td>4 Neither Clive nor Bill can speak French.</td>
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<td>5 Both Kim and Laura love chocolate.</td>
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<td>6 Both Simon and Mike need a haircut.</td>
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<td>7 Neither Daphne nor Jane eats meat.</td>
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<td>8 Either Scott or Jim is washing the car.</td>
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<td>9 Both Debbie and Hannah go to school.</td>
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<td>10 Either Henry or Todd repaired the fence.</td>
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<td>11 Neither Beth nor Doug can play the piano.</td>
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<td>12 Either Pam or Carl will water the plants.</td>
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<td>27</td>
<td>2 something/anything</td>
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<td>16 other</td>
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<td>17 every other</td>
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<td>4 anyone</td>
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<td>None</td>
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<td>10 all the</td>
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<td>1 We can watch the comedy or the thriller. <strong>Either film</strong> is fine with me.</td>
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<td>2 I have <em>very little</em> time. You’d better make it quick.</td>
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3 The children's area is run by experienced staff.
4 There isn't anything/is nothing good on television this evening.
5 The boy had a cut on each knee.
6 We have rarely been anywhere as beautiful as this.
7 He works a lot harder than me / I do.
8 What have you told the other staff?
9 The cupboard was right next to him.
10 Don't drink all the lemonade by yourself. Offer some to your friends.
11 She spent all day/the whole day talking to customers.
12 We have all been invited to Samantha's party.
13 The teacher patted her on the head.
14 That dog is hurt. One of its paws is bleeding.
15 These are Jane's and Claire's school bags.
16 All my clients'/client's files are on the desk.
17 I've visited nearly every house on this list.
18 This jacket is my father-in-law's.
19 There's someone here to see you. It must be your sister.
20 Feel free to ask any question you like.

1 of 6 it 11 people
2 herself 7 one 12 a
3 of 8 she 13 a
4 the 9 she 14 person
5 one 10 ones

2 paid no attention 10 dress herself
3 both Emily and her brother
4 hasn't got much 12 you enjoy
5 nor Peter was
6 was sitting by herself
7 are not many people who
8 the whole day
9 someone else's briefcase
10 of

1 achievement
2 creative, originality
3 attendance, performance, pleasant
4 government, advertising, discouraging
5 absence, inconvenience
6 excitement, thought
7 inventor, protective, explosion
8 owner, extensive, collection, valuable

Prepositions
2 on 7 on 12 at 17 before
3 for 8 for 13 on 18 by
4 out of 9 for 14 on 19 on
5 off 10 out of 15 at 20 under
6 within 11 in 16 from

Phrasal Verbs
2 out/off 13 away 24 out
3 after 14 in 25 off
4 by 15 up 26 up for
5 in 16 out 27 over
6 off 17 up to 28 off
7 aside/by 18 up on 29 to
8 for 19 down 30 aback
9 up 20 on 31 in for
10 back 21 up 32 away
11 off/out 22 up 33 off
12 out 23 in

2 I always lock the doors and windows to avoid being burgled.
3 I went to the bank to withdraw some money.
4 Let's take an umbrella in case it rains.
5 The bus was so late that they had to take a taxi.
6 It was such an expensive dress that she couldn't afford it.
7 I went to a party and, as a result, I stayed up very late.
8 Stuart can't go to the concert since he has no money.
9 They are such rich people that they don't have to work.
10 Pauline doesn't wear a watch and consequently she is often late.
11 She felt lonely although she was surrounded by lots of people.

Oral Activity
(Suggested answers)
- Neither 'The Capri' nor 'Marco's' serves much vegetarian food.
- Both 'The Capri' and 'Marco's' have a lot of regular customers.
- Both 'The Capri' and 'Marco's' receive very few complaints.
UNIT 12: Questions and Answers – Words often Confused

2 Should they concentrate in class? Yes, they should.
3 Can she speak any foreign languages? No, she can’t.
4 Do they have to work overtime? Yes, they do.
5 Was the boss angry when Stuart arrived late? Yes, he was.
6 Did the children enjoy the film? No, they didn’t.
7 Did she want to go to the supermarket? Yes, she did.
8 Does the train leave at half past six? Yes, it does.

10 Who wants to open a shop?
11 Where has Todd been?
12 Why is she happy?
13 What is Alan like?
14 When/How long ago did they move here?

2 Where does she live?
3 How long has she lived there?
4 What/Which are her favourite subjects?
5 How many brothers does she have?
6 What are their names?
7 What are Louise’s hobbies?
8 How often does she practise the violin?
9 Why does her mother enjoy this?

2 Whose wallet did she find?
3 Who made these cakes?
4 Whose dress was ruined at the party?
5 What is Melissa wearing?
6 Which is the older of the two brothers?
7 What has Stacey bought?
8 Which jumper do you like best?
9 What was blown off in the storm?
10 Who did you run into the other day?
11 Whose secretary did you speak to about your complaint?
12 Who won the 1500m race?

2 a goes swimming three times a week
   b does Stanley go swimming
3 a of these shirts is yours/is your shirt
   b is the yellow shirt
4 a mug has Steven broken
   b has broken Jim’s mug

Writing Activity
(Suggested Answer)

... of them serve/serves much vegetarian food.
Both of these restaurants have a lot of regular customers and both receive very few complaints.
Neither ‘The Capri’ nor ‘Marco’s’ employs many people and both need a little redecorating.
However, neither ‘The Capri’ nor ‘Marco’s’ charges much for a meal and both restaurants have several special offers every month ...
5 a is going to the theatre this evening
   b is Linda going this evening
6 a bought Ralph a present yesterday
   b did Anne buy a present for yesterday
7 a bag is on the chair
   b is Fay’s bag/bag is Fay’s

2 was it from 5 is she excited
3 does he come 6 did she play with
   about 7 did he write (it) to
   from 8 did you go with

2 Don’t they live here any more?
3 Can’t she drive a car?
4 Doesn’t he understand what he has to do?
5 Don’t you know the answer to this question?
6 Didn’t he offer you anything to drink?
7 Haven’t we got any milk left?
8 Couldn’t you do anything to help him?

2 Don’t you know
3 Haven’t you already seen
4 Won’t/Can’t/Couldn’t you help
5 Haven’t you typed
6 Aren’t you cold/Isn’t it cold

2 who that woman is.
3 what time the next train leaves?
4 how much this dress costs?
5 where Mary lives.
6 if/whether the police are investigating the robbery?
7 if/whether the caller left a message.
8 if/whether he is the manager.
9 who reported the crime?
10 how they found the missing jewellery?

2 F  3 T  4 F  5 T

14 don’t they, they don’t
   10 doesn’t he, he doesn’t
   3 won’t he, he will
   11 haven’t they, they have
   4 doesn’t she, she doesn’t
   12 doesn’t he, he does
   5 haven’t you, I have
   13 am I, you’re not/
   6 aren’t I, you are
   7 are they, they are
   8 will you, I won’t
   9 didn’t you, I did
   15 didn’t you, I did

1 haven’t you, aren’t there
2 won’t you, am I, didn’t you, are you
3 have you, didn’t I, did she, isn’t it

2 isn’t there 8 isn’t he
3 won’t she 9 haven’t you
4 can’t she 10 won’t it
5 don’t you 11 hasn’t he
6 don’t they 12 isn’t it
7 don’t we

1 ‘Paul doesn’t like going to the theatre.’
   ‘Neither do I.’
2 Sally is good at Maths, isn’t she?
3 She never writes to you, does she?
4 ‘Mark is going to the supermarket.’ ‘So am I.’
5 Who made all this mess?
6 Could you tell me when the bus leaves?
7 Come back soon, won’t you?/will you?
8 She seldom receives visitors, does she?
9 Everybody is here now, aren’t they?

2 did  6 not  11 not
2 she  7 ago  12 does
3 it  8 does  13 did
4 mean 9 do  14 did
5 not  10 not

Phrasal Verbs

2 on  10 out  17 out
3 out  11 up  18 down
4 off  12 into  19 down
5 up  13 on  20 away
6 in  14 up  21 out
7 to  15 over/in  22 over
8 down  ... to  23 off
9 out  16 out  24 out

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Prepositions

2 For 8 on 14 On
3 on 9 By 15 in
4 off 10 in 16 against
5 from 11 at 17 by
6 under 12 in 18 out of
7 out of 13 at 19 on

1 impressive
2 importance, evidence
3 innocence, presence, violence
4 careful, harmful
5 tourists, accommodation, peaceful
6 lucky, financial, successful, wealthy, numerous

Writing Activity

(Suggested answers)
Charlotte: Where do we play during the break?
Ian: In the playground.
Charlotte: Can we eat in the classrooms?
Ian: No, we can’t.
Charlotte: Where do we eat lunch?
Ian: In the school canteen.
Charlotte: What/Which is your favourite subject?
Ian: Maths.
Charlotte: Which class are you in?
Ian: 4B.
Charlotte: Who is your favourite teacher?
Ian: Mrs Ford.
Charlotte: What is the headmaster’s name?
Ian: Mr Clark.
Charlotte: What time does school finish?
Ian: At half past three.

Words often Confused

1 ago 2 before 3 before 4 ago
2 beside 3 Besides
2 beside 4 besides
2 after 3 afterwards
2 afterwards 4 After
2 good 3 good 5 well
2 well 4 well
2 hard 3 hardly
2 hardly 4 hard
1 It’s 2 It’s 3 its 4 its
Revision 4 (Units 1 - 12)

1. The floor is being cleaned by Dad at the moment.
2. Our telephone was cut off (by the phone company) yesterday.
3. The washing-up must be done after dinner.
4. All the letters will have been typed by five o'clock.
5. Two candidates are being interviewed at the moment.
6. His shirt has been torn again.
7. The dogs are fed by Mark every morning.
8. Nothing should be revealed to the press.
9. Where have those parcels been sent to?
10. It is thought that he will win the race.
11. I object to my books being taken (by her) without permission.
12. All the tickets had been sold by the time we arrived.
13. Jam is made from fruit.
14. He was seen talking to the manager.
15. Who was that beautiful photo taken by?
16. When was their shop opened?
17. Why is he sad?
18. What does Sarah look like?
19. What is Barry like?
20. Where is Claire?
6 What time does the play start? When does the play start?
7 How long ago did he buy that car? When did he buy that car?
8 Who wants to go on holiday?
9 How did you get to the island?
10 Whose book is that? Whose is that book?

2 They will have their bags carried by the porter.
3 I must have the windows cleaned.
4 He had his fence built by a carpenter.
5 Lucy is having her hair styled by the hairdresser.
6 He has had his arm bandaged by the dentist.
7 Tom was having his teeth checked by the dentist.
8 I had had the floor washed by the cleaner.
9 It’s worth having the roof repaired.
10 He will be having the wall built (by the builders).

2 ... enough time to have a cup of tea.
3 ... too tough for me to cut.
4 ... too heavy for him to carry.
5 ... enough money to go out to dinner.
6 ... enough food to feed all the guests.
7 ... beautiful enough to be a model.
8 ... too young to drive a car.
9 ... too cold outside for you to wear shorts.
10 ... clever enough to pass his exams.

2 ... have I seen such beautiful mountains.
3 ... I you, I would get a cat.
4 ... did the policeman realise that the thief had already escaped.
5 ... last summer he had had an ice cream.
6 ... did she break the glass but she (also) cut her hand.
7 ... have we seen such a well-kept garden.
8 ... have they stayed in such a wonderful hotel.
9 ... has he apologised for his appalling behaviour.
10 ... the children had left did I notice the broken window.

2 She complained that he always makes/made too much noise.
3 I agreed to lend her the money.
4 Julia exclaimed that it was/had been a delicious meal.
5 He suggested going shopping.

6 He denied breaking my stereo.
7 He begged her not to go without him.
8 Emma boasted about/of being the prettiest girl at the party.
9 She asked him to open the window.
10 Mary reminded Liz to set the alarm.
11 She accused her sister of ruining her dress.
12 Karen advised me to do some revision.
13 Sophie admitted to crashing/to having crashed the car.
14 The headmistress ordered the children to stand up.
15 The scientist warned them not to touch the button.

1 to walk 9 to finish
2 going
3 to get 10 swimming
4 to watch
5 to be
6 tidy 12 breaking
7 to help
8 to stealing
9 to finish
10 swimming
11 missing
12 breaking
13 singing
14 to do
15 Skiing
2 Being tired we stayed at home.
3 Having explained the problem, the boss asked the employee to solve it.
4 Having locked the doors, Katie went to the shop.
5 Feeling ill, Stuart went to the doctor’s.
6 The boy wearing a hat is Nicholas.
7 The files stored on that disk were very important.
8 Having made the beds, Caroline went to work.
9 Having overslept, he had to take a taxi to the office.
10 Robin got oil on his shirt fixing his bike.
11 Picking up a book, Rachel started to read.
12 Oliver was sitting on a bench watching the football match.

2 could afford 6 hadn’t missed
3 wouldn’t talk/ 7 had asked
didn’t talk
4 hadn’t left
5 would visit
8 had
9 didn’t have
10 would tell/told
Progress Test 1 (Units 1 - 2)

1 A 4 C 7 C 10 C 13 B
2 B 5 B 8 C 11 B 14 B
3 B 6 C 9 B 12 A

15 isn’t hot enough
16 last time we went
17 was too expensive for him
18 still haven’t written
19 was seen to leave
20 are not allowed to eat
21 found the film boring
22 been playing the piano since

23 is very bad to tell
24 her homework before going/she went

25 to help
26 unscrewing
27 eat
28 to buy
29 lying
30 to find
31 to take up
32 taking

33 to locate
34 leaving
35 to have to
36 to send
37 missing
38 to thank
39 believe
40 talking
Progress Test 2 (Units 3 - 4)

1. older than
2. more interesting than
3. the most delicious
4. the nicest
5. better than
6. more expensive than
7. the most beautiful
8. the best
9. later
10. the most intelligent
11. papers
12. time
13. an experience
14. room
15. chocolates
16. times
17. a room
18. experience
19. hardly
20. time
21. was
22. the English Channel
23. The Queen
24. Most
25. a
26. lately
27. a
28. JFK
29. Bears
30. the college
31. nearly
32. were
33. is
34. the worst day
35. types faster than
36. is less imaginative than
37. as much money
38. the best
39. the less tolerant
40. is not as pretty as

Progress Test 3 (Units 5 - 6)

1. C 5 B 9 A 13 A 17 C
2. A 6 A 10 C 14 A 18 B
3. A 7 B 11 C 15 A 19 A
4. B 8 A 12 C 16 B
28. Are you allowed to receive phone calls at work?
29. A protest march is being organised.
30. It is said that she will take part in the negotiations.
31. is likely that we will
32. ought to take notes
33. can’t work
34. could have missed
35. may have forgotten
36. should study
37. don’t have to work
38. got broken when I fell
39. can talk about this
40. must already have

Progress Test 4 (Units 7 - 8)

1. complained he didn’t have
2. save some money will you
3. advised him to be
4. said that we should
5. sooner had I reached
6. I you, I would
7. ordered the children to
8. did I realise
9. reminded me to lock
10. accused Oliver of taking
11. only is he a wonderful
12. should you leave
13. why Lisa was baking
14. I been asked,
apologised for being
insisted on Sally’s tidying
did we know that
before had I eaten
whether I could help him
do I have time

Julie promised Tim that she wouldn’t forget to call.
Martin denied breaking the dish.
Dad forbade us to watch the late film.
Joanne exclaimed that it was the best cake she’d ever tasted.
Mum advised Peter to go to the doctor’s.
He suggested going for a walk.
He begged her to take him with her.
The teacher ordered the class to be quiet.

She agreed to give him a lift into town.
Dad threatened to send Jamie to his room if he misbehaved.
Pam asked me if she could have a cup of tea.
He admitted to spilling/having spilt the coffee.
She reminded him to do the shopping.
The policeman ordered the thieves to put their hands up.
We insisted that they stay for dinner.

Colin who left the door open.
she needs is a new house.
be quiet!
it that you moved to London?
did promise to write to me.

Progress Test 5 (Units 9 - 10)

1 B 5 B 9 B 13 B 17 C
2 C 6 B 10 B 14 A 18 A
3 B 7 A 11 C 15 B 19 C
4 C 8 A 12 A 16 C 20 A
21 you would listen
22 due to the fact that
23 I were you, I would
24 whose mother is
25 or else you will
26 some of whom
27 and as a result I

for the bad weather it
get promoted unless
which was very careless
would rather eat chocolate than
such fun that I stayed
as if she was going
spite of it being cold
provided he buys
wish I hadn’t argued
so as to get some
had better lock
in case you need
I would have said

Progress Test 6 (Units 11 - 12)

1 C 5 A 9 C 13 A 17 C
2 B 6 A 10 B 14 A 18 B
3 A 7 C 11 A 15 A 19 A
4 C 8 B 12 B 16 B 20 A
21 What is Susie wearing?
22 Who is washing the car?
23 When does Peter go to college?
24 Who is she sending a parcel to?
25 Why are you going shopping?
26 How long has she been living here?
27 How did they go to work?
28 Where is Simon going?

Who is watching television?
How much did this suit cost?
has eaten everything but/except/except for/apart from
enjoyed himself at school
by herself
both of the girls
gave no explanation for
not many seats left
could go anywhere I liked
both Paul and Stuart
Helen nor Chris
someone else’s order
Grammarway 4 is the fourth book in a four-level grammar series in full colour. Designed for learners at upper-intermediate level, the book presents and practises English grammar structures systematically and can be used to supplement any main course at upper-intermediate level.

Key Features

- clear, simple presentation of grammar structures through functional examples and attractive photographs and illustrations
- comprehensive theory boxes
- a variety of exercises with spaces for filling in answers
- exercises designed to help the learner use appropriate language patterns in everyday situations
- colourful photographs and illustrations
- common mistakes section
- error correction exercises
- word-formation exercises
- oral and writing activities
- a revision box in each unit
- revision units
- progress tests
- full key to the exercises in the Student's Book

Components

- Grammarway 4 Student's Book with answers
- Grammarway 4 Student's Book without answers
- Grammarway 4 Teacher's Book
- Grammarway 4 Picture Flashcards