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Grammarway 3 is the third book in a four-level grammar series presented in full colour for learners of the English language at 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 16 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

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

Eight 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

The authors would like to thank Rania Dunn, Anna Miller, Laura Houston, Jonathan Harrison, Tamzin Thompson and Steven Davies for their help in producing this book. Many thanks to the Express Publishing design team, E. Morrison, J. Malls and V. Winston. We would also like to thank those institutions and teachers who piloted the manuscript, and whose comments and feedback were invaluable in the production of the book.
UNIT 1
Present Forms

Present Simple

FORM
I / You work. — He / She / It works.
Do you work? — Does he work? Yes, I do./No, he
doesn’t.
I do not (don’t) work. — He does not (doesn’t) work.

Use
The present simple is used:
◆ for permanent states, repeated actions and daily
  routines.
  He works at a hotel.
  (permanent state)
  He lays the tables and
  serves dinner every day.
  (daily routine/repeated
  actions)
◆ for general truths and laws of nature.
  It rarely rains in the
  desert.
◆ for timetables (trains,
  planes, etc.) and pro-
  grammes.
  The plane to London
  takes off at 6:50 am.
◆ for sports commentaries, reviews and narration.
  a) Hill kicks the ball and
      passes it to Dawson.
      (sports commentary)
  b) Laura Hunt acts
      superbly in the film.
      (review)
  c) So, the prince tells
      her ... (narration)

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

Present Continuous

FORM
I am (‘m) / You are (‘re) / He is (‘s) working.
Are you / Is he working? Yes, I am./No, he isn’t.
I am (‘m) not / He is not (isn’t) / They are not (aren’t)
working.

The present continuous is used:
◆ for actions taking place now, at the moment of
  speaking, or for temporary actions; that is actions
  that are going on around now, but not at the actual
  moment of speaking.
  Helen is working hard
  these days. Right now
  she’s reading a newspa-
  per. (She is not working
  at the moment of speaking.)
◆ with always when we want to express our irritation
  at actions which happen too often.
  You’re always forgetting to pay
  the bills.
◆ for actions that we have already arranged to do in
  the near future, especially when the time and place
  have been decided.
  Melanie is getting married
  at 3 this afternoon.
  (The time and the place for
  the wedding ceremony have
  been decided.)
◆ for changing or developing situations.
  More and more forests are
  disappearing because of
  fires.

The present continuous is used with the following
time expressions: now, at the moment, these days, at
present, tonight, nowadays, still, etc.
Look at Appendix 1 and put the following verbs into the correct box in the 3rd person singular.

scratch, say, try, set, play, do, stop, miss, stay, fry, drive, fix, cry, freeze, teach, pray, crash, fly, type

| +s | sets |
| ss, sh, ch, x, o, +es | scratches |
| vowel + y + s | says |
| consonant + y → ies | tries |

Look at Appendix 1, add -ing to the following verbs and put them into the correct box.

draw, lie, dive, put, drink, run, tie, write, type, throw, die, apply, cancel, sit

| + ing | drawing |
| y → y + ing | lying |
| e → ing | diving |
| double consonant + ing | putting |

Expand the following into sentences in order to make true statements with doesn’t or don’t where necessary.

1. water / boil / at 100°C
   Water boils at 100°C.
2. rice / grow / on trees
   Rice doesn’t grow on trees.
3. chicks / hatch / from eggs
4. kangaroos / live / in Spain
5. plants / need / water to grow
6. rain / fall / from clouds
7. astronauts / travel / in submarines
8. cows / lay / eggs
9. pandas / live / in China
10. elephants / eat / meat
11. fish / walk / on land
12. the sun / set / in the east
13. bees / give milk
14. caterpillars / turn / into butterflies
15. wool / come / from sheep

How is our world changing? Look at the pictures and the prompts and make sentences using the present continuous.

e.g. More people are recycling rubbish nowadays.

1. more people / recycle / rubbish nowadays
2. the climate / get / warmer every year
3. more young people / buy / cars nowadays
4. more wild animals / become / extinct these days
5. computers / become / faster every year
6. cities / grow / bigger every year

Read the following extracts and put the verbs in brackets into the present simple or the present continuous. Then, say what use of these tenses each extract shows.

A. These days, it seems everything 1) is changing... (change). Cities 2) become bigger and busier every year, technology 3) develop faster than ever before, and scientists 4) learn more about the way things work.

B. Water 1) boils (boil) at 100°C and 2) freezes (freeze) when the temperature 3) drops below 0°C. Salt water 4) be different, however.

C. This film 1) is very funny! It 2) have an all-star cast and the script 3) be very funny. The action 4) begin when two young men 5) try to rob a bank...

D. 1) Rogers kick (kicked) the ball and 2) pass (passes) it to Jones. 3) Jones run (runs) down the pitch. He 4) pass (passes) the ball to Smith who 5) shoot (shoots) and 6) score (scores)!
UNIT 1
Present Forms

Adverbs of Frequency

♦ The present simple is often used with adverbs of frequency (always, usually, often, sometimes, seldom/rarely, never, etc.) to show how often something happens. The adverbs of frequency answer the question How often...?.

  e.g. How often do you go to bed early?
    I always/ usually go to bed early.

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<th>50%</th>
<th>25%</th>
<th>10%</th>
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<tr>
<td>always</td>
<td>usually</td>
<td>often</td>
<td>sometimes</td>
<td>rarely</td>
<td>never</td>
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<td>seldom</td>
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♦ Adverbs of frequency come before the main verb (listen, watch, etc.), but after the verb to be and auxiliary or modal verbs, such as do, can, must, etc. The adverbs rarely, seldom and never have a negative meaning and are never used with the word not.

  e.g. Emily never watches horror films.
  You must always behave yourself at school.
  Does Roger often call you during the week?

Adverbs of frequency always go before the auxiliary verb in short answers.

  e.g. Do you buy expensive clothes? No, I never do.

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

SA: Do you often go to the cinema?
SB: Yes, I do. I usually go to the cinema at the weekend.

1 go to the cinema
2 buy magazines
3 watch quiz shows
4 listen to the radio
5 phone your friends
6 play computer games

Put the adverbs of frequency in the correct position.

1 A: Do you often go to parties, Keith?
   B: Yes, I go to parties at the weekend. (often)

2 A: Do you wear sports clothes at work?
   B: No, I do. (never)

3 A: Jack is late again!
   B: I know. He arrives on time. (never)

4 A: When do you go shopping?
   B: I do my shopping on Fridays. (usually)

5 A: Does your boss often ask you to work overtime?
   B: No, he does. (seldom)

6 A: You should listen to your parents' advice. (always)
   B: That's exactly what I do.

Read about Celine's daily routine and make sentences, as in the example. Then, talk about your daily routine using adverbs of frequency.

S1: Celine usually wakes up at 7 in the morning.
S2: She always drives to work in the morning.

S1: I always wake up at 7:30 in the morning.
S2: I usually go to school on foot in the morning.

Michael McIntosh is a politician. Read the text and put the verbs in brackets into the present simple or the present continuous.

Michael McIntosh 1) ...is... (be) a very busy man.
Every morning, he 2) .................... (leave) home at 8 o'clock, and 3) .................... (go) to his office. He 4) .................... (usually/ have) meetings until lunchtime, and in the afternoon, he 5) .................... (usually/meet) the people of Madewell. He really 6) .................... (enjoy) talking to people.

At the moment, he and his team 7) .................... (organise) his election campaign. There are elections in June and he 8) .................... (hope) to persuade lots of people to vote for him. Next month, he 9) .................... (go) to London to meet the Prime Minister. They 10) .................... (have) a meeting to discuss future plans for Madewell.

Read the information about the people and make sentences, as in the example.

S1: Alex is a photographer. S2: He works from 9 to 5.
State Verbs

State verbs are verbs which do not normally have continuous tenses because they describe a state rather than an action. These include:

- verbs which express likes and dislikes: like, love, hate, dislike, enjoy, prefer, etc.
  e.g. Cathy likes romantic films.
- verbs of perception: believe, know, notice, remember, forget, recognise, understand, realise, seem, think, etc. e.g. I don’t believe a word he’s saying.
- verbs of the senses: see, hear, feel, taste, look, smell, 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. The soup tastes delicious.
  John must be in the attic. I can hear his footsteps.
- some other verbs: be, contain, fit, include, matter, need, belong, cost, owe, mean, own, appear, want, have (=possess), etc.
  e.g. This book is mine. It belongs to me.

Some state verbs have continuous tenses, but there is a difference in meaning.

Study the following examples:

1) I think she’s Italian. (=believe)
   I’m thinking about my holiday.
   (=am considering)

2) The soup tastes awful. (=has an awful flavour)
   She’s tasting the soup. (=is testing the flavour of)

3) I can see an aeroplane in the sky. (=perceive with my eyes)
   I’m seeing Jill tonight. (=am meeting)

4) Susan looks tired. (=appears)
   Susan is looking at some photos. (=is studying)

5) The room smells of perfume. (=has the smell)
   The cat is smelling its food. (=is sniffing)

6) This towel feels soft. (=has a soft texture)
   Jill is feeling her son’s forehead. (=is touching)

7) He is selfish. (character — permanent state)
   He is being selfish. (behaviour — temporary situation)

8) He has a sports car. (=possesses)
   He’s having lunch now. (=is eating — idiom)

Some idioms with have include:

- breakfast / lunch / dinner, etc.
- a bath / shower / swim / party, etc.
- an accident / experience / dream, etc.
- a baby
- difficulty / fun / trouble, etc.

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

1 A: ...Do you know... (you/know) that man over there?
   B: Actually, I do. He’s Muriel’s husband.

2 A: Are you doing anything tomorrow evening?
   B: Yes, I ......................... (see) Jack at nine o’clock.

3 A: I ......................... (see) you’re feeling better.
   B: Yes, I am, thank you.

4 A: What’s that noise?
   B: The people next door .................... (have) a party.

5 A: Graham ................... (have) a new computer.
   B: I know. I’ve already seen it.

6 A: This dress ..................... (not/fit) me any more.
   B: Why don’t you buy a new one?

7 A: Your perfume .................. (smell) nice.
   What is it?
   B: It’s a new perfume called Sunshine.

8 A: What is Jane doing?
   B: She ...................... (smell) the flowers in the garden.

9 A: What ....................... (you/look) at?
   B: Some photos I took during my holidays. They aren’t very good, though.

10 A: You ......................... (look) very pretty today.
    B: Thank you. I’ve just had my hair cut.

11 A: I .................. (think) we’re being followed.
    B: Don’t be silly! It’s just your imagination.

12 A: Is anything wrong?
    B: No, I ................... (just/think) about the party tonight.

13 A: This fabric ..................... (feel) like silk.
    B: It is silk, and it was very expensive.

14 A: What are you doing?
    B: I ......................... (feel) the radiator to see if it’s getting warm.

15 A: She .................... (be) generous, isn’t she?
    B: Yes, she has never been a mean person.

16 A: He ....................... (be) very quiet today, isn’t he?
    B: Yes, I think he has some problems.

17 A: Would you like some cherries?
    B: Yes, please. I ................... (love) cherries.
    They’re my favourite fruit.

18 A: I’m sorry, but I .................. (not understand) what you mean.
    B: Shall I explain it again?

19 A: The children are making lots of noise today.
    B: I know, but they ................... (have) fun.

20 A: This cake ...................... (taste) awful.
    B: I think I forgot to put the sugar in it!
UNIT 1
Present Forms

Present Perfect

FORM
I/You have (‘ve) left/arrived.
He/She/It has (‘s) left/arrived.
Have you left/arrived? Yes, I have./No, I haven’t.
You have not (haven’t) left/arrived.
He/She/It has not (hasn’t) left/arrived.

Use

The present perfect and the present perfect continuous connect the past and the present. That is, they describe actions which started in the past and continue up to the present or actions which were completed in the past but whose results affect the present.

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

They have been friends for twenty years. (They met each other twenty years ago and they are still friends.)

◆ The present perfect is also used for an action which has recently finished and whose result is visible in the present.

She has picked a lot of apples.
(The apples are in the basket, so the action has finished.)

Present Perfect Continuous

FORM
I/You have (‘ve) been reading.
He/She/It has (‘s) been reading.
Have you been reading? Yes, I have./No, I haven’t.
Has he/she it been reading?
You have not (haven’t) been reading.
He/She/It has not (hasn’t) been reading.

◆ The present perfect continuous is used 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/week, etc.

Sarah has been picking vegetables for two hours. (She started picking vegetables two hours ago and she is still picking them now.)

◆ The present perfect continuous is also used for an action which started and finished in the past and lasted for some time. The result of the action is visible in the present.

He is dirty. He has been playing football.
(He is no longer playing football, but the fact that his clothes are dirty is visible now.)

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

e.g. He has felt/has been feeling unwell all morning.
The present perfect is used for an action which happened at an unstated time in the past. The exact time is not important, so it is not mentioned. The emphasis is placed on the action.

a) He has broken his arm. (The exact time is not mentioned. What is important is the fact that his arm is broken.)

b) Peter has been to Paris four times. (The exact time of each of his visits is not mentioned. What is important is the fact that he has visited Paris four times.)

The present perfect is also used for an action which has happened within a specific time period, which is not over at the moment of speaking, such as today, this morning/afternoon/week/month/year, etc.

She has received three faxes this morning. (The action has been repeated three times up to now and may happen again because the time period - this morning - is not over yet.)

She received three faxes this morning. (The time period - this morning - is over. It is now afternoon or evening.)

The present perfect continuous is used to express anger, annoyance or irritation.

Who has been reading my business papers? (The speaker is irritated.)

Both the present perfect and the present perfect continuous are used with the following time expressions:

- how long
  e.g. How long have you known Jack?
  How long have you been learning English?
- for (duration)
  e.g. I have known Jack for five years.
  I have not seen Emily for a long time.
  She has been working here for twenty years.
- since (starting point)
  e.g. They have been married since last April.
  We have been living here since 1980.
  I have not talked to Ann since last Sunday.
- lately/recently
  e.g. Have you seen any good films lately/recently?
  She has been going out a lot lately/recently.

The present perfect is usually used with the following time expressions:

- already
  e.g. We have already seen this film.
  Have you finished already?
- yet
  e.g. Has Roger left yet? Simon has not finished yet.
- just e.g. I have just phoned Jill.
- always
  e.g. She has always loved animals.
- ever
  e.g. Have you ever been abroad?
- never
  e.g. She has never been to France.
- so far
  e.g. I have sent twenty invitations so far.
  What have you done so far?

Fill in for or since.

1 I have lived in this village .......since....... I was born.
2 It has been raining ........ hours. I wish it would stop.
3 My father has been the manager of this firm ........... ten years.
4 ............ I moved to York, I have been much happier.
5 Have you been waiting ........ a long time?
6 I have been waiting for you ........... four o’clock.
7 She hasn’t bought a new coat ........... three years.
8 Karen has been on the phone .................. ages!
9 I have known Neil ................ 1994.
10 Jane has been my best friend ........... many years.
11
UNIT 1
Present Forms

13. In pairs, make up short exchanges using the prompts below, as in the example.

SA: The water is cold. Haven’t you turned on the water heater?
SB: No, I haven’t turned it on.

1 The water is cold. (turn on / the water heater)
2 The fridge is empty. (do / the shopping)
3 There is no electricity. (pay / the bill)
4 It’s raining. (bring / your umbrella)
5 The cat is hungry. (feed / it)
6 The bedroom is a mess. (tidy / it)
7 The landlord is on the phone. (pay / the rent)
8 I can’t see anything. It’s dark. (bring / your torch)

14. The Parkers have recently won the lottery. As a result, their life has changed. Look at the pictures and the prompts and describe the changes, as in the example.

E.g. Mr Parker has put on weight.

1 He’s wet. He ... has been playing ... in the water.
2 He’s tired. He ... hard.
3 She’s cold. She ... in the snow for three hours.
4 Everything is white. It ... all night.
5 They’re hot. They ... since 7 o’clock.
6 He’s confused. He ... to solve the problem all morning.

15. The people below are on a cruise ship. What have they been doing since 10 o’clock this morning? In pairs, make exchanges using the prompts below, as in the example.

SA: Mrs Peters is sunbathing.
SB: Yes, she’s been sunbathing since 10 o’clock this morning.

1 Mrs Peters / sunbathe
2 Tom and Jerry / swim
3 Miss Houston / read her book
4 Sandra and Helen / talk
5 Mr Burrows / walk on the deck
6 Tim and Alan / play chess

16. Fill in the gaps with one of the verbs from the list in the present perfect continuous.

try, snow, jog, play, work, walk

1 put on weight
2 take up tennis
3 hire a butler
4 lose weight
5 move to a bigger house
6 grow a beard
7 all buy new clothes
8 join the pony club
9 buy some nice furniture
It is 11 o’clock. The following people all started work earlier this morning. Look at the information and say how long they have been working and how much work they have done so far, as in the example.

S1: Sandra’s been typing since 9 o’clock / for two hours.
S2: She’s typed twenty letters so far.

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<thead>
<tr>
<th>Name</th>
<th>Started/Activity</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Sandra</td>
<td>9 o’clock / type</td>
<td>20 letters</td>
</tr>
<tr>
<td>Kim</td>
<td>8 o’clock / clean the house</td>
<td>4 rooms</td>
</tr>
<tr>
<td>Bob</td>
<td>10 o’clock / examine patients</td>
<td>3 patients</td>
</tr>
<tr>
<td>John</td>
<td>7 o’clock / deliver parcels</td>
<td>30 parcels</td>
</tr>
<tr>
<td>Helen</td>
<td>10 o’clock / draw pictures</td>
<td>4 pictures</td>
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Fill in the gaps with recently, how long, yet, for, always, ever, already, since, so far or just. Sometimes more than one answer is possible.

1 A: Has Tom finished his exams ...yet...?
   B: No. He finishes next Thursday.
2 A: .................... has Janet been working at the hospital?
   B: She has been working there .................. she left school.
3 A: How are you finding your new job?
   B: Great. I haven’t had any problems ..................
4 A: Is John at home, please?
   B: No, I’m afraid he’s .................. gone out.
5 A: Have you been waiting long?
   B: Yes, I’ve been here .................. two hours.
6 A: Has Martin .................. been to Spain?
   B: No, I don’t think so.
7 A: Have you spoken to Matthew ..................?
   B: Yes. I phoned him last night.
8 A: Can you do the washing-up for me, please?
   B: Don’t worry. Mike has .................. done it.
9 A: Lucy has .................. been musical, hasn’t she?
   B: Yes, she started playing the piano when she was five years old.
10 A: Shall we go to that new restaurant tonight?
    B: Yes. I have ............... been there. It’s really nice.
11 A: Your dog’s been barking ............... three hours!
    B: I’m sorry. I’ll take him inside.
12 A: Have you finished reading that book yet?
    B: No, I’ve .................. started it.

Put the verbs in brackets into the present perfect or continuous, using short forms where appropriate.

1 A: How long ...have you known... (you/know) Alison?
   B: We ............ (be) friends since we were children.
2 A: Who .................. (use) the car?
   B: I was. Is there a problem?
3 A: What are Andrew and David doing?
   B: They .................. (work) in the garden for three hours.
4 A: Why is Sally upset?
    B: She .................. (lose) her bag.
5 A: I .................. (always/believe) that exercise is good for you.
    B: Of course, it’s good to keep fit.
6 A: Emily .................. (teach) maths since she left university.
    B: Yes, and she’s a very good teacher, too.
7 A: Fred .................. (open) a new shop.
    B: Really? Where is it?
8 A: This pie is delicious.
    B: Is it? I .................. (not/taste) it yet.
9 A: Have you found your umbrella yet?
    B: No, I .................. (look) for it for an hour now.
10 A: You look exhausted.
     B: Well, I .................. (clean) the windows since 8 o’clock this morning.
11 A: Can I have some more lemonade, please?
     B: Sorry, your brother .................. (just/drink) it all.
12 A: Have you got new neighbours?
     B: Yes, they .................. (just/move) to the area.

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

Dear Connie,

I hope you are enjoying yourself at university. I’m sure you’ve been studying... (study) hard. Everything is fine here at home. Billy .................. (just/receive) his school report. It was bad, as usual. He .................. (decide) to leave school next year and find a job. Fiona ............... (go) to the gym every day for the past two weeks. She .................. (try) to get in shape for the summer. She ............... (already/plan) her holiday in the sun. Your father ............... (sell) the old car and he .................. (buy) a new one. It’s lovely much nicer than the old one.

Anyway, write soon.

Love,
Mum
UNIT 1
Present Forms

Have gone (to) / Have been (to)

◆ They have gone to the theatre. (This means they have not come back yet. They are still at the theatre.)
◆ He has been to Japan. (This means that he has visited Japan; he is not there now. He has come back.)

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

Jack: Hi, Jill. Where's Paul?
Jill: Oh, he 1) ..._has gone to... London for a few days.
Jack: Really! I 2) .................................. London recently.
I came back yesterday. 3) ........ you ........ there?
Jill: No, I haven’t. Paul 4) .......................... twice
before, though. Where’s Sarah?
Jack: She 5) ................................. Spain for two
weeks with her parents. They 6) ........................
there to visit some friends.
Jill: When is she coming back?
Jack: They’ll all be back next weekend.

22 Choose the correct answer.

1 'What time does the train leave?'
'I think it ...A... at 2 o'clock.'
A leaves B has been leaving C has left
2 'Where are Tom and Pauline?'
'They ............... to the supermarket.'
A have just gone B have been going C go
3 'What is Jill doing these days?'
'She ............... for a job for six months.'
A is looking B has been looking C looks
4 'Is Mandy watching TV?'
'No. She ............... her homework right now.'
A is always doing B is doing C does
5 'Have you been for a walk?'
'Yes. I often .......... for walks in the evenings.'
A have gone B am going C go
6 'Have you seen any films lately?'
'Yes. Actually, I ........... two this week.'
A have seen B am seeing C see
7 'What .............. ?'
'It's a piece of cherry pie. Mum made it yesterday.'
A are you eating B do you eat C have you eaten
8 'Are you going on holiday this summer?'
'Yes. I .............. enough money.'
A am saving B have already saved C save
9 'Is Todd reading the newspaper?'
'No. He ............... dinner at the moment.'
A has been making B makes C is making
10 'Have you bought any new CDs recently?'
'Yes. Actually, I ............... two this week.'
A have bought B have been buying C am buying
11 'What time does the play start?'
'I think it ............... at 8 o'clock.'
A has been starting B starts C has started
12 'Where is Mark?'
'He ............... to the library to return some books.'
A has gone B has been C is going
13 'What .............. ?'
'It's a letter to my pen-friend. I'm telling her my
news.'
A have you written B do you write C are you writing
23 Underline the correct tense.

1 Liz and I are good friends. We know/have known each other for four years.
2 Sarah is very tired. She has been working/is working hard all day.
3 'Where is John?' 'He's upstairs. He does/is doing his homework.'
4 I can't go to the party on Saturday. I am leaving/have been leaving for Spain on Friday night.
5 Jane has finished/is finishing cleaning her room, and now she is going out with her friends.
6 I didn't recognise Tom. He looks/is looking so different in a suit.
7 I don't need to wash my car. Jim washes/has washed it for me already.
8 Ian has been talking/is talking to his boss for an hour now.
9 Claire's train arrives/has arrived at 3 o'clock. I must go and meet her at the station.
10 'Would you like to borrow this book?' 'No, thanks. I have read/have been reading it before.'
11 'Where are you going/do you go?' 'To the cinema. Would you like to come with me?'
12 Have you seen my bag? I am searching/have been searching for it all morning.
13 'Is Colin here?' 'I don't know. I haven't seen/haven't been seeing him all day.'
14 Sophie is very clever. She is speaking/speaks seven different languages.
15 We are moving/have moved house tomorrow. Everything is packed.

24 Put the verbs in brackets into the correct tense.

1 A: What ...are you doing... (you/do)?
B: Nothing. I .................. (just/finish) my lunch.
2 A: Where .................. (you/be) all morning?
B: I .................. (clean) my house since 8 o'clock.
3 A: .................. (you/do) anything next weekend?
B: No, I .................. (not/make) any plans yet.
4 A: Jane looks great. ............................... (she/lose) weight?
B: Yes, she .................. (exercise) a lot recently.
5 A: .................. (be/you) busy right now?
B: Yes, I .................. (just/start) typing this report.
6 A: Where is Peter?
B: He .................. (wash) the car at the moment.
7 A: Who .................. (be) your favourite actor?
B: I .................. (like) Sean Connery since I was a child.
8 A: .................. (you/do) your homework yet?
B: Almost; I .................. (do) it now.

25 Put the verbs in brackets into the correct tense.

1 Who ............ has been using ......... (use) my toothbrush?
2 'What .............. (you/do) to a letter.'
3 Samantha .............. (play) tennis with friends every weekend.
4 Tim and Matilda ............ (be) married since 1991.
5 Uncle Bill .............. (just/decorate) the bathroom.
6 Pauline and Tom .............. (sing) in the school choir twice a week.
7 Who .............. (you/speak) to?
8 Sarah is very happy. She .............. (win) a poetry competition.
9 He .............. (drink) two cups of coffee this morning.
10 My friend .............. (live) in America at the moment.
11 They .............. (usually/change) jobs every five years.
12 I .............. (normally/cut) my hair myself.
13 Linda .............. (study) in the library for three hours.
14 We .............. (play) in a concert next weekend.
15 Who .............. (read) my diary?
16 Tim .............. (leave) the house at 7 o'clock every morning.
17 .................. (your mother/work) in a bank?
18 .................. (you/drink) coffee with your breakfast every day?
19 We .............. (make) plans for our summer holidays right now.
20 They .............. (move) house in September.

26 Put the verbs in brackets into the correct tense.

Dear Nick,

This is just a short note to tell you I 1) ....'m arriv-ing/arrive... (arrive) at the airport at 5 pm on Saturday, 10th December. I 2) .................. (be) very busy recently, and that's why I 3) .................. (not/write) to you for a while. I 4) .................. (plan) this trip for months, so now I 5) .................. (look forward) to spending some time with you and your family. I 6) .................. (hope) you will be able to meet me at the airport. Please give my love to your wife and the children.

See you soon,

James
UNIT 1
Present Forms

27 Put the verbs in brackets into the correct tense.

Molly: Hi Peter. I 1) ...haven’t seen... (not/see) you for a long time.
Peter: Hi Molly. I 2) ........................................... (travel) for the past two months.
Molly: Really? I 3) ........................................... (plan) a trip at the moment. I 4) ........................................... (leave) next month for Australia.
Peter: That’s great. 5) ........................................... (you/arrange) a place to stay once you get there?
Molly: Yes, a campsite. It 6) ........................................... (be) a very nice place.
Peter: And 7) ........................................... (you/buy) your ticket yet?
Molly: No, not yet. Actually, I 8) ........................................... (go) to the travel agent’s this afternoon to buy it.
Peter: Oh. I 9) ........................................... (go) into town later today. You can come with me in my car.
Molly: Thanks. I 10) ........................................... (meet) my brother for lunch at 1 o’clock, so I’ll come to your house at 2 o’clock.
Peter: Great! See you then.

28 Choose the correct answer.

1 ‘... C... your sister recently?’
‘Yes, she came to visit last weekend.’
A Have you been seeing B You have seen C Have you seen
2 ‘I didn’t know Sarah could drive.’
‘Oh yes, she .......... since last April.’
A has been driving B has driven C is driving
3 ‘Where is Jason?’
‘He .......... at the swimming pool.’
A is being B is C has been
4 ‘This is a great book.’
‘I know. I .......... it twice already.’
A have read B am reading C have been reading
5 ‘Hello, Jane. I’m home.’
‘Where have you been? I .......... for you all day!’
A have been looking B look C am looking
6 ‘Are you having a holiday this year?’
‘Yes, I .......... to Hawaii.’
A am going B have been C have gone
7 ‘Who does your hair for you?’
‘My mother usually .......... it.’
A is cutting B cuts C has cut
8 ‘Your socks are all wet!’
‘Don’t worry. I .......... another pair with me.’
A am bringing B bring C have brought

29 Correct the mistakes.

1 They have been to the shops. They’ll be home soon.
2 Joe plays in the garden at the moment.
3 I am going to work by car every day.
4 The builders finish the block of flats already.
5 He has been breaking his arm.
6 Sam have just finished reading a very interesting book.
7 Water is boiling at 100°C.
8 John is living here since 1986.
9 I study this subject for five years.
10 Who has use my scissors?

IN OTHER WORDS

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

1 I’ve never had such a good meal.
   ever It’s the best meal I have ever had.
2 She started collecting postcards four years ago.
   been She has been collecting postcards for four years.
3 They haven’t finished painting the house yet.
   still They are still painting the house.
4 I’ve never ridden a camel before.
   first It’s the first time I’ve ridden a camel.

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

1 She hasn’t finished cooking the meal yet.
   still She .......... is still cooking .......... the meal.
2 I’ve never met such an interesting person.
   ever He is the most interesting person I .......... 
   ........................................................................... met.
3 He started repairing the roof three hours ago.
   been He .......... is repairing the roof for three hours.
4 They’ve never visited an old castle before.
   first It’s .......... have visited an old castle.
5 Robert is still decorating the flat.
   finished Robert .......... the flat yet.
6 It’s the most boring book I’ve ever read.
   never I .......... such a boring book.
7 He started playing rugby four years ago.
   been He .......... rugby for four years.
UNIT 1
Present Forms

31 Fill in the correct preposition.

1. What are you waiting ...for...?
2. Why are you looking ............ yourself in the mirror?
3. How often do you listen ............. the radio?
4. My parents live ............. a small cottage.
5. My brother works ............. my father.
6. Those books belong ............. John Smith.
7. We aren't going out tonight. We're staying ............. home.
8. My father comes ............. Ireland.

32 Fill in the correct particle.

2. Children are always happy when school breaks ............. for the holidays.
3. The burglars broke ............. the house in the middle of the night and stole all the jewellery.
4. His serious face broke ............. a grin when he read the joke.
5. The bus broke ............., so all the passengers had to get off and wait for another one to come.
6. The little girl broke ............. and cried when her dog died.
7. The dog broke ............. of the garden and chased the cat down the street.

33 Life on earth is changing. Look at the information given in the chart and make sentences, as in the example.

e.g. S1: Trees provide oxygen and homes for animals.
S2: However, trees are disappearing because of fires and logging.
S1: But many governments have started to plant new trees.

The Facts....
1. Trees / provide / oxygen and homes for animals.
2. Many different species of fish / live on coral reefs.
3. Many people / use / coal and oil as fuel for heating in their homes.
4. Ocean life / produce / 90% of our oxygen.

The Changes....
1. Trees / disappear / because of fires and logging.
2. Fish / die / because fishermen / destroy / coral reefs.
3. Coal and oil supplies / decrease.
4. We / pollute / the oceans with rubbish.

The Action Taken....
1. Many governments / start / to plant new trees.
2. Some fishermen / stop / fishing near coral reefs.
3. Many people / change / to other sources of fuel for heating.
4. We / begin / to recycle rubbish instead of throwing it all away.

Complete the article below using the information from the Oral Activity.

Are you aware of the damage being done to our planet? We all know that trees provide oxygen and homes for animals. However, trees are disappearing because of fires and logging. Fortunately, many governments have started to plant new trees. We also know that .............

We must stop the destruction now, before it is too late.
UNIT 2
Past Forms

Past Simple

FORM
I / He / She / We returned / left.
Did he return / leave? Yes, he did./No, he didn’t.
He did not (didn’t) return / leave.

Use
The past simple is used:
◆ for an action which happened at a definite time in the past. The time is stated, already known or implied.
They spent their holidays in Switzerland last winter.
(When did they go to Switzerland? Last winter. The time is stated.)
They had a great time.
(The time is already known.)

◆ for actions which happened immediately one after the other in the past.
First, he read the message. Then, he called his boss.

◆ for past habits or states which are now finished. In such cases we can also use the expression used to.
People travelled/ used to travel by carriage in those days.

Past Continuous

FORM
I / He / She was / We / They were watching.
Was he / Were they watching? Yes, he was./No, they weren’t.
He was not (wasn’t) / They were not (weren’t) watching.

Use
The past continuous is used:
◆ 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 three o’clock yesterday afternoon, they were sitting at an outdoor café. (We do not know when they got to or when they left the café.)

◆ 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 when he slipped on a banana skin.

◆ for two or more simultaneous past actions.
She was steering the boat while he was playing the guitar.
◆ to talk about the lives of people who are no longer alive.

Marilyn Monroe starred in a number of successful films.

The past simple is used with the following time expressions: yesterday, last night/week/month/year/Monday, etc., two days/weeks/months, etc. ago, then, when, How long ago…?, in 1992/1845, etc.

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

Todd and Emily were riding through the forest. The sun was shining and the birds were singing.

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

---

1. Look at Appendix 1. Write the past simple of the verbs in the list in the correct box.

   - e + d: baked
   - double consonant + ed: stopped
   - consonant + y + ed: fried
   - vowel + y + ed: stayed

2. Look at Appendix 1. Write the past simple of the verbs in the box, thenread them out.

   - land, book, dive, attach, present, start, jump, crash, need, look, prefer, attract, kiss, arrange, water, clean, protest, pretend

3. First, fill in the table. Then choose five verbs and make sentences using the past simple.

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>Past</th>
<th>Past Participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>become</td>
<td>became</td>
<td>become</td>
</tr>
<tr>
<td>begin</td>
<td>began</td>
<td>begin</td>
</tr>
<tr>
<td>blow</td>
<td>blew</td>
<td>blow</td>
</tr>
<tr>
<td>creep</td>
<td>crept</td>
<td>creep</td>
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<tr>
<td>dig</td>
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<td>shake</td>
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<td>speed</td>
</tr>
<tr>
<td>throw</td>
<td>threw</td>
<td>throw</td>
</tr>
</tbody>
</table>

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

She 1) ... was lying... (lie) in bed when she 2) ................. (hear) a sudden noise. She 3) ................... (open) her eyes in horror. Someone 4) ................... (open) a downstairs window; they 5) .................... (try) to get into her house. She 6) ................... (climb) slowly out of bed and 7) ...................(creep) to the door. She 8) .................... (stand) very still and listening carefully when she 9) .................. (see) a light downstairs. It 10) .................. (move) about as if someone 11) .................. (hold) a torch and searching for something. She 12) .................. (know) that they 13) .................. (look) for her.
UNIT 2
Past Forms

The following people were in the living room at nine o'clock last night. What were they doing? In pairs, ask and answer questions using the prompts below, as in the example.

SA: What were Mr Scott and Grandpa doing?
SB: They were playing chess.

C The boys 1) ................................ (play) football on the river bank while the girls 2) ......................... (talk).
Everyone 3) .......................................................... (enjoy) the picnic when suddenly they 4) ......................... (hear) a loud cry from further up the river. They all 5) .......................................................... (rush) to see what was wrong.

D In prehistoric times, people 1) ......................... (live) in caves. They 2) ......................... (hunt) animals which they then 3) ......................... (use) for food and clothing. They 4) ......................... (make) everything by themselves, and they 5) ......................... (have) very simple lives.

A Look at the notes below and say what Rick did yesterday, using the linking words from the list.

first, then, next, after that, finally

S1: First, Rick got up at seven.
S2: Then, he had breakfast.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 am</td>
<td>get up</td>
</tr>
<tr>
<td>7:15 - 8:15 am</td>
<td>have breakfast</td>
</tr>
<tr>
<td>8:30 - 9 am</td>
<td>drive to work</td>
</tr>
<tr>
<td>11 am - 1 pm</td>
<td>talk to some clients</td>
</tr>
<tr>
<td>1:30 - 2 pm</td>
<td>have a lunch break</td>
</tr>
<tr>
<td>4 - 5 pm</td>
<td>prepare a speech</td>
</tr>
<tr>
<td>5:30 - 6:30 pm</td>
<td>drive home</td>
</tr>
</tbody>
</table>

B Now, in pairs, ask and answer questions about what Rick was doing at the times in the list below.

SA: What was he doing at half past seven in the morning?
SB: He was having breakfast.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>11:30 am</td>
</tr>
<tr>
<td>8:45 am</td>
<td>1:45 pm</td>
</tr>
</tbody>
</table>

when/while/as + past continuous (longer action)
when + past simple (shorter action)

A Put the verbs in brackets into the past simple or the past continuous. Then, say which uses of these tenses are shown in each extract.

Charlie Chaplin 1) ................................ become one of the best-known personalities in America within two years of his first appearance in motion pictures. He 2) ................................ be so famous that no studio could afford to pay him, so he 3) ......................... appear only in films which he 4) ......................... produce himself.

B It 1) ................................ happen at ten o'clock last night. John 2) ......................... sit in his cosy living room with his wife and children. They 3) ......................... ....................... watch the evening news on TV when suddenly, the lights 4) ......................... go out and everything in the house 5) ......................... become quiet.

JOIN THE SENTENCES USING AS, WHEN AND WHILE, AS IN THE EXAMPLES.

1 Kim was looking out of the window. She saw Mike.
As/When/While Kim was looking out of the window, she saw Mike.

2 Cathy was washing the dishes. She dropped a glass.
Cathy was washing the dishes when she dropped a glass.

3 The children were playing. Their father came home.
Kim was looking out of the window when she saw Mike.

4 Robert was driving home. He got a flat tire.

5 Mick and Charlie were leaving the bank. The police surrounded them.
Put the verbs in brackets into the past simple or the past continuous. Which was the longer action in each sentence?

1. They were cleaning... (clean) the windows when it started... (start) to rain.
   - Cleaning the windows was the longer action.

2. As he drove... (drive) to work, he remembered that his briefcase was still at home.

3. Melanie cooked dinner when her husband came... (come) home.

4. I heard... (hear) a loud crash as I sat... (sit) in the garden.

5. She typed a letter when her boss arrived... (arrive).

6. While the dog dug... (dig) in the garden, it found... (find) a bone.

7. Mary rode... (ride) her bicycle when she noticed... (notice) the tiny kitten.

8. While I did... (do) my homework, the phone rang... (ring).

A policeman is asking Mrs Hutchinson about a car accident she happened to see yesterday. Put the verbs in brackets into the past simple or the past continuous.

---

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

A. As soon as Margaret got... (get) off the train, she pull... (pull) her coat around her.
   Rain fall... (fall) heavily and a cold wind blow... (blow) across the platform.
   She look... (look) around, but no one wait... (wait) to meet her. She turn... (turn) to leave when she hear... (hear) footsteps. A man walk... (walk) towards her. He smile... (smile) at her, then he say... (say), 'You're finally here.'

B. George pick... (pick) up his bag then, throw... (throw) it over his shoulder. It get... (get) dark and he have... (have) a long way to go. He wished that he had let someone know that he was coming. It start... (start) to rain, and he was feeling cold and tired from the long journey. Suddenly, he hear... (hear) a noise, then he see... (see) two bright lights on the road ahead. A car head... (head) towards him. It slowed down and finally stop... (stop) beside him. A man sit... (sit) at the wheel. He open... (open) the door quickly and say... (say) 'Get in, George.'

C. Andy step... (step) into the house and close... (close) the door behind him. Everything be... (be) quiet. His heart beat... (beat) fast and his hands shake... (shake) as he crept silently into the empty house, but he was trying not to panic. He soon find... (find) what he look... (look) for. He smiled with relief as he put on the clothes. The men who follow... (follow) him would never recognise him now.

---

**Imagine that you were present when these things happened, then, in pairs, ask and answer questions, as in the example.**

**SA:** What were you doing when the burglar broke in?
**SB:** I was watching TV.
**SA:** What did you do?
**SB:** I called for help.

1. The burglar broke in.
2. The storm broke.
3. The lights went out.
4. The boat overturned.
5. The earthquake hit.
6. The building caught fire.
UNIT 2
Past Forms

Used to/Be used to/ Get used to

- 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. He used to go out/He went out a lot when he was younger. (He doesn't any more.)
  Did she use to spend/Did she spend a lot of money when she was single?

We use the past simple, and not used to, for actions which happened at a definite time in the past.
  e.g. He visited Paris last month.
    (NOT: He used to visit Paris last month.)
- Look at the following examples of how we can use be/get used to:

be/get used to + noun/pronoun/-ing form
  e.g. a) They are used to hot weather.
       (They are accustomed to hot weather. - present)
  b) I'm used to getting up early.
      (I'm accustomed to getting up early. - present)
  c) She wasn't used to working at night.
     (She wasn't accustomed to working at night. - past)
  d) Mary is getting used to life in the city.
     (Mary is becoming accustomed to life in the city. - present)
  e) Simon had never lived in a tropical country before, but he quickly got used to it.
     (He became accustomed to it. - past)
  f) They will soon get used to cooking their own meals.
     (They will become accustomed to cooking their own meals. - future)

14 Choose the correct answer.

1 'I find it hard to get up early.'
   'You ........... getting up early once you start working.'
   A are used       B will get used       C were used

2 'Do you often exercise now?'
   'No, but I ............. to exercise a lot when I was at school.'
   A used           B will get used       C am used

3 'Aren't you bothered by all that noise?'
   'No, we ............. to noise. We live in the city centre.'
   A were used      B will get used       C are used

4 'Does your sister travel a lot?'
   'No, but she ............. to before she got married.'
   A didn't use     B used               C wasn't used

5 'I don't like wearing a suit every day.'
   'Don't worry, you ............. to it very soon.'
   A are used       B will get used       C were used

6 'Sandra ............. to using a computer, but now she enjoys it.'
   'It's a lot easier for her now.'
   A isn't used     B will get used       C wasn't used

7 'Do you remember the things we ............. to do when we were kids?'
   'Of course I do. How could I forget what fun we had!'
   A used           B were used           C got used

8 'Do you like living in the city?'
   'Well, I ............. to it yet, but it's okay.'
   A am not used    B wasn't used         C am used

15 Fill in the gaps with one of the verbs from the list in the correct form. Use each verb twice.

wash, walk, play, work

1 I used to .......... in a shop, but now I work in an office.
2 I can't concentrate. I'm not used to ............. in such a noisy office.
3 Tom lived in the country for years. He used to ............. miles every day.
4 I'm exhausted. I'm not used to ............. such long distances.
5 Mary used to ............. her clothes by hand, but now she uses a washing machine.
6 We haven't got a washing machine, so we're used to ............. our clothes by hand.
7 The children are bored with the bad weather. They're used to ............. outside.
8 When we were younger, we used to ............. cowboys and Indians.

13 Rewrite each person's comment using used to or didn't use to.

1 Sally: 'I don't walk to work any more.'
   I used to walk to work.

2 Gordon: 'I've got a dog now.'

3 Lisa: 'I don't eat junk food any more.'

4 Jane: 'I go to the gym every night now.'

5 Paul: 'I'm not shy any more.'

6 Edward: 'I live in a big house now.'

7 Helen: 'I haven't got long hair any more.'

8 Frank: 'I eat lots of vegetables now.'
Past Simple versus Present Perfect

- 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.

  Kate Steele wrote her first novel in 1970. *(When? In 1970. The time is stated.)*

- We use the **present perfect** for an action which happened at an unstated time in the past, that is, when the exact time is neither mentioned nor implied.

  Kate Steele has written a lot of successful novels. *(When? We do not know. The exact time is neither mentioned nor implied.)*

- We use the **past simple** to talk about the lives of people who are no longer alive, even if the time is not stated. e.g. William Shakespeare wrote ‘Romeo and Juliet.’ *(Shakespeare is no longer alive. We do not mention when he wrote the play, however, we use the past simple.)*

- We use the **past simple** for an action which began and finished in the past.

  George Barns was a basketball player for ten years. *(He is no longer a basketball player. He is a coach.)*

- We use the **present perfect continuous** for an action which started in the past and continues up to the present.

  Jim Presley has worked/has been working as a waiter for fifteen years. *(He began working as a waiter fifteen years ago and he is still a waiter today.)*

- We use the **present perfect** to announce a piece of news, and the **past simple** or **past continuous** to give more details about it. e.g. I’ve just seen the new boss. I was talking to Carol on the phone when he came in.

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

A  A: Do you know that man?
   B: Oh yes. He’s a very good friend of mine. I 1) ...ve known... (know) him for about ten years.
   A: I think I 2) ..................................... (meet) him at a business meeting last month.

B  A: Mum 1) .................................. (lose) her purse.
   B: Where 2) ..................................... (she/lose) it?
   A: At the supermarket while she was shopping.

C  A: Who was on the telephone?
   B: It 1) .................................... (be) Jane.
   A: Who is Jane?
   B: Someone who 2) .................................. (work) in my office for a few years. She’s got a new job now, though.

D  A: Who is your favourite singer?
   B: Freddie Mercury. He 1) .................................. (have) a wonderful voice.
   A: Yes, I agree. He 2) .................................. (enjoy) performing live, too.
Past Perfect

Form
She had arrived/gone.
Had she arrived/gone? Yes, she had./No, she hadn’t.
She had not (hadn’t) arrived/gone.

Use
The past perfect is used:

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

They had already reserved the table when they went to the restaurant. (They made a reservation first and then they went to the restaurant.)

They had already sat down for dinner by 8 pm.

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

Bill had injured his legs in a car accident, so he had to use a wheelchair for six months. (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.

a) He had broken his leg, so he couldn’t walk.
(The action ‘had broken’ happened in the past, and the result ‘couldn’t walk’ was visible in the past, too.)

b) He has broken his leg, so he can’t walk.
(The action ‘has broken’ happened in the past, and the result ‘can’t walk’ is still visible in the present.)

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

E.g. She left after she had finished her work./She left after she finished her work.

Past Perfect Continuous

Form
He had been crying.
Had he been crying? Yes, he had./No, he hadn’t.
He had not (hadn’t) been crying.

Use
The past perfect continuous is used:

◆ 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 skating together for five years before they entered the competition.

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

She had been working hard that day, so she was tired. (She spent all day working hard 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.

a) He had been waiting for hours, so he was bored. (The action ‘had been waiting’ lasted for some time in the past, and the result ‘was bored’ was visible in the past.)

b) He has been waiting for hours, so he is bored. (The action ‘has been waiting’ started in the past, and the result ‘is bored’ is still visible in the present.)

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

The past perfect continuous is used with the following time expressions: for, since, how long, before, until, etc.
Fill in the gaps with one of the verbs from the list in the past perfect continuous.
read, scream, argue, try, eat, watch

1. Emily was angry.
   She …had been arguing… with her parents for an hour.

2. Hannah felt sick.
   She …………………….. chocolates all afternoon.

3. Allan had a headache.
   His baby sister ………… for half an hour.

4. Emily was frightened.
   She ……………………. a horror film for half an hour.

5. Simon was confused.
   He ……………………. to win the game for hours.

6. John was very tired.
   He ……………………. all night.

When Jamie ……………………… (get) to the party, a lot of people …………………….. (dance) to pop music. Everyone …………………….. (wear) jeans and T-shirts. Jamie ……………………… (buy) a new suit for the party and he …………………….. (wear) that. He ……………………… (feel) quite silly because everyone ……………………… (look) at him.

First, say which action happened first, then join the sentences using the words in brackets, as in the example.

1. He saved a lot of money. Then, he bought a car. (when)
   …………………………………. (save) a lot of money: happened first
   …………………………………. (buy) a car

2. She hung out the washing. Then, it began to rain. (after)
   …………………………………. (hang) out the washing
   …………………………………. (rain) by the time

3. Fiona tidied the house. Then, the children arrived home. (by the time)
   …………………………………. (tidy) the house
   …………………………………. (arrive) home

4. The guests left. Then, she started cleaning. (when)
   …………………………………. (leave) the guests
   …………………………………. (start) cleaning

5. The girls put on their uniforms. Then, they went to school. (before)
   …………………………………. (put) on their uniforms
   …………………………………. (go) to school

6. The meeting started. Then, the lights went out. (already…..when)
   …………………………………. (start) the meeting
   …………………………………. (go) out

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

1. A: Did you do anything last night?
   B: I went to the gym and I …had just arrived… (just/arrive) home when Michael called me. He said he …………………………………. (try) to call me for ten minutes before I finally answered the phone.

2. A: Did you catch any fish on your fishing trip today?
   B: Yes. I …………………………………. (sit) in the boat for two hours when I caught a huge fish.

3. A: Did you enjoy the open-air concert yesterday?
   B: The music was good, but the weather was terrible. The concert …………………………………. (just/start) when suddenly, it began to rain. The musicians …………………………………. (only/play) for ten minutes.
   A: What a shame!

4. A: Was the house tidy when you got home?
   B: Yes, the children ………………. (dust) the furniture and they ………………………….. (put away) all of their toys.

5. A: Why were you so upset this morning?
   B: Well, I ………………………….. (clean) the house for hours when the children came in with muddy shoes.

6. A: Why are you so late for work this morning?
   B: I’m sorry. I …………………………. (wait) for the train for over an hour before it eventually arrived.
UNIT 2
Past Forms

Past Simple - Past Continuous - Past Perfect

◆ The past simple is used for actions which happened immediately one after the other in the past.

Last Monday, Lisa and her husband fed the children when he came home. (Her husband came home and then they fed the children together.)

◆ The past continuous is used for a past action which was in progress when another action interrupted it.

Last Tuesday, Lisa was feeding the children when her husband came home. (She was still feeding the children when her husband came home.)

◆ The past perfect is used for an action which happened before another past action.

Last Friday, Lisa had already fed the children when her husband came home. (She fed the children first. Her husband came home afterwards.)

21 Put the verbs in brackets into the correct tense.

1 A: Why was Tim so tired last night?
   B: Oh, he ....had been working... (work) hard all day.

2 A: I ........................................ (go) to the cinema last night.
   B: Really? What ................................................ (you/see)?

3 A: Did you have enough to eat at the party?
   B: Yes, Sarah ................................................ (make)
a lot of food.

4 A: What ........................................ (you/do) at eight
   o'clock last night?
   B: I ........................................ (watch) television. Why?

5 A: Colin! Look at yourself! You are filthy!
   B: I know. I ................................................ (repair) my
   motorbike.

6 A: I ........................................ (do) something
   really silly yesterday.
   B: Really, what?
   A: I ........................................ (get) up and
   (set off) for work as usual. I ........................................
   (drive) for an hour before I ........................................
   (realise) it was Sunday.

7 A: I ........................................ (just/hear) some
   incredible news!
   B: What?
   A: Jason and Emily ........................................ (get)
marrried last week in Las Vegas. Isn't that amazing?

22 Put the verbs in brackets into the correct tense.

A: What 1) ........................................ (do) when I 2) ....................
   ........................................ (call) at eight, Burt?

B: I 3) ........................................ (work) in the garden because the wind 4) ....................
   (blow down) the fence during the night.

A: Oh, 5) ........................................
   (you/manage) to fix it?

B: Yes, I 6) ........................................ (do) it eventually, but it 7) ........................................... (be) very hard
   work. I 8) ........................................ (ask) my neighbour
to help in the end. Why 9) ........................................
   (you/call) me?

A: I 10) ........................................ (want) to tell you
   about the factory. It 11) ........................................
   (close down) yesterday.

B: I know. The company 12) ........................................
   (have) problems for a long time before they finally
   13) ........................................ (decide) to close down the factory.

A: I 14) ........................................ (hope) they would change
   their minds about it, though. It 15) ........................................
   (be) a part of the town for years.

B: Well, at least everyone who worked there 16) ....................
   ........................................ (now/find) a new job. That's good news.
23. Underline the correct tense.

1. I saw Jim this morning. He ran/was running for the bus.
2. Kerri was angry. She had been waiting/was waiting for Sarah for two hours.
3. Andy was relieved to hear that he was passing/had passed the exam.
4. I was walking/had walked home when I saw Paul.
5. Brian learnt/had learnt how to spell his name at school today.
6. They hadn’t visited/weren’t visiting their grandparents for a long time.
7. I watched/was watching television when the telephone rang.
8. Jason had been thinking/had thought about his new car all day.
9. I bought the dress because I wanted/had wanted something special to wear to the party.
10. The little boy was crying because he had lost/was losing his mother.
11. Graham had been working/was working for the company for twenty years before he retired.
12. Pam opened/had opened the present and read the card.
13. Lucy wrote/had written a letter to her sister last night.
14. It had been raining/was raining all day and the roads were very wet.
15. Sue was smiling/had smiled as she was reading Mary’s letter.

24. Put the verbs in brackets into the correct past tense.

1. They were walking (walk) in the park when the storm broke.
2. The man (pay) for his new car in cash.
3. I (already/eat) breakfast by the time the others woke up.
4. It (snow) for three days when suddenly the sun came out.
5. Sam (work) here for six years before he left to go to university.
6. Liz (go) to the Bahamas for her holidays last year.
7. We (watch a film) on TV when our guests arrived.
8. They (already/see) the film twice at the cinema when she rented it on video.
9. The teacher (teach) the children a song yesterday.
10. He (sit) on the train at this time yesterday morning.

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

1. Jack hasn’t travelled abroad for years. The last time Jack travelled abroad was years ago.
2. When did Monica get married? How long is it since Monica got married?
3. It was the first time she had visited the National Gallery. She had visited the National Gallery before.
4. Jessica didn’t start cooking until after the children had fallen asleep. Jessica waited until the children started cooking.
5. The last time I went to the theatre was months ago. I haven’t been to the theatre for months.
6. It’s two months since she called me. She has called me for two months.
7. The president waited until all the reporters had arrived before he made his statement. The president didn’t make a statement until all the reporters had arrived.
8. We haven’t played chess for a month. It’s a month since we played chess.
9. She waited until Tom had left before she began packing. She didn’t begin packing until Tom had left.

IN OTHER WORDS

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

1. When did they buy their tickets? How long is it since they bought their tickets?
2. She didn’t begin cleaning until after all the guests had left. She waited until all the guests had left before she began cleaning.
3. We haven’t seen Carol for two weeks. The last time we saw Carol was two weeks ago.
4. It’s a long time since I ate out. I haven’t eaten out for a long time.
5. It was the first time they had flown by Concorde. They had never flown by Concorde before.
Prepositions

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>arrive at</td>
<td>arrive at a small place</td>
</tr>
<tr>
<td>in</td>
<td>arrive in a big place</td>
</tr>
<tr>
<td>get to</td>
<td>get to a place</td>
</tr>
<tr>
<td>but leave a place</td>
<td>but: leave a place</td>
</tr>
<tr>
<td>afraid of sb/sth</td>
<td>afraid of sb/sth</td>
</tr>
<tr>
<td>famous for sth</td>
<td>famous for sth</td>
</tr>
<tr>
<td>full of sth</td>
<td>full of sth</td>
</tr>
<tr>
<td>believe in sth</td>
<td>believe in sth</td>
</tr>
<tr>
<td>concentrate on sth</td>
<td>concentrate on sth</td>
</tr>
<tr>
<td>discuss sth with sb</td>
<td>discuss sth with sb</td>
</tr>
<tr>
<td>take care of sb/sth</td>
<td>take care of sb/sth</td>
</tr>
<tr>
<td>care for sb/sth</td>
<td>care for sb/sth</td>
</tr>
</tbody>
</table>

26 Underline the correct preposition.

1. I don’t believe at/in ghosts.
2. Lauren takes care of/about our children.
3. Spain is famous with/for its many festivals.
4. I’m afraid of/from spiders and snakes.
5. They arrived in/at the hotel in time for lunch.
6. I don’t care for/of rock music.
7. We will arrive at/in New York at about two o’clock.
8. The streets were full of/with people watching the parade.
9. I’ll have to discuss the party to/with my parents first.
10. He couldn’t concentrate on/in his work, so he went for a walk.
11. James managed to get at/to the bank before closing time.

27 Fill in the gaps with the correct phrasal verb.

1. That author has just brought out a new mystery novel. (has just published)
2. It’s very difficult to raise children nowadays. (raise)
3. The changes in the earth’s atmosphere have caused many changes in the weather. (have caused)
4. They used some cold water to cause the patient to regain consciousness. (cause to regain consciousness)
5. Matthew has persuaded his father to his way of thinking. (has persuaded)
6. The manager raised the subject of redundancy. (raised)

28 Put the verbs in brackets into the correct tense.

1. A: There’s a lovely smell coming from the kitchen.
   B: Yes, I’ve been cooking. (cook) biscuits.
2. A: (you/ever/go) to Australia?
   B: No, I haven’t.
3. A: Did you manage to get to the bank yesterday?
   B: No, it (close) by the time I got there.
4. A: Are you new to this area?
   B: No, I (live) in this area for three years.
5. A: I see you finally bought a new video.
   B: Yes, I try to fix the old one for ages when I decided to buy a new one.
6. A: Is Mr Dixon free yet?
   B: No, he (be) in a meeting at the moment.
7. A: Where did you go for dinner on your birthday?
   B: I go to the new Chinese restaurant in town.
8. A: What are you looking for?
   B: My keys. I lose them.
9. A: Did you find the papers you were looking for?
   B: Yes, they (be) on my desk all the time.
10. A: I’m tired. We walk all morning.
    B: Let’s stop and have something to eat, then.
11. A: What will you buy your mother for Christmas?
    B: I got her a new jumper.
12. A: What time will you leave tomorrow?
    B: Very early. At 6 o’clock in the morning.
13. A: Linda is very good at her job, isn’t she?
    B: Yes, she (do) the same job for thirty years.
14. A: When did you see Janet?
    B: While I waited at the bus stop yesterday morning.
15. A: Have you made plans for Saturday yet?
    B: Yes, I’m going to the cinema with Ed.
16. A: Where were you at 5 o’clock yesterday?
    B: I have a lesson.
17. A: Did you enjoy your flight?
    B: Yes, but I was nervous because I (not fly) before.
Choose the correct answer.

1. 'Are you going shopping tonight?' 'No, I ... A... yesterday.'
   A went  B had gone  C had been going
2. 'Did you see Nathan?' 'No, he .......... by the time I arrived at his house.'
   A was leaving  B had been leaving  C had left
3. 'Where is Scott?' 'He .......... on the phone when I saw him.'
   A was talking  B talked  C had talked
4. 'How often do you clean your house?' 'I .......... clean it once a week.'
   A seldom  B usually  C never
5. 'Did Alan arrive on time?' 'No, I .......... for an hour before he arrived.'
   A was waiting  B had waited  C had been waiting
6. 'Did you go out for dinner last night?' 'No, I .......... a lot at lunch, so I wasn’t hungry.'
   A had been eating  B had eaten  C was eating
7. 'What time do you finish work?' 'Actually, I ..........'
   A have just finished  B finish  C finished
8. 'Did you enjoy your holiday?' 'Yes, we .......... in a fabulous hotel.'
   A have stayed  B had stayed  C stayed
9. 'I like your dress. Is it new?' 'No, I .......... it for ages.'
   A had  B have  C have had
10. 'How is John now?' 'He .......... better slowly.'
    A gets  B is getting  C has been getting

Correct the mistakes.

1. They are usually starting work at 9 o’clock.
2. Look! That man is having blue hair!
3. Do you study for your exams at the moment?
4. I was being late for work yesterday morning.
5. Dave has planned his holiday since Christmas.
6. Sheila is typing twenty letters so far this morning.
7. The sun has been setting in the west.
8. We were sleeping for an hour when the phone rang.
9. Lydia had been buying a new car last month.

Adam had a terrible day yesterday. Use the prompts and the linking words given to tell the story.

when, as, while

1. 1 he get out of bed / trip over the rug / fall and hurt leg
2. 2 he make breakfast / spill coffee and burn fingers
3. 3 he wait for bus / it start to rain
4. 4 he watch TV / cat knock over expensive antique vase / it smash on floor

e.g. As he was getting out of bed, he tripped over the rug, fell and hurt his leg.

Adam is writing a letter to a friend. He is describing what happened yesterday. Look at the Oral Activity again and complete his letter.

Dear Alan,

I hope you’re well. Sorry for not writing to you sooner, but I’ve been very busy lately. You can’t imagine what a terrible day I had yesterday. It all started early in the morning when the telephone rang. As I was getting out of bed, I tripped over the rug, fell and hurt my leg. ..............................

I hope I won’t have such a terrible day again.

Best Wishes,
Adam
UNIT 3
Future Forms

We can refer to future actions with the future simple, be going to, the present continuous, the present simple, the future continuous, the future perfect and the future perfect continuous.

Form (future simple)
He/They will (‘ll) call.
Will he/they call? Yes, he will./No, they won’t.
He/They will not (won’t) call.

Form (be going to)
I am (‘m)/You are (‘re)/She is (‘s) going to stay.
Are you/Is she going to stay? Yes, I am./No, she isn’t.
You are not (aren’t)/She is not (isn’t) going to stay.

Use

Future Simple
The future simple is used:

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

His parents think he will become an artist one day.

◆ for on-the-spot decisions and offers.

Since it’s your birthday, I’ll pay for lunch.

(on-the-spot decision) (offer)

◆ for actions/events/situations which will definitely happen in the future and which we cannot control.

Jill will be two years old next month. (We cannot control this future event; it will definitely happen.)

◆ for promises (usually with the verbs promise, swear, guarantee, etc.), for threats, for warnings, for requests, for hopes (usually with I hope).

I hope pollution levels will drop soon. (hope)
Factories must stop polluting the air or else we won’t be able to breathe. (warning)

Be Going To
Be going to is used:

◆ for plans, intentions or ambitions we have for the future.

I’m going to employ more staff. (intention/plan)
I’m going to expand my company. (intention/plan)

◆ in predictions when there is evidence that something will happen in the near future.

Look at him! He is going to win the race. (There is evidence. - he is ahead of the other runners.)
Note:
- We use **will** when we make a prediction based on what we think, believe or imagine.
  e.g. In the year 2050 there will be colonies on Mars.
- We use **be going to** when we make a prediction based on what we can see (evidence) or know.
  e.g. Look! The acrobat is going to walk along the tightrope.

**Present Continuous**

The present continuous is used for fixed arrangements in the near future.

He is leaving for Amsterdam in an hour. (Everything has been arranged for his trip. He is at the airport now.)

Tanya Smimoff is a famous astrologer. She's been invited on a TV show to give her astrological predictions for next year. **Using the prompts below, make sentences, as in the example.**

e.g. An earthquake will strike Asia.

1. earthquake/strike/Asia
2. Tom Murray/win/elections
3. economy/not improve/significantly
4. number of road accidents/increase
5. America/establish/colony/on Mars
6. scientists/not discover/cure for common cold

**Fill in the gaps with the correct form of will or be going to and the verb in brackets.**

1. A: Why are you buying flour and eggs?  
   B: Because I ... **going to make** ... (make) a cake.
2. A: I have decided what to buy Mum for her birthday.  
   B: Really. What **you/buy** for her?
3. A: Did you ask Jackie to the party?  
   B: Oh no! I forgot! I **ask** her tonight.
4. A: Could I speak to Jim, please?  
   B: Wait a minute. I **get** him for you.
5. A: What are your plans for the weekend?  
   B: I **spend** some time with my friends.
6. A: What are you doing on Friday night?  
   B: Oh, I **probably/stay** at home with my family.
7. A: Have you tidied your room yet?  
   B: No, but I promise I **do** it this afternoon.
8. A: Look at that boy!  
   B: Oh yes! He **climb** the tree.
9. A: Jason is very clever for his age.  
   B: Yes. He says he **become** a doctor when he grows up.
10. A: I'm too tired to cut the grass.  
    B: Don't worry! I **cut** it for you.

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

SA: Are you going to pay the bill?  
SB: Yes, that's what I'm going to do.
SA: Are you going to complain to the manager?  
SB: No, that's not what I'm going to do.

1. pay the bill (✓)
2. complain to the manager (✗)
3. take the skirt back to the shop (✓)
4. buy the jumper (✓)
5. ask the bank manager for a loan (✗)
6. order the food (✓)
7. book the airline tickets (✗)

**The present simple is used with a future meaning when we refer to programmes or timetables (trains, buses, etc.).**

The film starts in ten minutes. (cinema programme)
UNIT 3
Future Forms

Will / Shall

We use:

◆ Will you ...? to make a request; that is, to ask someone to do something for us.
  e.g. Will you open the door for me, please?
  (=Can you open the door for me, please?)

◆ won’t to show that someone is unwilling or refuses to do something.
  e.g. I’ve talked to Sue about her decision to leave, but she won’t listen. (=She refuses to listen.)

◆ Shall I/we...?
  a) to make an offer.
  e.g. Shall I give you a hand with those bags? (=Do you want me to give you a hand with those bags?)
  b) to make a suggestion.
  e.g. Shall we wait until the rain stops?
  (=Why don’t we wait until the rain stops?)
  c) to ask for suggestions or instructions.
  e.g. What shall I do with all these letters? ‘Put them on my desk.’ (=What do you want me to do with all these letters?)

3 Can you call Barry for me, please?
4 Why don’t we try this new dish?
5 Where do you want me to put these flowers?

◆ The future simple is not used after while, before, until, as soon as, after, if, by the time or as. We use the present simple or present perfect instead.
  e.g. I’ll wait until you finish/have finished.
  (NOT: ... until you will finish.)

◆ When (=At what time?) used as a question word can be followed by the future simple. When (=at the time) used as a time word is followed by the present simple.
  e.g. When will I know the results? (when = question word)
  I can’t tell when it will be ready. (when = question word)
  He’ll call us when he gets there. (when = time word)

◆ If can be followed by the future simple only after expressions which show ignorance, uncertainty, etc., such as I don’t know, I doubt, I wonder, etc.
  e.g. I wonder if he will be on time.
  but: If you see him, tell him about the party.

4 Fill in the gaps with shall, will or the correct form of be going to.

1 A: It’s too hot in here.
   B: You’re right. I ...will... open a window.
2 A: ...I put the baby to bed, now?
   B: Yes, he looks a little tired.
3 A: Have you seen Lucy recently?
   B: No, but I ................. meet her for lunch later today.
4 A: Have you done the shopping yet?
   B: No, but I ................. probably do it tomorrow, after work.
5 A: ...................... we ask Mr Perkins for help with the project?
   B: That’s a good idea. Let’s ask him now.

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

1 I’ve asked Paul to talk to the landlord, but he refuses to do it.
   ...I’ve asked Paul to talk to the landlord, but he won’t do it...
2 Do you want me to make a reservation for you?

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

SA: When will you do the gardening?
SB: I’ll do it after I’ve done the shopping.
  1 do the gardening / do the shopping
  2 post the letters / buy the stamps
  3 iron the clothes / tidy the bedroom
  4 water the plants / make the bed
  5 do your homework / have my dinner
  6 pay the bills / take the car to the garage

7 Put the verbs in brackets into the present simple or the future simple.

1 A: I’m going to the gym tonight.
   B: Well, while you ...are... (be) there, I ................. (do) the shopping.
2 A: ................. (you/call) me when you ................. (get) home?
   B: Yes, of course.
3 A: As soon as John ................. (come) in, tell him to come to my office.
   B: Certainly, sir.
4 A: I’m exhausted.
   B: Me too. I wonder if David .............................................. (come) to help tonight.
5 A: Are you going to visit Aunt Mabel this afternoon?
   B: Yes, I ......................................(visit) her before
   I ........................................ (do) the shopping.
6 A: Is George going to eat dinner with us?
   B: No, by the time he ........................................... (get)
   home it ..................................... (be) very late.
7 A: When ....................................... (you/pay) the rent?
   B: When I .................................. (get) my pay cheque.
8 A: What are your plans for the future?
   B: I want to go to university after I ..............................
   ....................................... (finish) school.
9 A: If you ...................................... (pay) for dinner, I
   ........................................... (pay) for the theatre.
   B: Okay, that’s a good idea.
10 A: Can you give this message to Mike, please?
   B: Well, I’ll try, but I doubt if I ...........................
   ........................... (see) him today.

8 Put the verbs in brackets into the future simple, the present simple or the present continuous.

1 A: I ...........................................
   (am seeing)... (see) Roger at seven o'clock
   tonight.
   B: Really? I thought he was out of town.
2 A: ................................. (you/do) anything on Friday
   morning?
   B: No, I’m free.
3 A: I .............................................
   (go) to the cinema. There’s a
   new film on. Do you want to come with me?
   B: What time .................................... (the film/start)?
4 A: Helen ...........................................
   (have) a party the
day after tomorrow. ................................... (you/go)?
   B: As a matter of fact, I haven’t been invited.
5 A: The new exhibition ................................. (open)
   on April 3rd and ............................... (finish) on
   May 31st.
   B: I know. I ...................................... (go) on the first day.
6 A: Aunt Maggie ...................................
   (come) to visit us tomorrow.
   B: I know. What time ................................ (she/arrive)?
7 A: Excuse me, what time ........................................
   (the train/leave)?
   B: At half past three, madam.
8 A: Michael Jackson .............................. (give) a
   concert at the Olympic Stadium next week.
   B: I know. I .................................... (want) to get a ticket.
9 A: I’m really thirsty.
   B: I .............................................. (get) you a glass of water.
10 A: Are you looking forward to your party?
   B: Yes. I hope everyone ............................. (enjoy) it.

11 A: How old is your sister?
   B: She ........................................ (be) twelve next month.
12 A: What are you doing tonight?
   B: I ........................................ (probably/watch)
   TV after dinner.

9 A Cliff Turner has his own business and it is
doing well. He has already decided to expand.
Look at the prompts and say what he is
going to do, as in the example.

B Cliff is always busy. Look at his schedule
and say what his arrangements are for the
next few days. Make sentences, as in the
example.

Wednesday 12th: fly to Montreal
   He’s flying to Montreal on Wednesday.
Thursday 13th: give an interview to The Financial Times
Friday 14th: have lunch with sales representatives
Saturday 15th: have a meeting with Japanese
   ambassador
Sunday 16th: play tennis with Carol

10 In pairs, ask and answer the following
questions using I (don’t) think/expect I will
or I hope/I’m sure/I’m afraid I will/won’t, as in
the example.
SA: Do you think you will pass your exams?
SB: I hope I will/I’m afraid I won’t.

1 pass / exams
2 move house
3 take up / new hobby
4 make / new friends
5 start having music lessons
6 have / party on / birthday
7 learn / drive
UNIT 3
Future Forms

Future Continuous

FORM
I/He/They will (‘ll) be working.
Will I/he/they be working? Yes, I/he/they will.
No, I/he/they won’t.
I/He/They will not (won’t) be working.

Use

The future continuous is used:
♦ for an action which will be in progress at a stated future time.

This time next week, I’ll be skiing in Austria.

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

(They have a meeting every week. He will definitely see the rest of the team because it’s already planned.)

♦ 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.).

You want to ask your friend to do something for you. Use the prompts below to make questions, as in the example.

1 You want your friend to buy you something at the supermarket. (go to)
Will you be going to the supermarket?

2 You want your friend to post a letter for you. (go to)

3 You want to use your friend’s bicycle today. (use)

4 You want your friend to give a letter to Jeff soon. (see)

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

Kevin: Shall we go to the beach tomorrow?
Ruth: Well, I’m working in the morning, but I 1) ...’ll phone... (phone) you when I finish.
Kevin: Shall we ask Ben and Linda to come with us?
Ruth: Yes, I 2) . . . . . . . . . . . . . . . . (see) Linda at work in the morning, so I 3) . . . . . . . . . . . . . . . . (ask) her then.
Kevin: If they want to come I 4) . . . . . . . . . . . . . . . . (pick) you up from work and we can all go together.
Ruth: Great! Just think, we 5) . . . . . . . . . . . . . . . . . . (swim) in the sea this time tomorrow! I can’t wait!

Put the verbs in brackets into the correct future tense.

1 A: Are you looking forward to your holiday?
   B: Oh, yes! This time next week I .. will’l be lying... (lie) on the beach.

2 A: We’re having a party on Saturday.
   B: Oh, good. I ........................ (make) a cake to bring along.

3 A: Have you finished that report yet?
   B: Yes, I ........................ (give) it to you in a minute.

4 A: Why are you buying all those vegetables?
   B: Because I ........................ (make) vegetable soup.

5 A: This writing is too small for me to read.
   B: Give it to me and I ........................ (read) it to you.

6 A: I ........................ (stay) at Claire’s house tonight.
   B: Alright. I won’t expect you home, then.

7 A: Would you like to join me for lunch today?
   B: Yes, please. I ........................ (meet) you at half past one.

8 A: ........................ (you/help) me with the shopping tomorrow?
   B: Of course.

9 A: Are you excited about your trip?
   B: Yes. This time tomorrow I ........................ (sit) on the plane.

10 A: I can’t hear the television very well.
    B: I ........................ (turn up) the volume.
Future Perfect

**FORM**

He/She/They will (‘ll) have left.
Will he/she/they have left? Yes, he/she/they will.
No, he/she/they won’t.
He/She/They will not (won’t) have left.

**Use**

The future perfect is used for an action which will be finished before a stated future time.

They will have finished their meeting by four o’clock this afternoon.

The future perfect is used in sentences with the following time expressions: by, by the time, before, until, by then, etc.

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 will have tidied up by the time you get back.

b) By the time she finishes work, we will have been waiting for more than an hour.

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**B** The same people will be thirty-five years old in a month’s time. What will they have been doing by the end of next month? Using the prompts below, make sentences, as in the example.

1. Alec / travel / ten years
   ...By the end of next month, Alec will have been travelling for ten years.

2. Mark / run / own business / eight years
   .................................................................

3. Moira / star in films / six years
   .................................................................

4. Kate / design clothes / four years
   .................................................................

5. Jack / build houses / ten years
   .................................................................

6. Ted / paint / fifteen years
   .................................................................
15 Put the verbs in brackets into the future perfect or the future perfect continuous.

1. By 3 o’clock, she …will have been studying… (study) for six hours.
2. By the end of next month, Sam ……………………. (finish) the project.
3. He …………….. (not/start) painting the kitchen before Tuesday.
4. By the time she arrives in Paris, she ……………………. (travel) for four hours.
5. I hope I ……………………… (buy) my own house by the time I’m thirty-five.
6. By Saturday, Lisa ……………………… (diet) for two weeks.
7. Hopefully, they ……………………… (learn) everything by the time they sit the exam.
8. By 4 o’clock, I ……………………… (sit) in the hairdresser’s for three hours.
9. By Christmas, I ……………………… (work) for this company for eighteen months.
10. By next weekend, Brian ……………………… (move) house.
11. Hopefully, the builders ……………………. (finish) building the house by next month.
12. By Tuesday, Alan ……………………… (sail) for twelve days.
13. By tomorrow morning, she ……………………… (sleep) for twelve hours.

16 Choose the correct answer.

1. ‘What are you thinking about?’
   ‘This time next week, I ….[B]… on the beach.’
   A will have sunbathed
   B will be sunbathing
   C will have been sunbathing

2. ‘Have you finished decorating your house yet?’
   ‘No, but I …………. by Friday.’
   A will be finishing
   B will have been finishing
   C will have finished

3. ‘Have you just moved here?’
   ‘No. I …………… here for two years next month.’
   A will be living
   B will have been living
   C have lived

4. ‘………. to the supermarket today?’
   ‘Yes. Do you want me to get you something?’
   A Will you have gone
   B Will you have been going
   C Will you be going

5. ‘Can you give Steve a message for me?’
   ‘Certainly I ……………. him at work later on today.’
   A will be seeing
   B will have seen
   C will have been seeing

6. ‘You’ve been working hard all day.’
   ‘Yes. At 3 o’clock, I ……………. for six hours.’
   A will be studying
   B will have been studying
   C will have studied

7. ‘Sarah has gone to the cinema to see that film again.’
   ‘I know. After this time, she ……………. it five times!’
   A will have seen
   B will have been seeing
   C will be seeing

8. ‘John has an exam tomorrow, doesn’t he?’
   ‘Yes. In fact, at this time tomorrow, he …………. the exam.’
   A will have been sitting
   B will be sitting
   C has sat

9. ‘Are you typing another report?’
   ‘Yes. By the time I finish this one, I …………… twenty-three reports today!’
   A will have been typing
   B will have typed
   C will be typing

10. ‘Those two people have been dancing all evening.’
    ‘Yes. By 11 o’clock, they …………… for four hours.’
    A will have been dancing
    B will have danced
    C will be dancing

17 Put the verbs in brackets into the future continuous or the future perfect.

1. A: I can’t come shopping on Saturday morning because I …will be working… (work).
   B: That’s a pity.

2. A: Don’t phone me later than midnight because I ……………………… (sleep) then.
   B: Shall I give you a call at about 10:30, then?

3. A: Come to my house at six o’clock.
   B: ……………………… (you/finish) your homework by then?

4. A: Have you made the preparations for the party?
   B: Not yet, but I ……………………… (finish) them by this evening.

5. A: ……………………… (you/go) to James’ party on Saturday night?
   B: Yes.
   A: Would you mind giving me a lift?

6. A: There’s a meeting tomorrow at 4 o’clock.
   B: I can’t go if it is that late. I …………………. (leave) by then.
Review of Future Forms

◆ future simple:  a) in predictions about the future usually with think, believe, be afraid, probably, etc.
    e.g. I believe life will change in the 21st century.
   
   b) for on-the-spot decisions or offers.
    e.g. It's late, I'll take a taxi home. I'll lend you my car if you want.
   
   c) for actions/events/situations which will definitely happen in the future and which
   we cannot control. e.g. Winter will set in early this year.
   
   d) for promises, threats, warnings, requests, hopes, etc.
    e.g. Stop talking or I'll send you out of the class. (warning)

◆ be going to:
   a) for plans, intentions or ambitions. e.g. I'm going to buy a sports car.
   b) in predictions when there is evidence that something will happen in the near
   future. e.g. Someone's going to fall over that box if you don't move it.

◆ present continuous:
   for fixed arrangements in the near future.
   e.g. He's flying to Turkey next month. He has already booked his flight.

◆ present simple:
   for timetables/programmes. e.g. The ferry leaves at eight o'clock tomorrow morning.

◆ future continuous:
   a) for actions which will be in progress at a stated future time.
    e.g. This time next week he'll be flying to Morocco.
   
   b) for actions which will definitely happen in the future, as a result of a routine or
   arrangement. e.g. I'll be seeing Jim at work later on today.
   
   c) when we ask politely about someone's plans for the near future, in order to see if
   our wishes fit in with their plans. e.g. 'Will you be going to the dentist this afternoon?'
    'Yes, why?' 'Can you make an appointment for me to see him?'

◆ future perfect:
   for actions which will be finished before a stated future time.
   e.g. We will have returned home by Sunday afternoon.

◆ future perfect continuous:
   to emphasise the duration of an action up to a certain time in the future.
   e.g. By the end of this week, she will have been working here for six years.

18 Put the verbs in brackets into the correct tense.

1 A: What ...are you doing... (you/do) tonight?
   B: I ........................................ (leave) at 7 o'clock
to go to the airport.
   A: Oh yes, I remember. You .........................
    (go) on holiday.
2 A: Excuse me, what time ..........................
    (the bus/arrive)?
   B: It ..................................... (arrive) at 11 o'clock.
3 A: It's cold in here.
   B: You're right. I ......................... (close) the windows.
4 A: Mum, my winter coat needs cleaning.
   B: Okay, I ........................................ (take) it to the
dry cleaner's tomorrow.
5 A: Is Jerry coming to the theatre with us next week?
   B: I don't know, but I ........................................
    (see) him at football practice tomorrow. I ...........
    ......................................................... (ask) him then.

6 A: How is your project coming along? Is it done?
   B: Not yet, but I ........................................
    (finish) it by the time the holidays are over.
7 A: Have you been waiting in this queue long?
   B: Yes. By 4 o'clock, I ........................................
    (wait) for two hours.
8 A: What ..................................................
    (plan) to do this summer?
   B: I ........................................ (spend) a few weeks with my
   cousins. I have already arranged it with them.

19 Underline the correct tense.

1 Next Monday, Amanda 1) will have been starting/ is starting work. She 2) is going to work/will work
for a large company in the city centre. By the end of
next week, she 3) will be finishing/will have finished
her training.
UNIT 3 Future Forms

2 My parents have been married for almost thirty years. In fact, this time next month, they 1) will be celebrating/will have been celebrating their 30th wedding anniversary. They 2) will have been living/will be living in the same house for twenty-five years by next Thursday, and, by the time my father is sixty, he 3) will work/will have been working for the same company for forty years.

20 Put the verbs in brackets into the correct future tense.

Dear Victoria,

The holidays are coming and I’ve made lots of plans. This time next week, I (1) …will be buying… (buy) Christmas presents for my family and friends. I (2) …………………… (get) everything in one day, so that I can enjoy myself for the rest of the holidays.

I’m staying at home with my family on Christmas Day, but two days later I (3) …………………………… (leave) for Austria. Becky and I (4) …………………………… ………………….. (spend) a week there skiing. I’m sure we (5) …………………………… (have) a wonderful time.

When I come back from Austria, I (6) …………………………… ……………………… (probably/have) a party, because it’s my birthday on January 5th. I (7) …………………………… (be) nineteen! I hope you (8) …………………………… (come).

Well, I must go now. I’m going to help my mother with the housework. See you soon!

Love,
Penny.

22 Put the verbs in brackets into the correct future tense.

1 My grandmother is very old. She …will be… (be) ninety next month.
2 I’m afraid I …………………… (fail) my exams this year.
3 This time next week, they …………………………… (lie) on a sandy beach.
4 The team …………………………… (leave) the office by 9 o’clock tomorrow.
5 By 10 o’clock, Sue …………………………… (drive) for twelve hours.
6 Jenny …………………………… (see) Paul at work, so she can give him the letter.
7 The film …………………………… (start) by the time they get to the cinema.
8 Tom expects he …………………………… (get) a pay rise soon.
9 By 6 o’clock, the secretary …………………………… …………………………… (type) for three hours.
10 I hope I …………………………… (buy) my own car by the time I’m thirty.
11 By next week, they …………………………… …………………………… (live) in this town for two years.
12 I …………………………… (help) you carry your shopping.
13 Martin …………………………… (do) the work by Sunday evening.
14 Mother …………………………… (go) to the supermarket tonight. She has already made her shopping list.
15 The play …………………………… (start) at 6 o’clock.

21 Study the following situations, then make sentences using the correct future tense, as in the example.

1 Your sister says that she is feeling cold. The window is open. You offer to close it.
………………………… …………………………… ……………………………
2 You have been invited to a party next weekend, but you can’t go. You phone your friend to tell him.
………………………… …………………………… ……………………………
3 You get up in the morning and look out of the window. You see big black clouds in the sky. You tell your brother about the weather.
………………………… …………………………… ……………………………
4 Your friends want you to go away with them next weekend. You have already planned to spend the weekend with your parents. Tell your friends.
………………………… …………………………… ……………………………

23 Underline the correct tense.

1 When we go to Paris, we …will climb/will have climbed the Eiffel Tower.
2 James …will have completed/will have been completing his studies by the end of the year.
3 By the time I get home, I …will have been walking/will walk for three hours.
4 Kim …will be performing/will have been performing in the school concert next week.
5 We’re too late to catch the bus. It …will go/will have gone by now.
6 ‘We’ve run out of milk.’ ‘Really? I …will buy/will have been buying some more this afternoon’.
7 This time tomorrow, I …will have been leaving/will be leaving for the airport.
8 Sam …will work/will have been working here for two years on Monday.
9 I …will collect/will have collected you from Peter’s house on my way home.
10 Julia …will have found/will be finding the note I left for her by now.
24 Put the verbs into the correct future tense.

1 Laura and George ...are going... (go) on holiday next week. They’ve already bought the tickets.
2 Wash your hands. Dinner ......................... (be) ready in five minutes.
3 The baby keeps closing his eyes. He ................... (fall) asleep soon.
4 We .................................. (not/go) to Penny’s party tonight because Jack is working.
5 We’re very late. Mum .................................. (return) home by now.
6 The football match .................................. (begin) in a few minutes. We’d better hurry up.
7 Jane will have to get up early when she ...................... (start) her new job.
8 I .................................. (meet) Nick at the airport at 6 o’clock this evening.

25 Correct the mistakes.

1 This time tomorrow, John is lying on the beach.
2 Peter will help you when he will have finished his dinner.
3 Shall you do the shopping for me, please?
4 Sarah will finish decorating the Christmas tree by midnight.
5 Where do you spend your holidays this summer?
6 I was turning on the heating. It’s cold in here.
7 The film has started at half past six.
8 Stop that noise or I’m going to take your toy away.
9 Moira can type these reports as soon as she will come back from her lunch break.
10 Perhaps the Jacksons have visited us tonight.
11 By the end of the year, Mrs Evans will be teaching for thirty years.
12 Jennifer will move to her new flat on Saturday. She has already arranged it.

26 Answer the following questions about yourself.

1 What are you doing at the weekend?
2 How long will you have been studying English by the end of this term?
3 How much money will you have saved by the summer?
4 What will you be doing this time next week?
5 What do you think life will be like in the future?
6 Where are you going next summer?
7 What will you have done by the end of today?
8 How many meals will you have eaten by the end of today?
UNIT 3
Future Forms

Revision Box

29. Choose the correct answer.

1. ‘What ... A... at the moment?’
   ‘I’m writing a letter to my aunt.’
   A are you doing  B you are doing  C do you do

2. ‘Were you at work yesterday?’
   ‘No, I ............ I was ill.’
   A am not  B was  C wasn’t

3. ‘It’s very hot in this room, isn’t it?’
   ‘Yes, I ............ the window.’
   A will you open  B open  C will open

4. ‘Where is Christine?’
   ‘I don’t know. I ............ her today.’
   A am not seeing  B haven’t seen  C didn’t see

5. ‘What’s wrong?’
   ‘My car has broken down. ............ me, please?’
   A Will you help  B You will help  C Shall you help

6. ‘Are you new here?’
   ‘No, I ............ here for five years.’
   A had been living  B have been living  C am living

30. Make questions and complete the short answers, as in the example.

he / leave for Portugal tomorrow ...

Is he leaving for Portugal tomorrow?..............
   Yes, ..............

2. they / spend / £2,000 on their holiday last year

No, ..............

3. Jessica Moore / record / a hundred songs so far

Yes, ..............

4. she / give / a big party on her birthday every year

No, ..............

5. Tom / see / the robbers when they were leaving the bank

Yes, ..............

6. the train / already / leave

No, ..............

7. they / get married / twenty years ago

No, ..............

31. Choose the correct answer.

When Jake (1) .......... the door, he knew someone (2) ............ in the house. Things were different. Earlier that morning, he (3) ............ a man standing outside, and now he wondered if this man (4) ............ for him to leave the house. Jake went into the kitchen. The window was open. He was sure he (5) ............ it earlier. Next, he went into the garden. Jake knew something very strange (6) ............ on. He went back into the house. He had just got to the top of the stairs (7) ............ he heard a noise coming from the bedroom. Slowly, he opened the door and there, lying in the middle of the bed, was his sister! She (8) ..........! Jake was very relieved.

1. A has opened  B opens  C opened

2. A had been  B is  C has been

3. A was seeing  B had seen  C has seen

4. A is  B waited  C had been waiting

5. A had closed  B was closing  C had been closing

6. A was going  B went  C have been going

7. A after  B when  C while

8. A was sleeping  B slept  C had slept

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

A: Hi Charles! I 1) ............... haven’t seen... (not/see) you for ages. How are you?
B: I’m very well. Actually, I 2) ............... (just/come back) from my holidays.
A: Really? That’s nice. Where 3) ............... (you/go)?
B: I 4) ............... (go) to Australia to visit my sister. She 5) ............... (live) there.
A: Yes, you 6) ............... (tell) me that, I think.
B: Yes, it 7) ............... (be) wonderful. The flight was very long, though.
A: Yes, you 9) ............... (look) quite tired.
B: Well, I 10) ............... (just/come) from the airport.
A: Bye, Charles. Have a good rest.
B: Thanks.
Underline the correct word(s).

1. George has known Janet for/since two months.
2. How long ago/How long have you had your car?
3. She has yet/just left for America.
4. We are playing in a concert next week/last week.
5. He sometimes/ever plays football with his friends.
6. I since/always go shopping on Fridays.
7. Sam has yet/never won a prize.
8. We went to a party last night/tonight.
9. He has already/ever written seven books.
10. I already/often get up early in the mornings.
11. Have you eaten just/yet?
12. Jack is being very friendly these days/soon.

Put the verbs in brackets into the correct tense.

1. A: Where is Bill?
   B: He ...is doing... (do) his homework in his bedroom.
2. A: Is this your purse?
   B: Yes! I .................................................. (look) for it all morning. Where was it?
3. A: I .................................. (see) this film before.
   B: Well, I haven’t. Do you mind watching it again?
4. A: Tom ........................................ (seem) very sad. What’s wrong with him?
   B: Oh, he got some bad news this morning.
5. A: Jim’s performance at the concert was wonderful.
   B: Well, he ........................................ (practise) a lot recently.
6. A: How did you break your arm?
   B: I broke it when I ........................................ (ski) in France.
7. A: Did you enjoy your holiday?
   B: Well, it didn’t go the way I ........................................ (plan) it, but it was fun.
8. A: Joe is going on holiday next week.
   B: Yes, I know. This time next week he ........................................ (fly) to Rome.
9. A: ........................................ (you/complete) your report by Friday?
   B: Yes, I’ll give it to you on Thursday evening.
10. A: Do you live in Leeds?
    B: No. I work in Leeds, but I ........................................ (live) in York.

Dr Samson is a scientist. He is going on a mission to Saturn with some astronauts. Read the information and talk about the mission, as in the examples.

What have they arranged?
- leave / Earth / on Saturday
e.g. They’re leaving Earth on Saturday.
- arrive / on Saturn / next Tuesday
- return / to Earth / in two months

What will they be doing while they’re there?
- do / experiments
e.g. They’ll be doing experiments while they’re there.
- collect / samples to take back to Earth
- search / the planet for signs of life

What will they have done by the time they come back?
- take / more than 3,000 photographs
e.g. They’ll have taken more than 3,000 photographs.
- walk / on the surface of the planet
- be / in space for about 2 months

You are writing an article for a newspaper about Dr Samson’s trip to Saturn. Use your notes from the Oral Activity to complete the article below.

Leading scientist, Dr Samson, is currently planning a trip to Saturn. Dr Samson talked to our reporter, Annie Brown, yesterday.

Dr Samson and a team of astronauts are leaving Earth on Saturday. They ........................................
........................................
........................................
........................................
........................................
........................................
........................................
UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

The Infinitive

She wants to finish her work. She must work overtime. She hopes to get a promotion soon.

The infinitives are:

◆ the to - infinitive e.g. I hope to see you soon.
◆ the bare infinitive (infinitive without to) e.g. He can’t help me.

The to - infinitive is used:

◆ to express purpose.
  e.g. She went to the bank to get some money.
◆ after certain verbs (advise, agree, appear, decide, expect, hope, manage, offer, promise, refuse, seem, want, afford, pretend, etc.).
  e.g. He advised me to apply for the job.
◆ after verbs such as know, decide, ask, learn, remember, want to know, 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. I can’t decide where to go.
  I want to know why you’ve decided to leave.
◆ after adjectives such as nice, sorry, glad, happy, willing, afraid, ashamed, etc.
  e.g. He is glad to be back.
◆ after too and enough.
  e.g. She’s too shy to talk to the manager.
  We’ve got enough money to buy a new car.
◆ after it + be + adjective (+ of + noun/pronoun).
  e.g. It was nice of him to help.
◆ after would like/would love/would prefer (to express specific preference).
  e.g. I would like to learn a foreign language.
◆ after only to express an unsatisfactory result.
  e.g. He rushed to the back door only to discover that it was locked.

The bare infinitive is used:

◆ after modal verbs (may, should, can, etc.).
  e.g. You must study hard.
◆ after the verbs let, make, see, hear and feel.
  e.g. They made him pay for the damage.
but: be made/be heard/be seen + to - infinitive (passive)
  e.g. He was made to pay for the damage.
◆ after had better and would rather.
  e.g. You had better sign the contract.
  I would rather go home now.

Note: 1 Help is followed by either the to - infinitive or the bare infinitive.
  e.g. She helped me (to) fix the tap.
2 If two infinitives are joined by and, the to of the second infinitive can be omitted.
  e.g. He decided to go to university and study biology.
3 We form the negative infinitive with not.
  e.g. He decided not to accept the job.
  She may not come.

Complete B’s answers using a question word + to - infinitive.

A: Which catering company are you going to hire?
B: I’m not sure 1) …which catering company to hire. ........................................

A: Where are you going to have your reception?
B: I don’t know 2) ........................................

A: How many people are you going to invite?
B: I can’t decide 3) ........................................

A: How are you going to do your hair?
B: I’m wondering 4) ........................................

A: What kind of flowers are you going to order?
B: I have no idea 5) ........................................
A: Don’t you think it’s time you made a decision?
**Tenses of the Infinitive**

The infinitive has four tenses in the active and two in the passive.

<table>
<thead>
<tr>
<th>Tenses of the Infinitive</th>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>(to) give</td>
<td>(to) be given</td>
</tr>
<tr>
<td>Pres. Cont.</td>
<td>(to) be giving</td>
<td>——</td>
</tr>
<tr>
<td>Perfect</td>
<td>(to) have been giving</td>
<td>——</td>
</tr>
<tr>
<td>Perf. Cont.</td>
<td>(to) have been giving</td>
<td>——</td>
</tr>
</tbody>
</table>

*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 goes / will go</td>
<td>to go</td>
</tr>
<tr>
<td>he is going / will be going</td>
<td>to be going</td>
</tr>
<tr>
<td>he went / has gone / had gone / will have gone</td>
<td>to have gone</td>
</tr>
<tr>
<td>he was going / has been going / will be going / will have been going</td>
<td>to have been going</td>
</tr>
</tbody>
</table>

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

**SA:** Is she shouting?
**SB:** Yes, she seems to be shouting.

**A** Monica Collins is a famous actress. She is going on holiday to another country. Using the prompts given, say what she expects to be done on her arrival, as in the example.

- meet at the airport
- give some flowers
- drive to the hotel
- photograph for newspapers and magazines
- invite to appear on TV

**B** Monica is back home now. Things didn't happen the way she expected them to. Look at the prompts above again and make sentences, as in the example.

- She expected to be met at the airport.

3. **Fill in the correct infinitive tense.**

1. I think he left. He must ...have left.
2. I think they will come. They must ...
3. I think she is studying. She must ...
4. I think it will be delivered. It must ...
UNIT 4
Infinitive - Too/Enough - The -ing form - Particples

5 I think he was fired. He must ..........................
6 I think they were arguing. They must ..........................
7 I think he is lying. He must ..........................
8 I think they had been waiting for her. They must ...

9 I think she has typed it. She must ..........................
10 I think she had written it. She must ..........................
11 I think they will be staying. They must ..........................

5 Complete the sentences with the correct infinitive tense.

1 She has grown taller.
   She seems ........................................
2 He is getting used to his new job.
   He appears ........................................
3 Kate makes friends easily.
   She tends ........................................
4 He has finished the report.
   He claims ........................................
5 It is raining over there.
   It seems ........................................
6 He is on a diet.
   He appears ........................................
7 They have sailed round the world.
   They claim ........................................
8 She is feeling better.
   She seems ........................................

6 Fill in the correct infinitive tense.

1 A: What would you like ...to do... (do) tonight?
   B: Let's ....................... (go) to an Italian restaurant.
2 A: What's Liz doing?
   B: She seems .................................. (look) for something in her bag.
3 A: Alan has been offered a new job!
   B: No, he hasn't. He just pretended ................................ (offer) a new job.
4 A: Colin claims .................................. (meet) lots of famous people.
   B: I know, but I don't believe him.
5 A: Look at those two men outside. What are they doing?
   B: They appear .................................. (empty) the rubbish bins.
6 A: Would you like to go to the cinema tonight?
   B: Not really. I would prefer ...................... (go) to the theatre.
7 A: Tara seems .................................. (work) hard all morning.
   B: Yes, she hasn't even stopped for a cup of coffee.
8 A: Why is Tom at work so early this morning?
   B: He wants .................................. (finish) early so that he can go to the concert tonight.

6 The subject of the infinitive is omitted when it is the same as the subject of the main verb.
   e.g. She wants to leave now. (The subject of the main verb and the infinitive is 'she'.)

6 The subject of the infinitive is not omitted when it is different from the subject of the main verb. The subject of the infinitive comes before the infinitive and can be an object pronoun (me, you, them, etc.), a name (Kate) or a noun (the woman).
   e.g. She wants them to leave now. (The subject of the main verb is 'she', whereas the subject of the infinitive is 'them'.)

7 Rephrase the following sentences, as in the example.

1 He must wash the car.
   I want .......................... him to wash the car.
2 You mustn't be late for work.
   I don't want ..........................
3 Claire must tidy her bedroom.
   I want ..........................
4 She mustn't go to the disco.
   I don't want ..........................
5 They must go to school tomorrow.
   I want ..........................
6 Gary mustn't make so much noise.
   I don't want ..........................
7 You mustn't make a mess.
   I don't want ..........................
8 He must mend his bike.
   I want ..........................
In pairs, ask and answer questions using the prompts below, as in the example.

SA: is this film too scary for you to watch?
SB: Yes, it’s too scary. I can’t watch it.

1 film / scary / watch
2 report / boring / read
3 exercise / difficult / do
4 shoes / tight / wear
5 car / expensive / buy
6 dish / spicy / eat
7 suitcase / heavy / carry
8 coffee / hot / drink

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

1 A: Would you like to come to the disco?
   B: Oh no. I’m ... too tired ... to go to a disco. (tired)
2 A: Can you reach that top shelf?
   B: No, I’m not ................... to reach it. (tall)
3 A: Did they go on a picnic yesterday?
   B: No. It was ................... to go on a picnic. (cold)
4 A: Did Jane enjoy the horror film?
   B: No. She was ................... to enjoy it. (scared)
5 A: Does Tom go to school?
   B: No. He isn’t ................... to go to school yet. (old)
6 A: Will you go to London by bus?
   B: No. The bus is ............ . I’ll take the train. (slow)
7 A: Did she like the dress you bought?
   B: Yes, but it was ................... . (big)
8 A: Take a photograph of me!
   B: I can’t. It isn’t ................... in here. (bright)

Rewrite the sentences using too.

1 This music is so slow that I can’t dance to it.
   This music is too slow for me to dance to........
2 The bird is so weak that it can’t fly.
   ...........................................................
3 She’s so busy that she can’t come out with us.
   ...........................................................
4 The car was so expensive that he couldn’t buy it.
   ...........................................................
5 These shoes are so small that they don’t fit me.
   ...........................................................
6 The book is so boring that she can’t read it.
   ...........................................................
7 I was so tired that I couldn’t keep my eyes open.
   ...........................................................
8 The coffee was so strong that he couldn’t drink it.
   ...........................................................
UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

The -ing form

Windsurfing is a popular summer sport. A lot of young people spend hours windsurfing.

The -ing form is used:

◆ as a noun. e.g. Swimming keeps you fit.

◆ after prepositions.
  e.g. He left without saying goodbye.

◆ after love, like, enjoy, dislike, hate and prefer to express general preference.
  e.g. She likes going for long walks.

◆ after certain verbs (consider, avoid, deny, look forward to, confess to, fancy, involve, mention, risk, spend, mind, regret, admit, suggest, imagine, etc.).
  e.g. Jessica spent all day shopping.

◆ after go for activities.
  e.g. They often go climbing at the weekends.

◆ after it's no use, it's (not) worth, it's no good, be busy, what's the use of ..., there's no point in, can't help, can't stand, be/get used to, have difficulty (in).
  e.g. It's no use waiting for the bus. It won't come.

◆ after the verbs see, hear, feel, watch, listen to and notice to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action.
  e.g. I heard Jack talking on the phone.
     (= I heard Jack while he was talking on the phone. I heard part of the action in progress.
     I didn't listen to the whole conversation.)

But: see, hear, feel, watch, listen to, notice + bare infinitive describe a complete action, something that somebody saw, heard, etc. from beginning to end.
  e.g. I heard Jack talk on the phone. (= I heard the whole conversation from beginning to end.)

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

◆ begin, start, continue
  We never have two -ing forms together.
  e.g. They started talking/to talk.
  But: It's beginning to get dark.
  (NOT: It's beginning-getting-dark.)

◆ 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. They don't allow us to park here. (object)
       We aren't allowed to park here. (passive)
       They don't allow parking here. (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 flat needs decorating.
       The flat needs to be decorated.

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

SA: Why does Sarah giggle so much?
SB: Well, she doesn't enjoy giggling, she just can't help doing it.

1 Sarah / giggle so much?
2 you / always chew your pen?
3 he / blush all the time?
4 she / bite her nails?
5 you / shout at the children?
UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

12 Underline the correct preposition and fill in the gaps with the -ing form of the verb in brackets.

1 He is ill. He is complaining with/about ...having... (have) a headache.
2 Marcus went out instead for/of (do) his homework.
3 Tracy was very excited with/about (go) to the party.
4 I hope you have a good excuse of/for (be) so late.
5 Sam is interested in/or (take up) French lessons.
6 You can’t stop him to/from (take) the job if he wants to.
7 Susie ran because she was worried about/of (miss) the bus.
8 Thank you to/or (help) me with my homework.
9 She felt tired because she wasn’t used to/or (work) so hard.
10 His boss blamed him for/of (lose) the deal.
11 I am in charge in/of (make) the Christmas deliveries.
12 We are thinking of/from (buy) a new car next month.
13 Sandra apologised for/about (ruin) the performance.
14 Ian was talking with/about (open) a shop in York.

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

1 It’s no use ...talking... (talk) to Bob, he won’t change his mind.
2 She will (return) the books next weekend.
3 It was good of you (help) me fix my bicycle.
4 The man suggested (call) the police in, to investigate.
5 I can’t get used to (live) in such a hot country.
6 He admitted (rob) the bank.
7 You had better (hurry), or you’ll be late for work.
8 They refused (give) me my money back.
9 She is too short (become) a fashion model.
10 My parents let me (stay) up late at weekends.

11 Our teacher makes us (do) homework every evening.
12 The kitchen windows need (clean).
13 They have begun (make) preparations for the party.
14 He advised her (speak) to her boss.
15 I dislike (go) to the theatre alone.
16 Mr. Roberts was seen (leave) his house at 12.15 last night.
17 My sister can’t stand (watch) horror films. She gets terribly scared.
18 Can you imagine (spend) your holidays on the moon?
19 There’s no point in (call) again. There’s no one at home.
20 I don’t allow people (smoke) in my house.
21 It was silly of you (forget) to lock the door.
22 He risks (lose) his wallet when he leaves it on his desk.

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

1 A: Is Anne in the room?
   B: Yes. I can see her ...dancing... (dance) with her husband over there.
2 A: Did you see the robber?
   B: Yes. I saw him ...get... (get) into the car and drive away.
3 A: Is John here today?
   B: Yes. I heard him ...talk... (talk) on the phone as I walked past his office.
4 A: Colin is good at speaking in public, isn’t he?
   B: Yes. I heard him ...make... (make) a speech last month. It was excellent.
5 A: I walked past the sports centre today.
   B: So did I, and I stopped for a moment to watch some boys ...play... (play) football.
6 A: Your hair looks great today.
   B: Thanks. I watched the hairdresser ...dry... (dry) it so I could learn how to do it myself.
7 A: That’s a music school, isn’t it?
   B: That’s right. I often hear the students ...sing... (sing) as I walk past.
8 A: Did you stay until the end of the contest?
   B: Yes. I listened to the chairman ...announce... (announce) the results before I went home.
9 A: How do you know Tim is at home?
   B: I saw him ...cut... (cut) the grass as I was driving home.
10 A: How do you know that man stole the watch?
    B: I saw him ...put... (put) it in his pocket and leave the shop without paying.
UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

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

◆ forget + to - inf = not remember
e.g. I'm sorry, I forgot to call you.

◆ forget + -ing form = not recall
e.g. I'll never forget winning my first gold medal.

◆ remember + to - inf = not forget
e.g. Remember to call Jack tonight.

◆ remember + -ing form = recall
e.g. I don't remember seeing you here before.

◆ go on + to - inf = then
e.g. He welcomed us and went on to offer us some drinks.

◆ go on + -ing form = continue
e.g. They went on talking for hours.

◆ mean + to - inf = intend to
e.g. She means to open her own shop.

◆ mean + -ing form = involve
e.g. Being a pilot means travelling a lot.

◆ regret + to - inf = be sorry to
e.g. I regret to inform you that you have failed the exam.

◆ regret + -ing form = feel sorry about
e.g. I regret making that mistake; I lost my job.

◆ try + to - inf = attempt, do one's best
e.g. He tried to win the race.

◆ try + -ing form = do sth as an experiment
e.g. Try exercising, you may lose weight.

◆ stop + to - inf = stop briefly to do sth else
e.g. He stopped to drink some tea and then continued working.

◆ stop + -ing form = finish, give up
e.g. He stopped eating junk food because it is unhealthy.

◆ be sorry + to - inf = apologise for a present action
e.g. I'm sorry to interrupt, but can I ask you a question?

◆ be sorry for + -ing form = apologise for an earlier action
e.g. I'm sorry for shouting at you.

◆ like + to - inf = think that sth is good or right to do
e.g. I like to exercise every day.

◆ like + -ing form = enjoy (general preference)
e.g. She likes swimming.

◆ would like + to - inf = want (specific preference)
e.g. I would like to see this film.

◆ be afraid + to - inf (the subject is unwilling to do sth)
e.g. He is afraid to take the test in case he fails again.

◆ 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 ride the horse.

She is afraid of falling and hurting herself.

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

1 I'll never forget ...sailing... (sail) down the Danube on that warm spring night last year.
2 Please don't forget .................................. (pay) the bill.
3 John said he remembers .................................................. (buy) the newspaper, but now he can't find it.
4 Did you remember .................................................. (post) my letters today?
5 Gloria regrets ........................................ (shout) at her sister.
6 I regret .................................................. (inform) you that we cannot give you your money back.
7 The students went on ........................................... (write) for another hour.
8 After cleaning the windows, he went on ......................... .................................................. (wash) the car.
9 We are sorry ........................................ (announce) that the 7:15 train to Liverpool has been cancelled.
10 I'm sorry for ........................................ (miss) your birthday party; I'll make it up to you.
11 She stopped ........................................... (go) to the gym after she had got back into shape.
12 They stopped ........................................... (have) a rest before they continued their journey.
13 They tried ........................................... (open) the door, but it was stuck.
14 You should try ........................................ (make) your own clothes. It's much cheaper.
15 I'm sorry. I didn't mean ........................................ (break) your vase.
16 Being a teacher means ........................................ (correct) a lot of homework.
17 I like ........................................ (tidy) my room at weekends because I don't have time during the week.
18 They like ........................................ (play) in the sea on hot days.
UNIT 4

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

16 My neighbour, Mr Mason, loves 1) [performing] (perform) time in his garden. He would rather 2) [spending] (spend) (work) outside than stay indoors, even when it is snowing! Early in the morning, you can 3) [see] (see) Mr Mason 4) [eating] (eat) breakfast in his garden, and late at night he is there again, with a cup of cocoa in his hand. I’d like 5) [helping] (help) sometimes when there is lots of work to do, but Mr Mason prefers 6) [doing] (do) everything himself. He doesn’t mind 7) [getting] (get) cold and wet in the winter, and his wife says it’s no use 8) [trying] (try) to make him wear a waterproof jacket because he hates 9) [wearing] (wear) them! Mr Mason says he will go on 10) [gardening] (garden) until he is too old 11) [doing] (do) it!

18 Dear Jessica,

How are you? I’m busy 1) [studying] (study) for my exam which is next week, but I’ve decided 2) [taking a break] (take a break) and 3) [writing] (write) you a letter. 4) [reading] (read) so many notes and 5) [learning] (learn) so many facts is making me very tired. I can’t wait 6) [finishing] (finish) my course! Then, I can start 7) [looking] (look) for a good job.

Sophie started her new job last month. 8) [working] (work) at the hospital suits her — she loves 9) [looking] (look) after people. She hopes 10) [staying] (stay) in this job for a couple of years and then she intends 11) [trying] (try) for a promotion.

By the way, how are you getting on now that you are a manager? I forgot 12) [congratulating] (congratulate) you when I saw you.

Anyway, I’ve got to go now. Write soon and tell me all your news, won’t you?

Best Wishes,
Maggie

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

1 I don’t know what 1) [to do] (do) at the weekend. I fancy 2) [going] (go) to the cinema, but none of my friends enjoy 3) [watching] (watch) films very much.

2 Paul had his driving test today. He tried 1) [making] (not make) any mistakes, but he failed. He expects 2) [passing] (pass) the test the next time he takes it.

3 Tom often goes 1) [walking] (walk) at the weekends. He doesn’t like 2) [taking] (take) anyone with him because he prefers 3) [being] (be) alone while he walks.

4 We had better 1) [hurrying] (hurry) home tonight because our parents have promised 2) [taking] (take) us out for dinner. I don’t know why they want 3) [eating] (eat) out, but we must 4) [arriving] (arrive) home on time.

5 James is rich and can afford 1) [buying] (buy) expensive things. He is always willing 2) [lending] (lend) money to people who need it, because he enjoys 3) [helping] (help) others.

6 My parents let me 1) [staying] (stay) at my friend’s house last weekend. They agreed 2) [taking] (take) me in the car and they made me 3) [promising] (promise) to behave myself. It was a great weekend!

19 Complete the sentences, as in the example.

1 John said, ‘I didn’t take the money.’
John denied 1) [taking] (take) the money.

2 ‘I broke the window,’ said Gary.
Gary confessed to 2) [breaking] (break) the window.

3 ‘Yes, I’ll look after your dog for you,’ said Anne.
Anne agreed 3) [looking] (look) after my dog.

4 Alice said, ‘I hate travelling by bus.’
Alice complained about 4) [travelling] (travel) by bus.

5 The boss said to the employees, ‘You have until 5 o’clock to finish the reports.’
The boss expects his employees 5) [finishing] (finish) the reports by 5 o’clock.

6 My father said to me, ‘Don’t come home late,’ but I didn’t listen.
My father warned me 6) [to come home early] (not come home early), but I didn’t listen.

7 ‘You can all go home early,’ said the professor.
The professor allowed us 7) [to go home early] (go home early).

8 The coach said to the players, ‘Don’t let the ball out of your sight.’
The coach ordered the players 8) [to keep the ball] (keep the ball) out of their sight.
UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

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

S: Good afternoon, madam. Can I 1) ... help... (help) you?
W: Yes, please. I want 2) ....................... (buy) a new washing machine.
S: I see. How much money would you like 3) .................. (spend)?
W: I don’t want anything too expensive.
S: Alright then, I can 4) ......................... (show) you this model over here. It’s reliable, and it doesn’t cost too much money.
W: Is it very difficult 5) ......................... (use)?
S: Not at all, but you must 6) ...................... (read) the instruction manual before you try to turn it on.
W: Oh, I always have difficulty in 7) ..................... (understand) manuals. Could you 8) ....................... (explain) how the machine works?
S: Certainly. You’ll soon learn how 9) ...................... (operate) it. It’s very simple.
W: That’s good, because, as a working mother, I don’t have much time to spare for things like this.
S: Don’t worry, madam. First, you must 10) .................. (put) the clothes in the machine ....

9 'Why did you go to the supermarket?'
'............. some flour.'
A To buy B Buy C Buying

10 'Do you know who ............. to in the office?'
'Yes, Mrs Jacobs.'
A speaking B speak C to speak

IN OTHER WORDS

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

1 Spending a lot of money on clothes is foolish.
   to It is foolish to spend a lot of money on clothes.

2 This car is too expensive for me to buy.
   enough This car is not cheap enough for me to buy.

3 The tea is so hot that I can’t drink it.
   too The tea is too hot for me to drink.

4 The teacher made us learn the poem by heart.
   made We were made to learn the poem by heart by the teacher.

5 Eating is not allowed in the office.
   eat Nobody is allowed to eat in the office.

6 Your room needs cleaning.
   cleaned Your room needs to be cleaned.

21 Choose the correct answer.

1 'Welcome home.'
   'Thanks. It’s very nice ....A... back.'
   A to be B be C to being

2 '............. is good for your health.'
   'I know, but I don’t enjoy it.'
   A To have exercised B Exercising C To exercising

3 'You have to ............. home early tonight.'
   'I will.'
   A be coming B come C coming

4 'Do you watch TV very often?'
   'No. I consider it ............. a waste of time.'
   A to be B being C is

5 'Did you enjoy the play?'
   'Yes. Were you involved in ............. the scenery?'
   A make B to make C making

6 'Does your son study very much?'
   'No, he spends his time ............. television.'
   A to watch B watching C watch

7 'Did anyone help you with your homework?'
   'No. I managed ............. it by myself.'
   A do B to do C doing

8 'Let’s go out tonight.'
   'I’d rather ............. at home. I’m tired.'
   A staying B to stay C stay

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

1 The jumper is so small that I can’t wear it.
   too The jumper is ....too small for me... to wear.

2 Staring at people is rude.
   to It is .................................. at people.

3 Your hair needs cutting.
   cut Your hair needs ...............................

4 This house is too small for our family to live in.
   enough This house ......................... for our family to live in.

5 Father made me clean my room yesterday.
   made I ................................. my room.

6 Pictures are not allowed to be taken inside the museum.
   take Visitors ................................. pictures inside the museum.

7 Speaking with your mouth full is bad manners.
   to It is .................................. with your mouth full.

8 The ground is so slippery that I can’t walk on it.
   too The ground .......................... to walk on.
The participles are:
- present participles (playing, running, etc.),
- past participles (played, written, etc.) and
- perfect participles (having written, 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?').

- It's a very tiring job. (What kind of job? Tiring.)
- He's very tired. (How does he feel? Tired.)

Participles can also be used:
- to express time.
  - e.g. After doing/having done her homework, she watched TV.
    Having done her homework, she watched TV.
    (=After she had done her homework, she watched TV.)
    He broke his arm (while) playing hockey.
    (=He broke his arm while he was playing hockey.)
- to express reason.
  - e.g. Being late, Adam took a taxi.
    (=Because he was late, Adam took a taxi.)
    Having spent all her money, Pam asked for a loan.
    (=Because she had spent all her money, Pam asked for a loan.)
- instead of a relative pronoun and full verb.
  - e.g. The man standing at the door is my boss.
    (=The man who is standing at the door is my boss.)
    The information presented in the article was invaluable.
    (=The information which was presented in the article was invaluable.)
- instead of the past simple in narratives when we describe actions happening immediately one after the other.
  - e.g. Seeing the shadow, he screamed.
    (=He saw the shadow and he screamed.)
- to avoid repeating the past continuous in the same sentence.
  - e.g. She was climbing up a ladder carrying a bucket.
    (=She was climbing up a ladder and she was carrying a bucket.)

Underline the correct word.

1. A: Have you read that new book yet?
   B: Only some of it. It's very bored/boring.

2. A: Did you enjoy your holiday?
   B: Oh, yes. It was very relaxed/relaxing.

3. A: I'm going to a lecture tonight. Do you want to come?
   B: No thanks. I'm not interested/interesting in the subject.

4. A: Did you hurt yourself when you fell?
   B: No, but it was very embarrassed/embarrassing.

5. A: Shall I turn off the lights?
   B: No. I'm frightened/frightening of the dark.

6. A: Was Mother upset when you broke her vase?
   B: Not really, but she was very annoyed/annoying.

7. A: How do you feel today?
   B: I still feel very tired/tiring.

8. A: I haven't seen Mr Green for several days.
   B: Neither have I. It's a bit worried/worrying.

Rewrite the sentences using participles.

1. He was lying on the bed and he was reading a book.
   ...He was lying on the bed reading a book.............

2. Lisa took a deep breath and dived into the water.
   ..........................................................

3. Jack burnt his finger while he was lighting a fire.
   ..........................................................

4. After Ann had ironed the clothes, she put them away.
   ..........................................................

5. Because he was cold, James turned on the heater.
   ..........................................................

6. The photographs, which were taken at the reception, were blurred.
   ..........................................................

7. Alison washed the paintbrushes before she painted the living room.
   ..........................................................

8. She was sitting on the sofa and she was knitting a jumper.
   ..........................................................

9. The girl who is sitting next to Alison is Vicky.
   ..........................................................

10. Because he had forgotten to do the shopping, he ate out that night.
    ..........................................................

11. Emma turned the key in the lock and opened the door.
    ..........................................................
UNIT 4
Infinitive - Too/Enough - The -ing form - Participles

Prepositions
angry at/with sb for sth  polite to sb
annoyed with sb for sth rude to sb
complain to sb about sb/sth shout at sb
different to/from sb/sth wait for sb/sth
differ from sb/sth write to sb

25 Underline the correct preposition.

1 Mary is always polite to/at her parents.
2 Sam was told off for being rude at/to his teacher.
3 The policemen shouted at/to the thieves who tried to run away.
4 Jessica waited to/for the bus for an hour in the rain.
5 Rosie is writing to/at her pen-friend.
6 I am angry about/with Sue for taking my favourite shirt.
7 He was annoyed with his brother in/for making so much noise.
8 I'm going to complain to my boss with/about the lighting in the office.
9 John's opinions differ to/from Anne's, so they argue a lot.
10 The film is different from/at the book.

Phrasal Verbs
get away: escape
get on: 1) make progress (also get along)
2) enter a bus, train, etc. (opp. get off)
get on with sb: have a friendly relationship with sb; get along with sb
get through: 1) reach sb by telephone
2) manage to finish sth

26 Fill in the gaps with the correct phrasal verb.

1 I ...get on... very well ...with... my new neighbours. (get along with)
2 I tried to ......................... all morning but the phone was engaged. (reach sb by telephone)
3 I'll go home early tonight if I ......................... all my work. (manage to finish)
4 Tom ......................... the bus outside the cinema. (entered)
5 The police chased the thieves but they managed to ......................... . (escape)

Revision Box

27 Choose the correct answer.

1 'Do you like going to the cinema?'
   'Yes, I usually ...B... at least once a month.'
   A am going  B go  C have gone
2 'You look serious.'
   'Yes, I ................... a difficult problem.'
   A have tried  B try  C am trying
3 'Would you like to go out tonight?'
   'Not really. I'm exhausted. I ...................... hard all day.'
   A have worked  B am working  C have been working
4 'When are you going to buy a new car?'
   'Well, I .................. two that I like, but I can't decide which one to buy.'
   A have been seeing  B have seen  C see
5 'Does Stuart often go sailing in the winter?'
   'He ..................'
   A does seldom  B seldom does  C doesn't seldom
6 'Does Peter know how to drive?'
   'Of course. He .................. for years, now.'
   A has driven  B is driving  C has been driving
7 'Has Sarah moved out of her parents' house yet?'
   'Oh, yes. She .................. in a flat in town now.'
   A has lived  B has been living  C lives
8 'Do you have breakfast in the morning?'
   'No, I .................. '
   A do never  B never do  C don't never
9 'When are you seeing Paul next?'
   'We .................. to meet next Tuesday.'
   A have been arranging  B arrange  C have arranged
10 'Is there a supermarket in your town?'
   'Yes, There .................. one here for quite a while.'
   A is being  B has been  C is
11 'Have you done your homework yet?'
   'Yes, I always .................. it before dinner.'
   A am doing  B have done  C do
12 'Where is Bob?'
   'He .................. Jimmy to the park.'
   A has been taking  B has taken  C takes
Revision Box

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

Last night, a bomb exploded (explode) outside the main branch of the Trusty Bank in Barton. The police (receive) an anonymous phone call minutes before the explosion. The bomb squad (go off) (drive) to the bank when the bomb (be) no one inside the bank, but a security guard (sit) at the car park entrance. He suffered minor injuries from pieces of broken glass. Late last night, police officers (search) the scene for evidence and they (question) the people living in the area. The security guard (recover) from his injuries in hospital. No one (yet/claim) responsibility for the blast.

29. Choose the correct answer.

1. She (A) locked (B) is locking (C) locks the door when she heard the phone ring.
2. They (A) were working (B) had been working (C) worked for hours when they stopped to have lunch.
3. I (A) will have been reading (B) will have read (C) am reading for two hours by 12 o'clock.
4. He (A) had opened (B) opened (C) had been opening the letter as soon as it arrived.
5. Sarah (A) was cooking (B) cooks (C) is cooking dinner when she burnt her finger.
6. Philip (A) had been having (B) will have had (C) have his dinner by the time we get home.
7. The people (A) had been waiting (B) waited (C) are waiting for an hour before the rescuers came.
8. Emily (A) has eaten (B) was eating (C) ate her lunch already, even though it's only 10 o'clock.
9. Tom (A) has been doing (B) is doing (C) does his homework ever since he got home from school.
10. My parents (A) are going (B) had been going (C) had gone to bed by the time I got home.
1 Choose the correct answer.

1 The problem of pollution ... C ... worse these days.
   A will get B got C is getting
2 This time yesterday we ............... in the sea.
   A swim B are swimming C were swimming
3 ............... the housework, Maggie sat down to rest.
   A Doing B Having done C Done
4 Doris ............... in that office since April.
   A has been working B works C is working
5 He was hot because he ............... in the sun.
   A sat B had been sitting C is sitting
6 I ............... to you as soon as I get home.
   A wrote B have written C will write
7 Paul ............... abroad once a month on business.
   A travels B is travelling C travel
8 They ............... a lot of animals at the zoo last weekend.
   A see B saw C are seeing
9 ............... some spare time, Tom went for a walk.
   A Having B have C To have
10 It’s no use ............... the door. It’s locked.
    A push B to push C pushing
11 The lawyer advised us ............... the money immediately.
    A pay B paying C to pay
12 Karen suggested ............... a new car.
    A buy B buying C to buy
13 It’s very cold in here. I ............... the heating on.
    A put B had put C will put
14 We expect everyone ............... to the meeting.
    A come B to come C coming
15 She was lying on her bed ............... about the party.
    A thinking B to think C think
16 They are considering ............... another shop next year.
    A open B opening C to open
17 This time next month I ............... in a new house.
    A will live B am living C will be living
18 The match ............... at two o’clock tomorrow afternoon.
    A start B has started C starts
19 She claims ............... Brad Pitt last year.
    A to meet B to have met C have met
20 Samantha is starting a new job tomorrow. She ............... forward to it.
    A is looking B looks C look
21 He ............... to work when the accident happened.
    A is driving B was driving C drove
22 They were happy to hear they ............... a prize.
    A win B had won C were winning

2 Put the verbs in brackets into the correct tense.

A Last month, Julie 1) .......... (go) on holiday to France with her husband, Bob. They 2) .......... (stay) in a small country hotel. They 3) .......... (have) such a wonderful time that they 4) .......... (already/decide) to go back again next year. Julie 5) .......... (look forward) to it.

B Yesterday, while I 1) .......... (shop), I 2) .......... (leave) my purse in the supermarket. I really thought I 3) .......... (put) it in my bag because I 4) .......... (be) always careful. Luckily, a man found my purse while he was doing his shopping and 5) .......... (give) it back to me. I must try to be more careful in future.
3 Underline the correct item.

1 Everyone enjoys to go/go/going on holiday.
2 You must eating/to eat/eat lots of fresh vegetables.
3 I would rather learn/learning/to learn French than Spanish.
4 He is tired of to work/working/work in that office.
5 I have decided to have/having/have a party next weekend.
6 We managed repair/reparing/to repair the roof.
7 He advised me wear/wearing/to wear warm clothes.
8 They denied breaking/to break/break the window.
9 My parents let me to use/use/using their car.
10 They refused to give/give/giving him any more money.

4 Underline the correct preposition.

1 Tom wants to concentrate in/on his medical studies.
2 Lots of children are afraid to/of the dark.
3 That wardrobe belongs to/at my husband's family.
4 The jar was full of/with shells I'd collected at the beach.
5 They got into/from the office in time for the meeting.
6 James is waiting from/to from his mother.
7 That man comes from/to Canada.
8 Karen writes to/from her family regularly.
9 You must be polite at/to the elderly.
10 My teacher is married to/with a doctor.
11 I'm not interested for/in sports.
12 I like to listen at/to the radio in the mornings.

5 Fill in the gaps with the correct particle from the list.

into, up, on, through, out, down

1 School breaks up... for the summer next week.
2 War broke ......................... in the country, but it didn't last long.
3 I've got so much work to get ......................... that I can't leave early today.
4 Doctors are carrying ......................... tests to find out what is wrong.
5 Our car broke ......................... yesterday morning.
6 Someone broke ......................... my neighbour's house last night.
7 He gets ......................... the school bus outside his house.
8 While they were talking, I carried ......................... with my work.
9 David was brought ......................... in the countryside, as his parents were farmers.

10 I tried to call the company, but I couldn't get .........................
11 Caroline gets ......................... very well with all my friends.
12 My favourite author has just brought ......................... a new novel.

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

1 I've never read such an interesting book. ever It's the most ..interesting book I've ever... read.
2 That bag is too heavy for her to lift. enough That bag isn't ......................... for her to lift.
3 I haven't finished painting the house yet. still I ......................... the house.
4 Our teacher made us do the test again. made We ......................... the test again by our teacher.
5 It's a long time since they last went out. have They ......................... for a long time.
6 When did Pauline leave home?
7 How long ......................... Pauline left home?
8 They didn't begin eating until everyone had arrived.
9 before They waited until everyone ......................... eating.
10 They haven't finished reading the book yet. still They ......................... the book.
11 She's never eaten pizza before.
12 first It's the ......................... eaten pizza.
13 I haven't seen Melanie for three years.
14 time The last ......................... was three years ago.
15 That shelf is so high that I can't reach it.
16 too That shelf ......................... to reach.
17 When did they join the company?
18 ago How long ......................... the company?
19 It was the first time she had been to Europe.
20 She ......................... to Europe before.
21 Going out in the snow without a coat is foolish.
22 to It is ......................... in the snow without a coat.
23 Your room needs tidying.
24 tidied Your room needs ..........................
UNIT 5
Modal Verbs

The verbs must, can, could, may, might, will, would, shall, should and ought (to) are modal verbs. They express meanings such as obligation, necessity, certainty, ability, possibility, lack of necessity, offers, suggestions, requests, logical assumptions, permission, prohibition, advice and criticism.

Modal verbs:

- **do not take an -s, -ing or -ed suffix.** e.g. *She must study.* (NOT: *She must study.*)
- **are followed by a bare infinitive except for ought which is followed by a to - infinitive.**
  e.g. *He may be ill.* (NOT: *He may be ill.*) *She ought to listen* to you.
- **go before the subject in questions and are followed by not in negations.**
  e.g. *Can I talk to you?* **He couldn’t** speak.
- **do not usually have tenses. They can refer to the present or the future.**
  e.g. *You can call now.* (present) *You can call tomorrow.* (future)

**Must**

- **obligation - necessity - duty**
  *must = it is your duty to do sth/you are obliged to do sth*

  You **must** stop when the traffic light is red. (= You are obliged to stop when the traffic light is red.)

- **prohibition**
  *mustn’t/can’t = it’s forbidden to do sth/
  you are not allowed to do sth/
  it is against the rules / law*

  You **mustn’t/can’t** park here. (= You are not allowed to park here. It’s against the law.)

- **strong advice**
  *must = I strongly advise you to do sth/*

  You **must** behave yourself at school.
  (= You really should behave yourself at school, or you’ll get into trouble.)

- **logical assumptions**
  a) positive logical assumptions
  *must = I am sure/certain*

  b) For negative logical assumptions we usually use can’t.

  a) **They must be the boy’s parents.**
  (I’m sure they are the boy’s parents.)

  b) **They can’t be the boy’s grandparents.**
  (I’m sure they are not the boy’s grandparents.)

- **Must can only be used to talk about the present or near future. We use have to when we need to use other tenses.**

  e.g. *He had to work late yesterday, so he didn’t go to the party.*

  **present simple** = must/have to
  **past simple** = had to
  **present perfect** = have/has had to
  **future simple** = must/will have to
**Must - Have to/Have got to**

- **must** = it is necessary to do sth
  We use *must* when the speaker decides that something is necessary.

  ![I must find a hotel to stay at tonight.](image)
  (The young man has made the decision himself.)

- **have to** = it is necessary to do sth
  We use *have to* when somebody else other than the speaker has made the decision.

  ![I have to wear a uniform at work.](image)
  (Somebody else has made the decision.)

Questions and negations with *have to* are formed with *do*, *does* or *did*.

- **Must** and *have to* have different meanings in questions.

Compare the following examples:

- **Must I do my homework now?**
  *(The boy wants to know whether his mother insists on his doing his homework right away.)*

- **Do I have to type these letters now?**
  *(The secretary wants to know whether it is necessary for her to type the letters right away.)*

- **Have got to** has the same meaning as *have to*, and it is usually used in everyday speech.
  e.g. 'Sorry! I've got to go now. My bus leaves in a few minutes.'

**Mustn't - Needn't/Don't have to**

- **mustn't** = it is forbidden to do sth/you are not allowed to do sth
  We use *mustn't* to express prohibition.

  ![They mustn't play on the railway track.](image)
  (Playing on the railway track is forbidden.)

- **needn't** = it isn't necessary to do sth
  We use *needn't* to express lack of necessity. We can also use *don't*/*doesn't* need to or *don't*/*doesn't* have to for the same purpose.

  ![The farmer needn't/doesn't need to/doesn't have to buy any eggs.](image)
  (= It isn't necessary for the farmer to buy any eggs.)

**Fill in the gaps with mustn't or needn't/ don't have to.**

1. A: Shall I help you with your shopping?  
   B: No, you ...*needn't/don't have to*, I can manage by myself.

   B: I'm sorry. I'll go outside.

3. A: Do you want anything from the supermarket?  
   B: No, you ....................... get me anything today, thank you. I'm going out myself later.

4. A: You ............ be late for work tomorrow morning.
   B: I know. I'll try to arrive early.

5. A: You ......................... take these books out of the library.
   B: I know. It's forbidden.

6. A: Shall I make an appointment for you at the dentist's?  
   B: No, you ......................... . I'll do it myself next week.

57
UNIT 5
Modal Verbs

2 Rephrase the following sentences using must, mustn’t, needn’t, has to or doesn’t have to.

1 You aren’t allowed to park your car in the college car park.
   ...You mustn’t park your car in the college car park...

2 I strongly advise you to speak to your parents about your decision.

3 It isn’t necessary for Emma to attend tomorrow’s staff meeting.

4 Jack is obliged to wear a suit and a tie at work because the manager says so.

5 I’m sure Antonio is from Milan.

6 It’s necessary for Roger to find a job soon.

7 It’s forbidden to use mobile phones inside the hospital.

8 Susan is obliged to work overtime because her boss says so.

Didn’t need to - Needn’t have done

lack of necessity

◆ didn’t need to + infinitive = it was not necessary to do sth
It shows that an action did not happen in the past because we knew it was not necessary.

They didn’t need to cut any more wood.
(= It wasn’t necessary for them to cut any more wood, so they didn’t).

◆ needn’t have + past participle = it was not necessary to do sth, but it was done
It shows that an action happened in the past, even though it was not necessary.

You needn’t have bought me a gift.
(= It wasn’t necessary for him to buy her a gift, but he did.)

3 Rephrase the following sentences using didn’t need to or needn’t have done.

1 It wasn’t necessary for him to wash the car. It wasn’t dirty.
   ...He didn’t need to wash the car ...

2 It wasn’t necessary for her to buy so many oranges, but she did.

3 It wasn’t necessary for us to take an umbrella. It wasn’t raining.

4 It wasn’t necessary for us to turn on the light. It wasn’t dark.

5 It wasn’t necessary for him to call me today, but he did.

6 It wasn’t necessary for you to make sandwiches for me, but you did.

7 It wasn’t necessary for them to make reservations at the restaurant, but they did.

4 Rewrite the sentences using the word in bold.

1 It isn’t necessary for Mark to buy new clothes for the reception.
   need ...Mark doesn’t need to/needn’t buy new clothes for the reception ...

2 You aren’t allowed to pick these flowers.
   must ...

3 Sarah is obliged to type her compositions at university.
   has ...

4 It wasn’t necessary for Paula to make the beds.
   need ...

5 It is your duty to obey the law.
   must ...

6 It wasn’t necessary for Bob to wait for me, but he did.
   need ...

7 It is forbidden to throw litter on the beach.
   must ...

8 I’m sure Ronald is at home.
   must ...

9 It wasn’t necessary for Alice to bake a cake for the party.
   need ...

10 It wasn’t necessary for George to stay at work late last night, but he did.
   have ...
**Can/Could**

- **ability in the present**
  
  **can** = I am able to
  
  He can fly an aeroplane.

- **ability in the past**
  
  **could** = used to be able to (past repeated action)
  
  I could ski very well when I was young.

- **asking permission**
  
  **Can/Could/May/Might I ...?** = Do you/Would you mind if ...?
  
  We use these structures to ask permission to do something. **Could** and **may** are more polite than **can**. **Might** is formal.

  a) (informal)
  
  Can I go swimming?
  
  No, you can't.

  b) (more formal)
  
  **Could/May/Might**
  
  I have a look at this report?
  
  Certainly.

- **giving/refusing permission**
  
  a) **can/may** = you are allowed to do sth
  
  **May** is more formal than **can**.

  b) **can't/mustn't/may not** = you are not allowed to do sth
  
  **May not** is formal and is usually used in written notices.

  You can't see Kim tonight, but you can see her tomorrow if you like.

- **offers**
  
  **Can/Could/Shall I ...? = Would you like me to ...?**
  
  We use these structures when we offer to do something.

  **Can/Could/Shall**
  
  I get you anything from the supermarket?

- **suggestions**
  
  **We can/could .../Shall we ...? = Let's .../How about ...?/What about ...?/Why don't we ...?**

  We can/could go to the cinema.
**requests**

Can/Could/Will/Would you ...?  
We use these structures when we ask somebody to do something for us. **Would** and **could** are more polite than **can** and **will**.  

![Image of a person holding a book, asking for help with homework.](image)

Of course.

We normally reply with ‘Certainly’/‘Of course’/‘I’m sorry, but I can’t.’

**negative logical assumptions**

can’t = I’m sure/certain that sth isn’t true/real, etc.

For positive logical assumptions we do not use can’t; we use must.

![Image of two people looking at a document.](image)

a) They can’t be strangers. (= I’m sure they are not strangers.)

b) They must know each other. (= I’m certain they know each other.)

**possibility**

a) **could/may/might + present infinitive** = it is possible/it is likely/perhaps

![Image of John looking at a watch.](image)

John is late.

He could be stuck in traffic.

b) **could/might + perfect infinitive** = it was possible, but it didn’t happen

Yesterday, there was a terrible accident.

The driver could have been killed.

(Luckily, he wasn’t.)

**Can** is used in the present. **Could** is the past tense of **can**. We use **be able to** to form all the other tenses.

e.g. I **will be able to** get a job when I finish school.

**present simple**: can, am/is/are able to  
**past simple**: could, was/were able to  
**present perfect**: have/has been able to  
**past perfect**: had been able to  
**future simple**: will be able to  
**future perfect**: will have been able to

5. **Fill in the gaps with an appropriate modal verb.** Then, say what they express in each sentence.

1 A: ...May/Can/Could... I borrow your pen, please?  
The speaker is asking for permission.  
B: No, you .......................................... I’m using it.

2 A: I’m bored. What shall we do?  
B: We ............................................ go for a walk.  
A: No, we .................................... because it’s raining.  
B: Let’s watch a video, then.

3 A: My parents told me I ...................... go to the party tonight.  
B: Never mind, I ...................... go either. We ................. stay at home together, though.

4 A: Sir, ....................... I speak to you for a moment, please?  
B: Certainly, but later today; I’m busy now.

5 A: Excuse me?  
B: Yes?  
A: ..... you tell me where the post office is, please?  
B: Certainly. It’s on the main road, next to the school.

6 A: Is anyone sitting on that chair?  
B: No, you ............................ take it if you want to.
Could - Was able to

- **ability in the past**
  We use **was/were able to** (=managed to do) to show that someone had the ability to do something in a particular situation in the past (past single action).
  
  *He was able to climb to the top of the mountain.*
  (= He managed to climb to the top of the mountain.)

- **We use could** to show that someone had the ability to do something repeatedly in the past (past repeated action).
  e.g. *He could run very fast when he was young.*
  *(He had the ability to do this repeatedly in the past.)*

- **We use could rather than was/were able to with the verbs see, hear, feel, smell, taste, understand, remember and guess.**
  e.g. *They could see the storm coming.*
  *(NOT: They were able to see…)*

- **We use the negative form couldn’t for both cases.**
  e.g. *My little sister couldn’t wash herself when she was two.* (past repeated action)
  *Mark tried, but he couldn’t find out what was wrong with the computer.* (past single action)

---

**Choose the correct answer.**

1. ‘Todd was a very talented child.’
   ‘I know. He …**B**… play the piano well when he was seven.’
   A couldn’t          B could          C can
2. ‘I’ve just taken a loaf out of the oven.’
   ‘Oh, that’s why I ………………. smell fresh bread when I came home.’
   A was able to       B can’t          C could
3. ‘How was the test?’
   ‘Easy. All the children …………… pass it.’
   A were able to      B could          C can’t
4. ‘What are you doing this summer?’
   ‘I hope I’ll …………… go on holiday with my friends.’
   A could            B be able to      C can

---

7. **Rewrite the sentences using the words in bold.**

1. Do you mind if I leave the door open for a while? *can*  …**C**an I leave the door open for a while?…
2. You’re obliged to take notes during the lecture. *have* arium to take notes during the lecture.
3. I’m sorry, but you aren’t allowed to enter this room. *must*  I’m sorry, but you aren’t allowed to enter this room.
4. Jack managed to unlock the door. *able*  Jack managed to unlock the door.
5. It wasn’t necessary for Ann to cook dinner, but she did. *need*  It wasn’t necessary for Ann to cook dinner, but she did.
7. I’m certain Sarah is bored with her work. *must*  I’m certain Sarah is bored with her work.
8. I strongly advise you to take up sport. *must*  I strongly advise you to take up sport.
9. I’m certain Liz isn’t interested in your ideas. *can*  I’m certain Liz isn’t interested in your ideas.
10. You may take the car tonight if you want. *can*  You may take the car tonight if you want.

---

8. **Study the situations and respond to each one using an appropriate modal verb.**

1. You want to go on holiday with your friends this year. Ask your parents for *permission.*  …*C**an I go on holiday with my friends this year?…
2. You are at a job interview. You type fast, you use computers and you speak two foreign languages. Tell the interviewer about your *abilities.*
3. Your brother is trying to decide what to buy your mother for her birthday. You *suggest* a box of chocolates.
4. Your jacket is dirty and you want to wear it next week. It is *necessary* to take it to the dry cleaner’s.
5. You want to have a day off work next week. Ask for your boss’ *permission.*
6. You are in the car with your uncle. It’s hot and you want him to open the window. Make a *request.*
7. Your mother is going to the shops. She asks you if you want anything. You tell her it *isn’t necessary* to get anything for you.
UNIT 5
Modal Verbs

Must - Can't

We use must to make positive logical assumptions. We use can't to make negative logical assumptions.

They can't be at work. (= I'm sure they are not at work.)

They must be on holiday. (= I'm sure they are on holiday.)

She can't be doing her homework. (= I'm sure she isn't doing her homework.)

She must be writing a letter. (= I'm sure she is writing a letter.)

He can't have done the exercise properly. (= I'm certain he hasn't done the exercise properly.)

The drivers can't have been driving slowly. (= I'm certain they weren't driving slowly.)

He must have strained his back. (= I'm certain he has strained his back.)

The drivers must have been driving too fast. (= I'm certain they were driving too fast.)

Study these examples:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I'm sure he is Spanish.</td>
<td>I'm certain they're hiding.</td>
<td>I'm certain she has left.</td>
<td>I'm certain she was waiting.</td>
</tr>
<tr>
<td>I'm sure you aren't a doctor.</td>
<td>I'm sure they won't be leaving tomorrow.</td>
<td>I'm sure she didn't lie.</td>
<td>I'm certain she hasn't been crying.</td>
</tr>
<tr>
<td>He must be Spanish.</td>
<td>They must be hiding.</td>
<td>She must have left.</td>
<td>They must have been waiting.</td>
</tr>
<tr>
<td>You can't be a doctor.</td>
<td>They can't have stayed late at the office.</td>
<td>She can't have lied.</td>
<td>She must have been crying.</td>
</tr>
<tr>
<td>They must be hiding.</td>
<td>She must have left.</td>
<td>He can't have phoned.</td>
<td>They must have been crying.</td>
</tr>
<tr>
<td>They must have been leaving tomorrow.</td>
<td>She can't have lied.</td>
<td>He can't have phoned.</td>
<td>He can't have been trying hard.</td>
</tr>
</tbody>
</table>

Complete the sentences using must or can't.

1. I'm certain they go to bed early on Sunday nights. They ...must go to bed early on Sunday nights.
2. I'm sure John didn't stay late at the office. John ...can't have stayed late at the office.
3. I'm certain he hasn't arrived yet. He ...
4. I'm certain they are working together. They ...
5. I'm sure Amy hasn't finished her homework. Amy ...
6. I'm certain she was having a bath when I rang. She ...
7. I'm sure he hasn't won the prize. He ...
8. I'm sure she is looking for a new house. She ...
9. I'm certain Paul didn't invite Linda to the party. Paul ...
10. I'm certain you have been planning the project. You ...
11. I'm sure she was writing a letter. She ...
12. I'm certain they hadn't paid the bill. They ...
13. I'm sure he had been fixing the pipe. He ...
May/Might

- **possibility (present/future)**
  
  may/might/could + present infinitive  
  = it is possible/it is likely/perhaps

- **possibility (past)**
  
  may/might/could + perfect infinitive  
  = it was possible, perhaps

  a) We use these structures to refer to a past action which was possibly true.

  e.g. ‘The lights are still on.’
  
  ‘Helen may/might/could have forgotten to turn them off.’ (Perhaps Helen forgot/has forgotten to turn them off.)

  b) We also use them to refer to things which were possible but did not happen. May is not normally used in this case.

  e.g. Why did you run across the road?
  
  You might/could have been killed.
  (Luckily, you weren’t killed.)

Study the following negative sentences:

a) She may/might not know about these changes.

   (Perhaps she doesn’t know about the changes. - expresses possibility.)

   She can’t/couldn’t know about these changes.

   (It is certain that she doesn’t know. - expresses certainty.)

b) He may/might not have left yet.

   (Perhaps he hasn’t left yet. - expresses possibility.)

   He can’t/couldn’t have left yet.

   (I’m certain that he hasn’t left yet. - expresses certainty.)

- **asking permission**
  
  May/Might I...? = Would you mind if I ...?
  
  We use these structures to ask permission when we do not know the other person very well.

- **giving/refusing permission**
  
  a) may/can = you are allowed to do sth
  
  We use may and can, but not might or could, to give permission. May is very formal and is not used in everyday speech.

  e.g. You can sit here if you like. (everyday speech)
  
  Passengers may take only one item of hand luggage on board. (written notice)

  Note: We use Could I...? to ask permission, and can or may, but not could, to reply.

  e.g. ‘Could I leave a little earlier?’
  
  ‘Yes, you can.’ ‘Yes, you may.’

  b) can’t/may not = you are not allowed to do sth
  
  We use can’t and may not, but not couldn’t, to refuse permission.

  e.g. Students may not wear outdoor shoes on the basketball court. (= Students aren’t allowed to ...)
  
  I’m sorry, but you can’t park here.
  (NOT: I’m sorry, but you couldn’t park here.)

- **requests**
  
  May/Might/Can/Could I ...?
  
  We use these structures to ask for something politely. Might I ...? is more formal than May I ...? and is not often used.

- **May/Might I ask you another question?**

  Of course.

  (= It’s possible that she’s still at work.)
Rephrase the following sentences in as many ways as possible.

1. Perhaps Laura has left the phone off the hook. …Laura may/might/could have left the phone off the hook.
2. Surgeons are obliged to scrub their hands before operating on patients.
3. Do you mind if I open the window?
4. It wasn’t necessary for Peter to wash the dog, so he didn’t.
5. Emily managed to reach the top shelf, even though she didn’t have a ladder.
6. It’s forbidden to copy files without the manager’s permission.
7. Why don’t we spend this evening at home?
8. I’m certain Patrick misunderstood my instructions.
9. I’m sure Helen didn’t know about her surprise party.

Study these examples:

<table>
<thead>
<tr>
<th>present inf.</th>
<th>present cont. inf.</th>
<th>perfect inf.</th>
<th>perfect cont. inf.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perhaps she is a nurse. It’s possible he will come early.</td>
<td>Perhaps they are having a break. It’s likely we will be moving house soon.</td>
<td>Perhaps he left yesterday. It’s possible she has locked the door. It’s likely he had gone out.</td>
<td>It’s possible they were sleeping. Perhaps it has been raining there.</td>
</tr>
<tr>
<td>She may be a nurse. He might come early.</td>
<td>They could be having a break. We may be moving house soon.</td>
<td>He might have left yesterday. She could have locked the door. He may have gone out.</td>
<td>They might have been sleeping. It could have been raining there.</td>
</tr>
</tbody>
</table>

Rephrase the following sentences in as many ways as possible.

1. Perhaps they are at work. They may/might/could be at work.
2. Perhaps he is waiting outside. He.
3. It’s possible she will work late tonight. She.
4. It’s likely he was driving too fast. He.
5. It’s possible they made a mistake. They.
6. Perhaps he has missed the bus. He.
7. It’s possible she has been playing in the snow. She.
8. It’s likely we will be leaving tomorrow. We.
9. It’s likely he will stay there. He.
10. Perhaps she had been trying to call you. She.
11. It’s likely they had seen the film already. They.
12. It’s possible he is studying in the library. He.

Underline the correct word(s) in bold.

A: Good morning. How 1) can/must I help you, sir?
B: I’d like to book a room for tonight, please.
A: Certainly sir.
B: How much does a single room cost for one night?
B: What! 2) Do I have to/Could I pay right now?
A: Yes, I’m afraid you 3) need/must pay in advance, sir.
B: Really. Well! 4) Do I have to/Should I pay in cash?
A: No, you 5) mustn’t/needn’t pay in cash. You 6) could/can’t pay by credit card if you prefer.
B: This is a bit unusual. I 7) may/must look in my wallet to see if I have enough cash with me.
A: You 8) couldn’t/don’t have to hurry, sir. Take your time.

A: Good morning. Here’s the key. 9) Could/Must I leave my luggage here until twelve o’clock, please?
B: Of course. 10) May/Need I ask if you enjoyed your stay?
A: Oh yes. I 11) can/must write down the phone number, so that I can stay here again.
B: You 12) mustn’t/don’t need to do that, sir. I 13) have to/can give you our card.
A: Oh, thank you very much. Goodbye.
B: Goodbye.
UNIT 5
Modal Verbs

**Shall**

- offers
  Shall/Can/Could I ...? = Would you like me to ...?
  We use these structures when we offer to do something.

  ![Image](Can/Could/Shall I help you choose Mary's present?)

  That would be great.

- suggestions
  Shall/Can/Could we ...? = Why don't we...?/
  How about ...?/What about ...?/Let's ... .
  We use these structures to make a suggestion.

  ![Image](Shall/Can/Could we go to the market today?)

  I'd rather not.

- asking for suggestions or instructions
  We use shall when we ask for suggestions or instructions.

  ![Image](Where shall we go tonight?)

  We can/could go to the theatre.

**Will/Would**

- requests
  Will/Would/Can/Could you ...?
  We use these structures when we ask somebody else to do something for us.
  Would and could are more polite than can and will.

  ![Image](Will/Can you hold the plate for me, please?)

  Of course.

**Compare the following examples:**

e.g. **Can/Will you post this letter?** (informal, less polite than could or would)

  **Could/Would you post this letter?** (more polite than can or will)

  *We often reply with: 'Yes, I'd (would) be happy/glad to.' or 'Certainly.'*

e.g. ‘Can you call Jack for me?’

  ‘Certainly.’

**Should/Ought to**

- advice
  should/ought to = I advise you to/you had better do sth

  ![Image](You should/ought to be more careful.)

  (=I advise you to/
  You had better be more careful.)

*Must expresses strong advice.

Compare:

You should talk to your lawyer. (= It would be a good idea to ...)

You must talk to your lawyer. (= I strongly advise you to ...)

- criticism
  ought to/should + perfect infinitive = It would have been better if you had...
  We use these structures to show that somebody did the wrong thing in the past.

  ![Image](You all should/ought to have tried harder.)

  (... but you didn’t, so your team lost.)

13 Fill in shall or will.

1 ... **Shall** ... I help you with the washing-up?

2 ......................... we have pizza for dinner tonight?

3 ......................... you carry this for me, please?

4 What ......................... we buy for Bob's birthday?
UNIT 5
Model Verbs

5 ................................ you answer the phone, please?
6 Where ................................ we sit in the classroom?
7 ................................ you take the rubbish out for me, please?
8 ................................ we have a barbecue next weekend?

14 Rephrase the following sentences in as many ways as possible.

1 You had better book your flight early.
...You ought to/should/must book your flight early...

2 Would you like me to draw the curtains for you?

3 Why don’t we go to a Japanese restaurant for a change?

4 I strongly advise you to see a doctor as soon as possible.

5 Can you call Greg for me, please?

6 You ought to have checked the battery before you left.

7 Everybody is obliged to pay taxes.

8 You don’t need to go to the supermarket today.

9 It wasn’t necessary for Betty to call a taxi because I gave her a lift.

10 They managed to get to the theatre in time, despite the heavy traffic.

11 You aren’t allowed to keep pets in the building.

12 Do you mind if I take the rest of the day off?

15 Underline the correct word.

1 You may/mustn’t run in the corridors. It’s dangerous.
2 Can/Should I ask you a question?
3 Will/Shall we go out for lunch today?
4 You must/shouldn’t stay at home if you are ill.
5 Tommy can’t/couldn’t tell the time when he was a baby.
6 My book can’t/mustn’t be in the house. I’ve looked everywhere.
7 You might/needn’t clean the windows. I’ve already done them.
8 Will/Shall I help you?
9 You needn’t/mustn’t do the shopping. I’ll do it later.
10 Sam left late for the airport this morning. He should/could have missed his flight.

16 Look at the pictures and answer the questions using must/can’t, as in the example.

...Yes. They must be friends...

A Are they friends?
B Are they friends?
B Is it winter?
B Have they left school?

17 Choose the most appropriate response.

1 Will you open the door for me, please?
   A Yes, I may.
   B Certainly.

2 Could I speak to you for a moment, please?
   A Yes, of course.
   B No, you couldn’t.

3 Shall I carry that bag for you?
   A No, you won’t.
   B No, it’s okay. I can manage.

4 Could I go to the cinema tonight, please?
   A Not at all.
   B Yes, if you like.

5 We could go to the theatre tonight.
   A That’s a nice idea.
   B No, we might not.

6 Can I borrow your pen, please?
   A Not at all.
   B Of course.

7 Can you pick the children up from school for me?
   A No, I may not.
   B No problem.

8 Would you please drive me to the airport tomorrow?
   A My car is being serviced.
   B I’d be happy to.
   B Yes, I would.

9 Can I help you, sir?
   A No, you can’t.
   B No, thank you. I’m just looking.

10 Could you hold this for me, please?
   A Yes, I could.
   B Of course.

11 Shall I take you to work tomorrow?
   A Yes, please.
   B No, you won’t.
Functions of Modal Verbs

obligation/duty/necessity

a) You must sign the contract. (You are obliged to/You have to/You need to/It is necessary.)
b) I must sign the contract. (I have decided.)
c) I have to sign the contract. (Someone else has decided.)

giving permission

a) You can leave your luggage here. (you are allowed to do sth; informal)
b) You may leave your luggage in this area. (you are allowed to do sth; formal - probably written)

lack of necessity

a) He doesn't need to/doesn't have to/needn't get a taxi. I'll give him a lift. (It isn't necessary.)
b) He didn't need to get a taxi because I gave him a lift. (It wasn't necessary for him to get a taxi.)
c) He needn't have got a taxi. (It wasn't necessary for him to get a taxi, but he did.)

refusing permission

a) You can't/mustn't park here. (you are not allowed to do sth; informal)
b) You may not park in this area. (you are not allowed to do sth; formal - usually written notice)

requests

a) Can/Will you help me with this exercise? (informal)
b) Could/Would you help me with this exercise? (more polite)
c) May I have one of those leaflets? (formal)
d) Might I have one of those leaflets? (very formal)

prohibition

You mustn't/can't lie in court. (It's forbidden you aren't allowed to; it's against the rules)

suggestions

a) We can/could go out for a meal later.
b) Shall we go out for a meal later? (Let's...?/Why don't we...?/How about...?/What about...?)

ability

a) Kim is five years old. She can read and write. (present)
b) When she was three, she could count to ten. (past repeated action)
c) Tony was able to win the race. (managed to do; past single action)

suggesting

a) We can/should revise for your test. (I advise you to; you had better)
b) You must revise for your test. (I strongly advise you to.)

lack of ability

a) Ann can't play the piano. (present)
b) She couldn't swim fast when she was young. (past repeated action)
c) She couldn't reach the top shelf, even though she tried. (past single action)

offering

a) Can I open the window, please? (informal)
b) Could I open the window, please? (more polite)
c) May/Might I open the window, please? (formal)
(Do you mind if...?/Would you mind if...?)

asking for suggestions or instructions

When/How shall I contact you?

possibility

a) She could/may/might finish her work by six o'clock. (it is possible/it is likely/perhaps)
b) She could/might have been late. (... Luckily, she wasn't late.)

logical assumptions

a) She must be on holiday. (positive; I'm sure she is.)
b) She can't be working. (negative; I'm sure she isn't.)
c) He must have been on holiday. (positive)
d) He can't have been at home. (negative)

criticism

He ought to/should have told her the truth. (It would have been better if he had told her the truth.)
### UNIT 5
**Modal Verbs**

#### 18 Match the items in column A to their synonyms in column B.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 You should/ought to...</td>
<td>a You aren’t allowed to ...</td>
</tr>
<tr>
<td>2 You must ...</td>
<td>b It wasn’t necessary for us to ... (but we did)</td>
</tr>
<tr>
<td>3 Shall we ...?</td>
<td>c Why don’t we ...?</td>
</tr>
<tr>
<td>4 You needn’t ...</td>
<td>d He managed to ...</td>
</tr>
<tr>
<td>5 We needn’t have ...</td>
<td>e It wasn’t necessary for us to ...</td>
</tr>
<tr>
<td>6 We didn’t need to ...</td>
<td>f You had better ...</td>
</tr>
<tr>
<td>7 You mustn’t ...</td>
<td>g I’m sure she’s ...</td>
</tr>
<tr>
<td>8 He was able to ...</td>
<td>h Do you mind if I ...?</td>
</tr>
<tr>
<td>9 She must be ...</td>
<td>i You are obliged to ...</td>
</tr>
<tr>
<td>10 He can’t be ...</td>
<td>j It isn’t necessary for you to ...</td>
</tr>
<tr>
<td>11 Could I ...?</td>
<td>k I’m sure he isn’t ...</td>
</tr>
<tr>
<td>12 He may be ...</td>
<td>l Perhaps he’s ...</td>
</tr>
</tbody>
</table>

#### 19 Rephrase the following sentences in as many ways as possible.

1. I advise you to buy this book.  
   ...You should/ought to buy this book...
2. It isn’t necessary for him to take the exam again.
3. I’m sure Terry isn’t at the office.
4. It is possible that Janet will call me this evening.
5. You aren’t allowed to eat and drink in the classrooms.
6. We are obliged to clock in and out every day.
7. I’m sure the boys weren’t upset with the result.
8. Would you like me to do anything to help?
9. Perhaps we will go for a picnic on Sunday afternoon.
10. Sam managed to reach the top of the mountain after climbing for several hours.
11. How about throwing a party on your birthday?
12. It wasn’t necessary for John to attend the seminar.
13. They are obliged to go to a meeting every week.
14. How about visiting some friends on Saturday?

#### 20 Underline the correct word(s).

1. A: Could/May/Shall you tell me the time, please?  
   B: Yes. It’s a quarter past ten.
2. A: Would/Shall/Will we go shopping tonight?  
   B: Yes. We need to buy some food.
3. A: May/Should/Would I help you, madam?  
   B: Yes, please. Can/Shall/Would I have these shoes in black, please?
4. A: Would/Should/Shall I get you another cup of tea?  
   B: No, thank you. I’ve had enough.
5. A: Can/Shall/May you post this letter for me, please?  
   B: Certainly. I’ll do it on my way home from work.
6. A: Shall/Would/Could I speak to Jenny, please?  
   B: I’m sorry, she’s not here at the moment.
   A: Oh. Must/Shall/Would I call later, then?
7. A: May/Will/Would I have a glass of water, please?  
   B: Yes, I’ll get you one.
   A: Could/May/Shall you put ice in it, please?
8. A: Did you call Jane?  
   B: No, I didn’t need to/needn’t because I saw her at work.
9. A: Shall/May/Could you help me, please?  
   B: Yes, of course.
10. A: You mustn’t/needn’t/couldn’t lock the door.  
    B: Oh, will you do it when you leave?

#### 21 Underline the correct word(s).

Dear Victoria,

I’m writing to tell you about the play I’m going to be in. It’s called ‘Only for You’, and I’ve got the leading role. I have a lot of lines and I 1) must/might learn them all before opening night.

We’re performing the play for the first time on Friday night. We’ve been told that a TV company 2) must/may come to film it, so I 3) could/must be on television. I 4) needn’t/might even become famous!

We 5) might/have to rehearse the play every night until Friday, because everything 6) must/shall be perfect for the performance. We 7) couldn’t/mustn’t make any mistakes. 8) Can/Must you come to see the play, or will you be at work? I hope you’ll be able to come. If not, I’ll write and tell you how it went.

I 9) could/must go and learn my lines now. See you soon.

Yours,

Charles
Choose the correct answer.

1. ‘You …C… be late for work.’
   I know. I’m leaving now.
   A needn’t   B must       C mustn’t
2. ‘Jim ….. must lose some weight. His doctor said so.’
   ‘Then he must go on a diet.’
   A mustn’t   B can       C has to
3. ‘I ….. go to the bank today. I have enough money.’
   ‘Well, I’ll go alone, then.’
   A needn’t   B have to   C must
4. ‘Did you deliver that parcel for me?’
   ‘No, I ….. find the house, so I’ve come back to get a map.’
   A can       B could     C couldn’t
5. ‘I ….. clean the house today. It’s dirty.’
   ‘I’ll help you.’
   A needn’t   B must      C mustn’t
6. ‘I ….. feed the dog at lunchtime. My brother did it in the morning.’
   ‘You can do it this evening, then.’
   A didn’t need to B needn’t have C need
7. ‘Do you need any help?’
   ‘Yes, I ….. open the window. It’s stuck.’
   A could     B am able to C can’t
8. ‘I ….. swim until I was ten.’
   ‘Well, I didn’t learn until I was eleven.’
   A can       B can’t     C couldn’t
9. ‘Can I talk to you, please?’
   ‘Sorry, I ….. go now. I’m late for a meeting.’
   A mustn’t   B has to     C must
10. ‘Is Tom good at languages?’
    ‘Yes, he ….. already speak French, German and Italian.’
    A can’t     B can       C could
11. ‘The test was too difficult for me.’
    ‘Oh dear, I ….. do it quite easily.’
    A was able to B can’t     C can
12. ‘Where’s Tom?’
    ‘He’s not at work, so he ….. be at the library.’
    A must      B can’t     C can
13. ‘…… we go shopping today?’
    ‘No. I’d prefer to go tomorrow.’
    A Ought     B Shall     C Will
14. ‘Sorry Mum. I’ve broken a plate.’
    ‘You ….. be more careful.’
    A may       B should    C might
15. ‘Where’s your father?’
    ‘He ….. be in the garage.’
    A might     B can       C mustn’t

Fill in can, can’t, must, mustn’t, needn’t or have to.

1. A: Is Matthew very rich?
   B: He …must… be. He drives a Ferrari.
UNIT 5
Modal Verbs

Choose the correct answer.

25. A letter arrives at your house. You are sure it is from Paul.
   A It might be from Paul.
   B It must be from Paul.
   C It may have been from Paul.

26. You have toothache. Your mother gives you some advice.
   A You may go to the dentist.
   B You should go to the dentist.
   C You might go to the dentist.

27. You are looking for your scarf. You think it is upstairs.
   A It can’t be upstairs.
   B It should be upstairs.
   C It could be upstairs.

28. Your father told you to do your homework. You tell your friends.
   A I will do my homework.
   B I have to do my homework.
   C I might do my homework.

29. You want your neighbour to babysit for you tonight.
   A Would you babysit for me tonight?
   B Shall you babysit for me tonight?
   C Must you babysit for me tonight?

30. You did the washing-up for your mother, but she didn’t expect you to.
   A You mustn’t have done the washing-up.
   B You might not have done the washing-up.
   C You needn’t have done the washing-up.

31. There was a good film on TV. You are sure John didn’t watch it.
   A John should have watched it.
   B John might have watched it.
   C John can’t have watched it.

32. You want to have a pet in your flat, but your landlord tells you it isn’t allowed.
   A You mustn’t keep pets in the flat.
   B You needn’t keep pets in the flat.
   C You will not keep pets in the flat.

33. An old lady is trying to open the door. You offer to do it for her.
   A Couldn’t I open the door for you?
   B Must I open the door for you?
   C Shall I open the door for you?

34. You offer to do the shopping, but your mother says it isn’t necessary.
   A You must do the shopping.
   B You needn’t do the shopping.
   C You could do the shopping.

Choose the correct answer.

1. You ... do your homework before you watch TV.
   A can’t  B should  C shall

2. ... I come in? It’s rather cold out here.
   A Should  B May  C Must

3. You ... water the plants this weekend; they look dry.
   A are able to  B needn’t  C ought to

4. ... you collect the children from school, please?
   A Must  B Will  C May

5. ... you play the piano?
   A Can  B Must  C Should

6. ... buy some milk. There isn’t any left.
   A mustn’t  B may  C must

7. When ... I call you?
   A shall  B must  C needn’t

8. ... swim before I was able to walk.
   A might  B could  C can

9. You ... walk to work. I’ll give you a lift.
   A must  B needn’t  C may

10. Tim ... be out. There are no lights on.
    A shall  B should  C must

Look at the pictures and answer the questions using modal verbs, as in the example.

e.g. No, he can’t be playing. He must be doing his homework.
**IN OTHER WORDS**

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

1. Perhaps Tom is tired.
   - may Tom may be tired.
2. I'm sure she isn't studying hard.
   - can't She can't be studying hard.
3. It is possible that they went out yesterday.
   - could They could have gone out yesterday.
4. It isn't necessary for Joe to come here.
   - have Joe doesn't have to come here.
5. You aren't allowed to use this car.
   - mustn't You mustn't use this car.
6. It wasn't necessary for him to book a table, but he did.
   - have He needn't have booked a table.
7. Let's meet again tomorrow night.
   - can We can meet again tomorrow night.
8. I advise you to call a doctor.
   - should You should call a doctor.

**28**

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

1. It is possible that he has spent all the money.
   - could He could have spent all the money.
2. I advise you to take a course in literature.
   - should You should take a course in literature.
3. It is possible that the police are questioning him.
   - may The police may be questioning him.
4. I'm sure he is lying about his age.
   - must He must be lying about his age.
5. Let's have a break in five minutes.
   - can We can have a break in five minutes.
6. It wasn't necessary for her to give me a lift, but she did.
   - have She had to give me a lift.
7. You aren't allowed to throw litter in the park.
   - mustn't You mustn't throw litter in the park.
8. It isn't necessary for Mother to cook tonight.
   - have Mother doesn't have to cook tonight.
9. It is possible that she has gone home.
   - could She could have gone home.
10. Perhaps Dan is in hospital.
    - may Dan may be in hospital.
11. It wasn't necessary for her to call, but she did.
    - have She didn't have to call, but she did.
12. I advise you to have a rest.
    - should You should have a rest.

**Prepositions**

- apologise to sb for sth
- apply for sth
- annoyed about sth
- clever at sth
- proof of sth
- congratulate sb on sth
- generous of sb to do sth
- tease sb about sth

**29**

Fill in the correct preposition.

1. She was annoyed about the postal strike, as she was waiting for a letter.
2. She is very clever about maths, so she helps me with my homework.
3. Unless his lawyer can find proof of his innocence, John will go to prison.
4. The police congratulated Mr Simmons on catching the burglar.
5. It was very generous of Steve to give all his old records to charity.
6. You shouldn't tease people about their problems.
7. I must apologise to Sarah for missing her party.
8. She applied to the bank for a loan so that she could buy a new car.

**Phrasal Verbs**

- give sb away: betray sb
- give sth away:
  - 1) reveal sth
  - 2) give sth free of charge
- give back: return
- give off: emit (a smell, gas, etc.)
- give out: come to an end
- give up:
  - 1) abandon a habit
  - 2) stop doing sth
- give oneself up: surrender

**30**

Fill in the correct particle.

1. The flowers gave off a nice smell.
2. The shop is giving free bars of chocolate.
3. I told her it was a secret, but she still gave the plan away.
4. The kidnapper gave himself to the police.
5. Dan gave smoking six months ago.
6. You must give the cassette to Julia on Saturday.
7. The water supplies gave, so they drank from the stream.
8. The fire is giving a strange smell. We must get it checked.
Put the verbs in brackets into the correct tense.

Dear Aunt Hilary,

The preparations for Rick's party are well under way now and everyone's getting excited.

We 1) ........................................ (buy) the decorations, but we 2) ........................................ (not/put them up) yet because Dad 3) ........................................ (paint) the house and still has to finish the living room. He 4) ........................................ (also/hire) a clown costume so that he can entertain all the children at the party.

Mum's been very busy. She 5) ........................................ (plan) the menu for the party and she 6) ........................................ (order) the cake from the local baker's. We 7) ........................................ (all/buy) presents for Rick. I 8) ........................................ (clean) the house all week, but I 9) ........................................ (not/finish) yet!

We 10) ........................................ (invite) lots of friends and relatives to the party this year. We 11) ........................................ (write) invitations for ages, but we still have a lot to send!

See you next weekend!

Love,
Josie

Put the verbs in brackets into the correct infinitive tense.

1 A: Is James going to work?
   B: No, it's Sunday. He must ...be going... (go) to the gym.
2 A: I'm really tired.
   B: But you've just woken up. You can't .................. (be) tired.
3 A: Have you seen my blue suit anywhere?
   B: No, but Mum might .................. (take) it to the dry cleaner's.
4 A: Could I .................. (speak) to you, please?
   B: Yes. Come into my office.
5 A: Where is Annie?
   B: I'm not sure. She might .................. (do) her homework upstairs.
6 A: Would you .................. (type) this letter for me, please?
   B: Yes, of course. I'll do it now.
7 A: I need to lose weight, but I don't know how to.
   B: You shouldn't .................. (eat) junk food.
8 A: I saw Jenny yesterday, but I didn't speak to her.
   B: It couldn't .................. (be) Jenny, because she's on holiday at the moment.
9 A: You must .................. (finish) your work before you leave.
   B: I will.
10 A: I looked for your glasses, but they aren't in the house.
    B: I must .................. (leave) them at work.

Underline the correct word(s).

1 When/Before I was walking to work, it started to rain.
2 As soon as/As they were driving to work, their car broke down.
3 He usually reads the newspaper while/until he's drinking his coffee.
4 She had noticed the mistakes before/until the boss saw the report.
5 I had washed the dishes as soon as/before I left the house.
6 Sally went to bed immediately/after she had had a shower.
7 They studied for the exam while/until midnight.
8 I was going down the stairs when/as I tripped.

Cross out the unnecessary word.

1 She is has typed thirty letters so far.
2 Henry hopes to be win the competition.
3 They started to repairing the door an hour ago.
4 Bob hasn't still decorated the flat yet.
5 Frank Sinatra has acted in a number of films.
6 She getting out of the taxi, Kim ran into George.
7 He was mowing the lawn when it had started to rain.
8 He is being used to living in the country.
9 She had booked the tickets before they have left for the theatre.
10 How long ago have you lived here?
35. Put the verbs in brackets into the correct tense.

1. A: I haven’t seen Bob for almost two weeks.
   B: Well, he …(a) been working… (work) hard recently.
2. A: Did Andy come and help you with the painting?
   B: He came, but I …(already) finished by the time he arrived.
3. A: Shall we meet outside the theatre?
   B: Yes, I …(stand) next to the ticket office.
4. A: Where is Uncle Jim?
   B: I think he …(sit) in the garden.
5. A: Could you hang the washing out, please?
   B: Actually, I …(just) did it.
6. A: Did you get to the station on time?
   B: Yes, but I …(wait) for over half an hour when my taxi came.
7. A: Are you going to the meeting next week?
   B: No, it …(end) by the time I finish with my last client.
8. A: Have you already seen this film?
   B: Yes, I …(see) it last week.
9. A: What are you working on at the moment?
   B: Nothing, but I …(perform) in a new show next month.
10. A: Had Sandra been living in Germany for long?
    B: Yes. She …(live) in Germany for ten years before she decided to come back to England.

36. There are seven unnecessary words in the text below. Cross them out.

1. David Livingstone wanted to become a missionary,
2. so in 1840 he went to the Africa. Moving around
3. Africa, he did found out that he enjoyed exploring.
4. In 1852, he insisted on sending his family
5. back to Britain so that they would be safe.
6. He continued to explore because he had wanted to
7. discover a trade route that it would avoid
8. slavery. In 1858, he set out to explore
9. the Zambezi River and then, in 1866, he began
10. another one expedition to find the source of the River
11. Nile. Livingstone has made many interesting
12. discoveries and made people to think differently
13. about Africa. People will always remember him.

A representative of the town council has been to talk to
the citizens of Ralford. He is now writing a report to
show his boss. Use your notes from the Oral Activity to
complete his report, using shouldn’t and could.

The citizens of Ralford feel that there are several
problems with the town. Firstly, the citizens believe
that the council shouldn’t have built a factory. They
think that they could have opened another hospital
instead. ……………………………………………………………………………………………
…………………………………………………………………………………………
The residents hope to have a response from the coun-
cil soon.
UNIT 6
The Passive

Stonehenge was built in prehistoric times. It was probably constructed as a place of worship. Many of its stones have been stolen over the years. It is visited by a lot of tourists every year.

We form the passive with the verb to be and the past participle of the main verb.

\[ \text{to be} + \text{past participle (pp)} \]

- The present forms are:

  present simple: am/is/are + pp
  My car is serviced twice a year.

  present continuous: am/is/are being + pp
  My car is being serviced now.

  past simple: was/were + pp
  My car was serviced last month.

  past continuous: was/were being + pp
  My car was being serviced when I went to the garage.

  present perfect simple: have/has been + pp
  My car has already been serviced.

  past perfect simple: had been + pp
  My car had been serviced by two o’clock.

  future simple: will be + pp
  My car will be serviced tomorrow.

  future perfect simple: will have been + pp
  My car will have been serviced by Monday.

  present infinitive: (to) be + pp
  My car needs to be serviced soon.

  perfect infinitive: (to) have been + pp
  My car should have been serviced last month.

-ing form: being + pp
  I insist on my car being serviced today.

modals: modal + be + pp
  My car must be serviced before the trip.

- 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. Mary got run over by a car while she was crossing the street. (=Mary was run over...)

Use

The passive is used:

a) when the person who carries out the action is unknown, unimportant or obvious from the context.
  Mrs Archer’s ruby ring was stolen from her house last night. (We do not know who stole the ring.)

  Rolls Royce cars are made in England. (It is not important to know who makes the cars.)

  The cows are milked once a day. (It is obvious that the farmer milks the cows.)

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, etc.

  Two teenagers were seriously injured in a car accident last night.

c) when we want to make statements more polite.
  e.g. My new blouse is ruined. (more polite than saying, “You’ve ruined my new blouse.”)

Note: The passive is used more often in written English than in spoken English.
UNIT 6
The Passive

1. What happens to a car when it is taken for a service? Look at the prompts and make sentences using the present simple passive, as in the example.

1 the oil / change
The oil is changed.
2 the brakes / test
3 the filters / replace
4 air / put / in the tyres
5 the battery / check
6 the lights / test
7 broken parts / repair
8 it / take / for a test drive
9 the radiator / fill / with water

2. Mr Sullivan, who is a director, is preparing a scene for his new film. Read the orders and respond using the present continuous passive, as in the example.

1 Move that scenery, please.
It's being moved now, Mr Sullivan.
2 Put those props in place, please.
3 Call the actors, please.
4 Check their costumes, please.
5 Turn on the lights, please.

3. Detective Maguire is talking to a police officer about a burglary which happened early yesterday morning. In pairs, ask and answer questions using the prompts below, as in the example.

1 Have you dusted the house for fingerprints yet?
the house / dust / for fingerprints yesterday
Yes, the house was dusted for fingerprints yesterday.
2 Have you found any evidence yet?
a piece of material / find / this morning
3 Have you interviewed the house owners yet?
they / interview / last night
4 Have you questioned the neighbors yet?
they / question / this morning
5 Have you arrested any suspects yet?
two men / arrest / yesterday evening
6 Have you interrogated the suspects yet?
they / interrogate / last night
7 Have you recovered the stolen goods yet?
they / recover / this morning
8 Have you written your report yet?
it / complete / an hour ago

4. Helen and Chris moved house two years ago. Yesterday, they drove past their old house and saw that it looked very different. Describe the changes using the present perfect simple passive, as in the example.

1 the outside walls / paint
The outside walls have been painted.
2 new windows / put in
3 a garden pond / make
4 the trees / cut down
5 a lot of flowers / plant
6 the old gate / replace

5. A young actress is hoping to star in a new film. Her friend is asking her what is going to happen. Respond to her questions using the passive infinitive, as in the example.

1 Will they audition you for the new film?
Well, I hope to be auditioned.
2 Will they give you a leading role?
3 Will they pay you a lot of money?
4 Will they send you to Hollywood?
5 Will they introduce you to all the stars?
6 Will they ask you to give a TV interview?
7 Will they give you an award?

6. Put the verbs in brackets into the correct passive tense.

1 A: Who looks after your garden for you?
B: It ...is looked after... (look after) by my brother.
2 A: That's a beautiful dress. Where did you buy it?
B: Actually, it ................................ (make) for me by my aunt.
3 A: Have you typed that letter yet, Miss Brown?
B: It ............................................ (type) right now, sir.
4 A: Did you make the coffee when you got to work this morning?
B: No, it .......................................................... (already/make) by the time I got there.
5 A: Are you going to pick up the children today?
B: No, they ........................................... (pick up) by Roger. I've already arranged it.
6 A: Where is your watch?
B: I broke it. It ................................................ (repair) at the moment.
7 A: Has the new furniture for my bedroom arrived?
B: No, it .......................................................... (not/deliver) yet.
8 A: They are building a new sports centre in town.
B: I know. It ................................................ (open) by the mayor next month.
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: Peter feeds the cows. (transitive verb) passive: The cows are fed by Peter.
  but: They leave for work early every day. (The verb leave in this sentence is intransitive; that is, it is not followed by an object. The sentence cannot be changed into the passive.)

<table>
<thead>
<tr>
<th>active</th>
<th>verb</th>
<th>object</th>
</tr>
</thead>
<tbody>
<tr>
<td>subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharon</td>
<td>wrote</td>
<td>a report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>passive</th>
<th>verb</th>
<th>agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A report</td>
<td>was written</td>
<td>by Sharon.</td>
</tr>
</tbody>
</table>

Study the table:

<table>
<thead>
<tr>
<th>active</th>
<th>passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>present simple</td>
<td>The reports are written.</td>
</tr>
<tr>
<td>present continuous</td>
<td>The reports are being written.</td>
</tr>
<tr>
<td>past simple</td>
<td>The reports were written.</td>
</tr>
<tr>
<td>past continuous</td>
<td>The reports were being written.</td>
</tr>
<tr>
<td>present perfect simple</td>
<td>The reports have been written.</td>
</tr>
<tr>
<td>past perfect simple</td>
<td>The reports will be written.</td>
</tr>
<tr>
<td>future simple</td>
<td>The reports will have been written.</td>
</tr>
<tr>
<td>future perfect simple</td>
<td>The reports have to be written.</td>
</tr>
<tr>
<td>infinitive</td>
<td>The reports may be written.</td>
</tr>
<tr>
<td>modals (modal + be + pp)</td>
<td></td>
</tr>
<tr>
<td>She writes the reports.</td>
<td>She is writing the reports.</td>
</tr>
<tr>
<td>She is writing the reports.</td>
<td>She wrote the reports.</td>
</tr>
<tr>
<td>She was writing the reports.</td>
<td>She has written the reports.</td>
</tr>
<tr>
<td>She has written the reports.</td>
<td>She will write the reports.</td>
</tr>
<tr>
<td>She will write the reports.</td>
<td>She will have written the reports.</td>
</tr>
<tr>
<td>She has to write the reports.</td>
<td>She has to write the reports.</td>
</tr>
<tr>
<td>She may write the reports.</td>
<td></td>
</tr>
</tbody>
</table>

◆ 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. A kite was made by John. It was made with paper, paint and string.

◆ 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: People eat a lot of junk food nowadays. passive: A lot of junk food is eaten nowadays.

◆ Object pronouns (me, you, him, etc.) become subject pronouns (I, you, he, etc.) in the passive.
  e.g. active: They rescued me. passive: I was rescued.

◆ 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. However, it is more usual for passive sentences to begin with the person.
  active: Jessica showed Rod some photos.
  passive: a) Rod was shown some photos by Jessica. (more usual)
  b) Some photos were shown to Rod by Jessica.
7  Rewrite the sentences in the passive, where possible.

1. John opened the door.
   \[ \text{The door was opened by John.} \]
2. They didn’t come home late last night.
   \[ \text{It cannot be changed.} \]
3. Their nanny takes them to the park every day.
4. I left very early yesterday afternoon.
5. Meg asked the policeman for directions.
6. Charles is moving house next month.
7. The letter arrived two days ago.
8. Sam took these photographs.

8  Fill in by or with.

1. The lock was broken \[ \text{with...a hammer.} \]
2. This book was written \[ \text{by...my favourite author.} \]
3. The cake was decorated \[ \text{by...icing.} \]
4. The tiger was shot \[ \text{by...a gun.} \]
5. Claire was shouted at \[ \text{by...her teacher.} \]
6. He was hit on the head \[ \text{by...an umbrella.} \]

9  Rewrite the sentences in the passive.

1. Someone is repairing the garden fence.
   \[ \text{The garden fence is being repaired.} \]
2. Do they teach Latin at this school?
3. I don’t like people pointing at me.
4. She hit him on the head with a tennis racquet.
5. Michael has made the preparations.
6. Is Tim cleaning the house?
7. Who built the Pyramids?

10 Put the verbs in brackets into the correct passive tense.

A: Do you still work at Browns and Co?
B: Yes, I do. I \[ \text{have been employed...} \] by Mr Brown for five years now, you know.
A: Oh. Do you still enjoy it?
B: Oh yes! I \[ \text{give...a promotion last year and I’m very happy.} \]
A: A promotion? So, what is your job now?
B: I \[ \text{make...Head of European Sales.} \]
A: So, what do you do?
B: Well, sometimes I \[ \text{send...to other countries on business.} \]
A: I see. Do they pay you well?
B: Well, I \[ \text{pay...quite well and I expect...} \] (give) a pay rise soon.
A: Good for you!
UNIT 6
The Passive

Personal / Impersonal Construction

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 say that he has lost his job.
passive: a) It is said (that) he has lost his job. (impersonal construction)
b) He is said to have lost his job. (personal construction)

active: People know that she works hard.
passive: c) It is known (that) she works hard.
d) She is known to work hard.

active: People think he left the country last night.
passive: e) It is thought (that) he left the country last night.
f) He is thought to have left the country last night.

12 Rewrite the sentences in the passive.

1 Ellie will take the children to school.
   ...The children will be taken to school by Ellie...

2 He cut the grass with the new lawn mower yesterday.

3 Did they show the fire on the news?

4 Emma is showing them the photographs.

5 When did the wind blow down the tree?

6 Who has to sign these papers?

7 Amanda hates people staring at her.

8 She expects her boss to offer her a promotion.

9 He has to tidy his bedroom.

10 Will you have completed the task by Friday evening?

11 Terry offered her a lift to work.

12 Who teaches traditional dance at this school?

13 People often stuff turkeys with chestnut stuffing.

14 They awarded him a prize for his competition entry.

15 Will they play the tennis match on an indoor court?

16 Tom doesn’t like people asking him personal questions.

17 Everyone must learn the poem by heart.

18 Jean hadn’t cleaned the house by the time her husband arrived.

19 Who is going to welcome the guests?

20 We cook all the meals.

21 Grandmother takes care of the children.

22 Kate is choosing a new carpet at the moment.

23 Had Stuart washed the car before he went to the cinema?

24 Peter gave Jane a letter.

25 Who made all these cakes?
UNIT 6
The Passive

13. Make a passive sentence from the words in brackets.

1 A: That’s a beautiful picture.
B: Yes. (It / paint / my mother)
   ...it was painted by my mother...

2 A: Have they caught the thieves yet?
B: Yes. (two men / arrest / yesterday)

3 A: Did you build the garage yourselves?
B: No. (the garage / build / before we moved in)

4 A: Why is Paul afraid of dogs?
B: (he / bite / a dog / when he was a little boy)

5 A: Sarah is very ill.
B: (she / take / to hospital last night)

6 A: This room is a disgrace.
B: (it / not clean / for weeks)

7 A: Did you know about your surprise party?
B: No. (it / arrange / in secret)

8 A: Are you going to drive to work today?
B: I can’t. (the car / not fix / yet)

9 A: Has Tom got a job?
B: No. (he / make redundant / last month)

14. Underline the correct answer.

15. Put the verbs in brackets into the correct active or passive tense.

A: Did you visit many places when you were on holiday?
B: Well, on the first day we 1) ...were taken... (take) on a tour of the historic monuments by our guide.

A: Oh. Did you go everywhere with him?
B: No, we also 2) .................... (go) to some places by ourselves.

A: How did you manage to travel to the other places?
B: We 3) ......................... (advise) to hire a car, but we 4) ......................... (choose) to travel on public transport because it is much cheaper.

A: How did you know which buses and trains to catch, though?
B: We 5) ......................... (ask) at the tourist information centre and we 6) ......................... (give) an excellent book which 7) ......................... (tell) us everything we needed to know.

A: So, you enjoyed it then?
B: Oh, yes! We had a really great time!
Rewrite the following passage in the passive.

Someone broke into the National Gallery late last night. The thieves had broken the alarm system before they climbed through a window. They stole some priceless works of art. They used a getaway car to escape. The police have questioned some suspects. They have not caught the thieves yet.

Rewrite the following passage in the passive.

A few days ago, somebody stole Keith Dunn’s motorbike. Keith had left his motorbike outside his house. Keith reported the theft to the police. The police told him they would try to find his motorbike. This morning, the police called Keith and asked him to go to the police station. They had found his motorbike. The thieves had painted it and then sold it to someone else. The new owner had parked the motorbike outside the police station. The police arrested the thieves.

Rewrite the following passage in the passive.

Yesterday afternoon, a volcanic eruption destroyed an entire village. Mount Sirius, which experts thought was dormant, erupted at 3 p.m. Tourists had seen smoke rising from the mouth of the volcano two days before. The police moved the villagers away from the area for their own safety. Tons of lava and rock came out of the volcano and wrecked houses, roads, and trees. Although the blast physically injured only a few people, doctors are treating many for shock. The authorities are keeping the area surrounding Mount Sirius clear in case of further activity.

Rewrite the sentences in the passive.

1. I made this omelette with onions and cheese.

   ...This omelette was made with onions and cheese...

2. Everyone considers her to be the best student in the class.

3. Mary wants someone to help her when she paints the house.

4. They will have built the new bridge by the end of the year.

5. People ask Eve questions about her job all the time.

6. The detective had collected all the information before he handed in his report.

7. Do people expect Jane to get a promotion this year?

8. Frank doesn’t like people telling him what to do.

9. They washed the car with soapy water.

10. Who will make the speech tomorrow?

11. What did they decorate the streets with?
21 Put the verbs in brackets into the correct passive tense.

Do you think Mars 1) ........................................ (colonise) by humans one day? The planet Mars 2) .......................................................... (know) as ‘the red planet’. The soil there is red and its surface 3) ...................................................... (cover) in volcanoes. Until recently, it 4) ........................................... (believe) that nothing could live on Mars, but during a recent space mission, tests 5) .......................................................... (carry out), and now it 6) ...................................................... (think) that life on Mars might be possible one day. During the space mission, special equipment 7) ................................................. (use) to examine the planet. No form of life 8) ...................................................... (find) yet, and so far, the planet 9) ...................................................... (consider) unsuitable for inhabitation. However, we 10) ................................................. (tell) by scientists that, by 2020, humans 11) ...................................................... (send) to Mars, and that one day, special cities 12) ...................................................... (build) so that we can live there. It 13) ...................................................... (hope) that by 2150, Mars will be a wonderful place to live. If a colony 14) ...................................................... (build) on Mars, would you like to live there?

22 Rewrite the sentences in the passive.

1 My sister told me the joke.
   ........................................ I was told the joke by my sister.
2 Has Chris sent those letters yet?
   .................................................................
3 Mr Jones hates people giving him orders.
   .................................................................
4 People hope that the President will take control of the situation.
   .................................................................
5 My mother decorated this room.
   .................................................................
6 What stung her?
   .................................................................
7 Has Jane read that book yet?
   .................................................................
8 We hope they will send us an invitation too.
   .................................................................
9 They say that Richard has inherited a lot of money.
   .................................................................
10 I can’t stand people laughing at me.
   .................................................................
11 Who is repairing John’s car?
   .................................................................
12 Someone should tell Mary to stop being rude to people.
   .................................................................

23 Choose the correct answer.

1 ’Was Tom pleased with the newspaper article about him?’
   ’No. He was angry because his name ........................... wrong.’
   A spelt       B had been spelt       C is spelt

2 ’Did you buy that picture?’
   ’No, it .......................... to me for my birthday.
   A was given       B gave       C is given

3 ’Are you going to buy a wedding dress?’
   ’No. My dress .................. by my mother.
   A is being made       B is made       C made

4 ’Have you arranged the party yet?’
   ’Yes. All the invitations .................. ’
   A are sent       B have been sent       C sent

5 ’So, have you had your book published?’
   ’Yes. It ............... in all bookshops from June 1st.’
   A will be       B is       C is being

6 ’Do your cats eat a lot?’
   ’No. They ............... once a day, that’s all.’
   A is fed       B are fed       C fed

7 ’Paul is taking me to a ball this weekend.’
   ’I would love ............... to a ball!’
   A take       B to take       C to be taken

8 ’Did you hear about the burglary last week?’
   ’Yes. The thieves ............... now, haven’t they?’
   A have been caught       B caught       C are caught

9 ’Can you swim?’
   ’Oh yes. I ............... how to swim when I was five.’
   A taught       B am taught       C was taught

10 ’Doctors have to do a lot of work.’
   ’Yes, but they ............... well.’
   A be paid       B are paid       C pay

11 ’Where does that lady keep her jewellery?’
   ’It ............... in a safe somewhere in her house.
   A is kept       B are kept       C was kept

12 ’What is happening over there?’
   ’Oh, a new cinema ............... ’
   A is being built       B is built       C was built

13 ’How is Kevin?’
   ’Well, his car ............... last night, so he’s upset today.’
   A is stolen       B has been stolen       C was stolen

14 ’What should you do if you are lost?’
   ’You should stay where you are and wait ............... ’
   A was found       B to find       C to be found

15 ’Have you got Claire’s phone number?’
   ’Yes. It ............... on this piece of paper.
   A is written       B written       C be written
UNIT 6
The Passive

Put the verbs in brackets into the correct passive tense.

1 I’m going to a party tonight. I was invited by my friend.
2 Tom didn’t go to the meeting yesterday. It was cancelled.
3 After being rescued from the river, the boys went to hospital.
4 They were taken to hospital by ambulance.
5 I have a beautiful jumper which was knitted by my grandmother.
6 The new bridge is built already.
7 The tables were set before the restaurant opens tonight.
8 Breakfast is served every day from 7 am to 10 am.
9 This secret must not be revealed to anyone.
10 He is considered to be a very talented musician.
11 Tickets are sold until the day of the concert.
12 The instructions must be followed very carefully.

D Dogs 1) are very loyal animals. They can 2) keep you company and 3) protect you. However, you must 4) look after your dog. They have to 5) (take) for long walks and 6) (feed) regularly. You may 7) (find) that dogs are expensive pets, but they do 8) (make) great companions.

Put the verbs in brackets into the correct active or passive tense.

A A burglary was carried out in the high street yesterday morning. Two men entered a jeweller’s shop and ordered the assistant to hand over jewellery and money. The thieves escaped with jewellery worth £2,000, but the police arrested later, as they were trying to leave the country.

B Floods 1) caused a river to burst its banks. This can happen if there is an unusual amount of rain, or if snow melts and the river overflows. When a flood takes place, crops are destroyed and homes are damaged.

C Tony O’Connell worked for a large company. Last year, he promoted to the position of manager. He gave a large office and a company car. He now has a secretary who answers his calls, and he pays a lot more money than before. He feels very happy about his job now.

E This tree is very old. It was planted in the 19th century.

2 This piece of music was not recorded yet. I’ve just composed it.
3 The thieves stole the jewellery from the safe yesterday.
4 We began work early, but we didn’t finish until late.
5 Jenny complained to the manager about the faulty items at the moment.
6 This photograph was taken by my grandfather when I was five.
7 Don’t touch the saucepan. You might burn yourself.
8 We are delayed because there was a lot of traffic this morning.
9 Not much is known about this complicated subject.
10 I’m going home now because all the work is done.
11 The new nightclub is close to the council last week.
12 Jessica ran two kilometres every day before work.
13 Jim’s house is very modern. It was built only two years ago.
14 Don’t stay up late tonight, or else you will be tired tomorrow.

Make passive sentences using the prompts below. You can use any tense but you should introduce the agent wherever necessary.

e.g. Trousers are worn by both men and women.
Trousers were first worn by women in the ’20s.

1 trousers/wear 6 gift/offer
2 bills/pay 7 TV programme/show
3 computer/use 8 curtains/clean
4 thieves/arrest 9 cake/decorate
5 car/damage 10 I/tell off
IN OTHER WORDS

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

1. Last Monday, we chose the new spokesman.  
   was The new spokesman was chosen last Monday.
2. Richard the Lionheart led the Crusaders in the 12th century.  
   by The Crusaders were led by Richard the Lionheart in the 12th century.
3. They will fire you if you go on behaving like this.  
   get You will get fired if you go on behaving like this.
4. Sheila doesn’t like people interrupting her when she is working.  
   being Sheila doesn’t like being interrupted when she is working.

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

1. People say that a change is as good as a rest.  
   be A change is is said to be as good as a rest.
2. Sylvia is organising the wedding reception.  
   by The wedding reception is being organised by Sylvia.
3. Tom needs someone to help him with his homework.  
   be Tom needs someone to help him with his homework.
4. Someone sent us an anonymous letter.  
   were We received an anonymous letter.
5. My father broke my mother’s glasses when he sat on them.  
   got My mother’s glasses were broken when my father sat on them.
6. Erica covered the sofa with an old sheet.  
   was The sofa was covered with an old sheet by Erica.
7. Gina likes the chauffeur driving her to work every day.  
   being Gina likes the chauffeur who drives her to work every day.
8. Someone should inform the employees about the strike.  
   be The employees should be informed about the strike.
9. They will offer Mr Templer a more responsible post.  
   to A more responsible post will be offered to Mr Templer.
10. David hasn’t signed the new contract yet.  
    been The new contract hasn’t been signed yet.

11. Is Tim producing a new film next year?  
    produced Is a new film being produced next year?
12. They expect Monica Smith to win the competition.  
    expected Monica Smith is expected to win the competition.

29. Rewrite the sentences in the active.

1. The actor was paid £10,000 to make the commercial.  
   ...They paid the actor £10,000 to make the commercial...
2. A new cinema is being built in the city centre.  
   built A new cinema is being built in the city centre.
3. Breakfast will be served at eight in the morning.  
   served Breakfast will be served at eight in the morning.
4. All her best jewellery had been stolen by the burglars.  
   stolen All her best jewellery had been stolen by the burglars.
5. A lot of food was eaten at the party.  
   eaten A lot of food was eaten at the party.
6. An old shipwreck has been discovered by divers.  
   discovered An old shipwreck has been discovered by divers.
7. She is going to be sent to Germany on business.  
   sent She is going to be sent to Germany on business.
8. The band’s latest video was made in Prague.  
   made The band’s latest video was made in Prague.
9. Designer clothes are sold in this shop.  
   sold Designer clothes are sold in this shop.
10. The exam had been taken by all the children.  
    taken The exam had been taken by all the children.
11. The experiment was being done by the scientists.  
    done The experiment was being done by the scientists.
12. The exhibition will be opened by the mayor.  
    opened The exhibition will be opened by the mayor.
13. The Statue of Liberty was given to America by the French.  
    given The Statue of Liberty was given to America by the French.
14. Chinese is spoken by more than one billion people.  
    spoken Chinese is spoken by more than one billion people.

30. There are seven unnecessary words in the text below. Cross them out.

1. St Patrick’s Hospital, which was been completed  
2. last week, is to be opened this afternoon by the Minister of Health.  
3. The hospital it was built on the site of the old  
4. Opera House and is then the largest hospital in the county.  
5. The wards are modern and spacious, and the building is filled by with the most up-to-date  
6. equipment. The money for the hospital was been  
7. raised by charity organisations and the Minister did  
8. congratulate them on their hard work.
Prepositions

proud of sb/sth
sorry about sth
sorry for doing sth
surprised at/ by sth
upset about sth
worried about sb/sth
warn sb of/about sb/sth
reply to sb/sth
search for sb/sth
smile at sb

Revision Box

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

Carl decided 1) ...to move... (move) to London. He hoped 2) ......................... (find) a job there. He looked forward to 3) ......................... (live) in the city and imagined himself 4) ......................... (work) as a successful businessman. He didn’t expect 5) ......................... (have) any problems. After a month though, he regretted 6) ......................... (move) to London. He spent all day 7) ......................... (travel) to interviews, he couldn’t get used to 8) ......................... (hear) so much noise all the time, and the pollution made him 9) ......................... (feel) ill. Just when he thought there was no point in 10) ......................... (try) any more, a company offered 11) ......................... (employ) him and agreed 12) ......................... (pay) him the salary he wanted.

Phrasal Verbs

go after: 1) chase sb/sth
2) aim for sth
go in for: enter a competition, exam, etc.
go on: 1) continue
2) happen
go through: examine sth in detail
go out: 1) to stop burning
2) to become less fashionable
go off: 1) explode, make a sudden noise
2) go bad

Fill in the correct particle.

1) They decided to go ...on... walking even though they were tired.
2) I’m afraid the milk has gone ......................... .
3) The dog went ......................... the sheep.
4) Sam decided to go ......................... the poetry competition.
5) We watched the fire go ......................... , then went to bed.
6) The thieves went ......................... every desk in the office.
7) What is going ......................... here?
8) Long skirts went ......................... in the 60’s.

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Dear Mum and Dad,

You 1) **never guess** (never/guess) what 2) .........................
(happen). James 3) ................................ (ask) me to marry him!
We 4) ........................................ (go out) for dinner last night, and
just as we 5) ................................. (have) our coffee, he
6) ................................. (bring out) a beautiful diamond
ring. We 7) ................................. (talk) about getting married
for a long time, but it was still a surprise! Of course, I agreed!

We 8) ................................ (plan) to get married in the spring. I
9) ................................. (wear) a beautiful, long white dress and we
will have three bridesmaids who will wear pink. James 10) .........
................................. (think) of taking me to Prague for our honeymoon.

I’m sure you 11) .............. (be) happy for me, and I can’t wait
to see you and discuss the wedding with you. We won’t be able
to come and visit you until next month, though. Sorry. Meanwhile, I’ll
write and tell the rest of the family my wonderful news!

Love,
Chloe

---

36 Choose the correct answer.

1 ‘What are you doing tonight?’
   ‘I ..B, tidy my bedroom. My mother told me to do it.’
   A could B have to C can

2 ‘What do you want to do when you leave school?’
   ‘Actually, I hope .......... a vet.’
   A to become B becoming C become

3 ‘Where have you been? I haven’t seen you for a while.’
   ‘Oh, I ............ very hard recently.’
   A am working B have been working C work

4 ‘Has Clive just moved to the area?’
   ‘Yes, he has, but he .......... about moving here for
years, you know.’
   A had been thinking B is thinking C will have been thinking

5 ‘Did you watch the late film on TV last night?’
   ‘Yes, but I .......... it twice before.’
   A already saw B was already seeing C had already seen

6 ‘You’re going on holiday soon, aren’t you?’
   ‘Yes. This time next week, I .......... coffee in Brazil.’
   A will be drinking B will drink C am drinking
UNIT 7
Clauses

Time Clauses

The children had breakfast with their parents before they left for school. Their mother will have cleaned the house by the time they come back.

◆ Time clauses are introduced with the following time conjunctions:

- when - as - no sooner ... than - while - before - the moment that - since - after - hardly ... when - till/ until - by the time - whenever - as long as - as soon as, etc.

◆ Time clauses are subordinate clauses and usually go with a main clause. When the time clause precedes the main clause, a comma is used.

e.g. After I have cleaned my room, I will watch TV.

I will watch TV after I have cleaned my room.

◆ We never use future tenses after time conjunctions; we use the present simple or the present perfect instead when we are talking about the future.

e.g. Sharon will give us the money after she gets paid. (NOT: ...after she will get paid.)

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.

Main clause            Time clause

| present / future / imperative          | present simple or present perfect |
| I'll tidy up after we finish/have finished cooking. |
| Lock the door when you leave.         |
| past simple / past perfect            | past simple or past perfect       |
| She had a nap after she had tidied up. |
| Jim had fallen asleep before Ann got home. |

1 Identify the main clause and the time clause in each sentence. Add a comma where necessary.

1 I'll call you as soon as I get home.

2 Before you go out to play tidy your bedroom.
3 As we were walking in the park we watched the children playing.
4 We went shopping after we had finished work.
5 The children will stay at the party until their parents come to pick them up.
6 While you are watching TV you can iron the clothes.

2 Underline the correct tense.

1 When we go/will go shopping, I'll buy you something nice.
2 Donna started looking for a new job after she will pass/had passed the exam.
3 I always will wake up/wake up when the alarm clock goes off.
4 When we went/went to the party, we took a gift with us.
5 After I have finished my homework, I watch/will watch a film on TV.
6 I will paint/painted the walls after I had covered all the furniture with old sheets.
7 The children are going to the park. They will have some ice cream while they will be/are there.
8 No sooner had she left the building than the fire broke/breaks out.
9 By the time Sam finishes/will finish work, it will be dark outside.
10 Joan stayed at the office until she has done/had done all her work.
11 I usually read/will read a book before I go to sleep.
Time Conjunctions

- **before** = before a past time
  e.g. Melissa started work last year.
  She had graduated two years before.
  (= two years before last year)

- **ago** = before now
  e.g. Peter graduated four years ago.
  (= four years before now)

- **by the time + clause** = before, not later than the moment something happens
  e.g. I will have arranged everything by the time you come back.
  (= before, not later than the moment you come back)

- **until/till + clause/time adverb** = up to the time when
  e.g. He will wait for you until/till you are ready.
  (= up to the time when you are ready)
  I’ll be away until/till Tuesday.
  (= up to Tuesday)

- **by** = not later than
  e.g. I have to be back by Tuesday evening.
  (= not later than Tuesday evening)
  **Note:** not ... until/till = not ... before
  e.g. I will not sign anything until/till/before I have talked to my lawyer.

- **while/as + clause** = in the time period
  e.g. The earthquake occurred while/as they were sleeping.

- **during + noun** = in the time period
  e.g. The earthquake occurred during the night.

- **no sooner ... than** = hardly ... when
  We use these structures to show that one action happened almost immediately after another action.
  e.g. Sheila had no sooner finished reading the letter than she burst into tears.
  I had hardly opened the door when the cat got out.

- **as soon as** = the moment (that)
  e.g. Call me as soon as/the moment (that) you arrive.

- **when** (time conjunction) + present tense
  **when** (question word) + will
  e.g. When I see Tom, I’ll let him know.
  (time conjunction)
  I don’t know when he will be back.
  (question word)

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

SA: When will they go home?
SB: When they finish their exam, they’ll go home.

4. Match the items in column A to those in column B to make correct sentences.

```
A | B
---|---
1. He went to university | a. until I’m ready?
2. After she had passed her driving test, | b. I couldn’t believe it.
3. I’ll call you | c. she bought a new car.
4. When I heard the news, | d. after he left school.
5. They locked all the doors | e. before they left.
6. While he was sleeping, | f. as soon as I arrive.
7. Will you wait for me | g. somebody broke in.
```

5. Underline the correct word(s).

1. Sam got married last year. His brother had got married two years ago/before.
2. The storm broke as/during the climbers were running for shelter.
3. I expect Samantha will have woken up by/until nine o’clock.
4. We’ll stay in the house until/before it stops snowing.
5. By/After I’ve finished my work, I’ll go out.
6. You are welcome to stay in my flat as long as/as soon as you like.
UNIT 7
Clauses

7 Call me the moment/until you arrive back home.
8 Since/When you go to the shop, don't forget to ask for a receipt.
9 He was singing a song during/while he was walking.
10 The thieves had escaped by the time/by the police arrived.
11 Turn off the lights before/as long as you go to bed.
12 He offered to help no sooner/whenever I was in trouble.
13 Please call me as soon as/till you get the results.

6 Put the verbs in brackets into the correct tense.

1 A: Could you do the shopping for me, please?
   B: Certainly, but only after I ...finish/ have finished... (finish) washing the car.
2 A: Have a safe journey.
   B: Thanks. I ........................................ (call) you as soon as I .............................. (arrive) home.
3 A: Did you wash the dishes before you left?
   B: No, but I ..................................... (wash) them when I .................................. (get) home tonight.
4 A: How did you break your leg?
   B: I .............................. (fall) as I ......................... (go) down the stairs.
5 A: Did James walk the dog?
   B: No. He says he ............................................ (do) it when he .................................... (come) back.
6 A: When will they announce their engagement?
   B: They won't announce it until they ........................................ (set) a date for their wedding.
7 A: When did you realise your wallet was missing?
   B: I realised it the moment I ........................................ (open) my briefcase.
8 A: Have you listened to your new CD yet?
   B: No, but I ..................................... (listen) to it after I ................................ (tidy) the garage.

7 Fill in the gaps with since, until, while, before, hardly ... when, as soon as, when or as long as.

1 I was listening to the radio ...when... I heard the news.
2 Sharon waited in the car ......................... Sam was filling the petrol tank.
3 I had .................... finished my dinner .................. my friend knocked at the door.
4 I have to do my homework ..................... I can go out.
5 You can keep this book ..................... you like.
6 Jack has been friends with Seb .................. they were at school together.
7 She fell asleep .................. she closed her eyes.
8 I can't pay the bills .................. my boss gives me my wages.

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

1 We can't leave. We have to wait for the rain to stop first.
   until We can't leave ...until the rain has stopped.
2 Jessica opened the door. The bird flew out of the cage.
   hardly Jessica had ......................... the bird flew out of the cage.
3 They returned home. They realised that their house had been burgled.
   sooner They had no ......................... they realised that their house had been burgled.
4 As soon as he saw the police, he started running.
   moment He started running .................. the police.
5 She collected some information before she called the agency.
   after She called the agency .................. some information.
6 Helen had no sooner set the table than the guests arrived.
   hardly Helen had .................. the guests arrived.
7 Paul fell asleep during the film.
   while Paul fell asleep .................. the film.
8 They will come home at seven o'clock. Mary will have cooked dinner by then.
   time Mary will have cooked dinner by .................. home.
Clauses of Result are used to express the result of something. They are introduced with:

so - so/such ... (that) - as a result - therefore - consequently/as a consequence, etc.

- so e.g. I was tired, so I went to bed early.
- such a/an + adjective + singular countable noun e.g. She is such a nice girl (that) everybody likes her.
- such + adjective + plural/uncountable noun e.g. They are such friendly people (that) they make you feel welcome.

It was such hot weather (that) we went swimming.
- such a lot of + plural/uncountable noun e.g. They gave me such a lot of presents (that) I couldn’t carry them home.
- so + adjective/adverb e.g. She is so clever (that) everyone admires her.
He runs so fast (that) no one can compete with him.
- so much/little + uncountable noun so many/few + plural e.g. There was so much smoke in the room (that) I couldn’t breathe.
There were so many people on the bus (that) we couldn’t move.
He has so few friends (that) he feels lonely at times.
She earns so little money (that) she can’t live on her salary very easily.
- as a result/therefore/consequently e.g. Certain species of animals are being killed for their fur, and as a result/therefore/consequently they are becoming extinct.

Forests are being destroyed. As a result/Therefore/Consequently a lot of animals are losing their homes.

9 Fill in so, such or such a.

1 A: Why didn’t you come to work last week?
B: I had ....such a... bad cold that I stayed in bed all week.
2 A: Are you going to John’s party tonight?
B: No, I have ...................... much work to do that I can’t go.
3 A: I really like that new shop in town.
B: So do I, but it sells ......................... expensive clothes that I never buy anything.
4 A: I don’t want to go out tonight.
B: Oh, but it’s ......................... lovely evening that it would be a shame to stay at home.
5 A: I didn’t enjoy that film last night.
B: Neither did I. It was ......................... boring that I almost fell asleep.

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

1 It was raining heavily. We stayed in.
   so It was raining ...so heavily that we... stayed in.
2 We had a great time because the people at the hotel were very friendly.
   such They were ......................... people at the hotel that we had a great time.
3 Jackie spent a lot of money last week, so she can’t pay the rent now.
   much Jackie spent ......................... last week that she can’t pay the rent now.
4 Kate doesn’t pay much attention to the way she dresses. She looks untidy.
   so Kate pays ......................... to the way she dresses that she looks untidy.
5 There was a lot of noise last night and I couldn’t sleep.
   such There was ......................... last night that I couldn’t sleep.
6 The party wasn’t a success because Jack invited very few people.
   so Jack invited ......................... to the party that it wasn’t a success.
7 The cake was delicious. We ate it all.
   such It was ......................... that we ate it all.
8 The instructions were confusing. I couldn’t understand them.
   such They were ......................... I couldn’t understand them.
9 The weather was bad. We didn’t enjoy our holiday.
   such It was ......................... we didn’t enjoy our holiday.
The air is becoming polluted because of factories. The air is becoming polluted due to the fact that there are a lot of factories.

Clauses of reason are used to express the reason for something. They are introduced with:

- as/since - because - the reason for/why - because of/due to, etc.
- as/since e.g. She took a taxi home as/since it was late. As/Since it was late, she took a taxi home.
- because e.g. I went to bed early because I was tired. Because I was tired, I went to bed early.
- the reason for + noun/-ing form
- the reason why + clause
e.g. The reason for her delay was (the fact) that she had missed the train.
   The fact that she had missed the train was the reason for her being delayed.
   The reason why she was delayed was (the fact) that she had missed the train.
- because of/due to + noun
- because of/due to the fact that + clause
e.g. They came home late because of the traffic. They came home late due to the traffic.
   She was promoted because of the fact that she works hard.
   She was promoted due to the fact that she works hard.

Rewrite the sentences using the word(s) in brackets.

1. He wore a jacket because it was cold. (since) ...
   Since it was cold, he wore a jacket...
2. She won the competition, so she was happy. (due to)
   ...
3. There was a lot of noise, so she couldn’t concentrate. (because)
   ...
4. He was new to the area, and therefore he didn’t know anyone. (as)
   ...
5. She missed the bus, so she was late for the meeting. (the reason for)
   ...
6. He worked hard, and as a result he passed the exams with excellent grades. (because of)
   ...
7. His best shirt was dirty, therefore he couldn’t wear it to the party. (the reason why)
   ...

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

1. Tim turned on the lights because it was dark. (since) Tim turned on the lights ...
   since it was ...
   dark.
2. He didn’t have any qualifications. As a result, he didn’t get the job. (because) He didn’t get the job ...
   any qualifications.
3. The fact that the job was poorly paid was the reason why she turned it down. (for) The fact that the job was poorly paid was ...
   it down.
4. They didn’t go because it was foggy. (of) They didn’t go ...
   the fog.
5. She didn’t have enough cash with her, so she paid by credit card. (as) She paid by credit card ...
   enough cash with her.
6. She didn’t hear her alarm clock. As a result, she was late for work. (due) She was late for work ...
   she didn’t hear her alarm clock.
7. The reason why she wanted to be alone was the fact that she was upset. (for) The fact that she was upset was ...
   to be alone.
8. They didn’t know the area well, so they asked for directions. (as) They asked for directions ...
   the area well.
9. David put more wood on the fire because it was cold. (since) David put more wood on the fire ...
   cold.
10. Some trees fell down last night because it was windy. (of) Some trees fell down last night ...
    windy.
Clauses of Purpose

They went to the beach to enjoy the sunset. They went to the beach so that they could enjoy the sunset.

Clauses of purpose are used to express the purpose of an action. That is, they explain why someone does something. They are introduced with:

- **to** - in order to/so as to
- **so that/in order that** - in case, etc.

- **to - infinitive**
  e.g. I’m going out to get some fresh air.

- **in order to/so as to** (formal)
  e.g. He went to Harvard in order to/so as to obtain a degree in economics.
  In negative sentences we use in order not to or so as not to. We never use not to alone.
  He took a taxi in order not to be late.
  (NOT: He took a taxi not to be late.)

- **so that + can/will** (present or future reference)
- **so that + could/would** (past reference)
  e.g. He works hard so that he can make a lot of money.
  She reserved a table so that she wouldn’t have to wait in a queue.

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 inform you of the final dates today in order that you can make travel arrangements.

- **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 a map in case you get lost.
  (NOT: Take a map in case you will get lost.)
  She called her parents in case they were worried about her.

- **for + noun** (when we want to express the purpose of an action)
  e.g. They went to an Indian restaurant for dinner.

- **for + -ing form** (when we want to express the purpose or function of something)
  e.g. We use an axe for chopping wood.

Clauses of purpose follow the rule of the sequence of tenses, like time clauses (page 86).
  e.g. Ann left some soup in the fridge so that Jim could eat it later.
  (NOT: Ann left some soup in the fridge so that Jim eat it later.)

13 Match each picture to a suitable phrase from the box, and in pairs, ask and answer questions, as in the example.

**SA:** What’s a broom used for?
**SB:** It’s used for sweeping floors.

14 Underline the correct word(s).

1 He went to the bank so that/to get some money.
2 They walked slowly on the ice in order that/to not slip and fall.
3 She’s going to work very hard in order that/to pass her exams.
4 We sat near the door in case/so that we could leave early.
5 She closed the door quietly so as not/to/in case wake her parents.
UNIT 7
Clauses

15

A You’re packing for a holiday abroad and you’re talking to a friend about what you should take with you. In pairs, ask and answer questions using the prompts below, as in the example.

SA: Shall I take my raincoat?
SB: Yes, take your raincoat in case it rains.

- raincoat / rain
- credit card / run out of money
- swimsuit / go swimming
- some medicine / catch a cold
- some plasters / cut yourself
- jumper / be cold

B Now you’re back from your holiday. Using the same prompts as above, make sentences, as in the example.

e.g. I took my raincoat in case it rained.

16

Join the sentences using the word(s) in brackets.

1 I’ve joined a gym. I want to get fit. (to)
   .................................................................
2 She is learning English. She wants to get a job in England. (so that)
   ........................................................................................
3 He got a loan from the bank. He wanted to expand his business. (in order to)
   ........................................................................................
4 He will take some money with him. He may want to buy something. (in case)
   ........................................................................................
5 She wrote the date down in her diary. She didn’t want to forget it. (so that)
   ........................................................................................
6 They arrived at the station early. They didn’t want to miss the train. (so as not to)
   ........................................................................................
7 They took some water with them. It was possible they would get thirsty. (in case)
   ........................................................................................
8 He put the letter on the table. He wanted his mother to post it. (so that)
   ........................................................................................
9 The courier came into the office. He wanted to deliver the parcel. (to)
   ........................................................................................
10 Pamela called the lost property office. She wanted to report the loss of her luggage. (in order to)
   ........................................................................................

17

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

1 He set his alarm clock. He didn’t want to oversleep. (that)
   ........................................................................................
2 I’ll take my umbrella. It might rain this afternoon. (in case)
   ........................................................................................
3 Sam called Mary. He wanted to invite her to a party. (to)
   ........................................................................................
4 Tom took his cheque book. He didn’t want to run out of money. (in case)
   ........................................................................................
5 We use a watering can to water plants and flowers. (for)
   ........................................................................................
6 I went to bed early. I didn’t want to be tired the next day. (that)
   ........................................................................................
7 They took a map with them. They didn’t want to get lost. (not)
   ........................................................................................
8 Jack is studying business at university. He wants to get a good job. (that)
   ........................................................................................
Sue and Jane have just returned from a party. They are discussing what happened. Make sentences using the prompts below, as in the example.

S: The music was brilliant.
J: (it / be / a bit loud) 1) It was a bit loud, though...
S: Tracy looked wonderful.
J: (I / not like / her dress) 2) ______________________
S: There were so many people there!
J: (they / not be / very friendly) 3) ______________________
S: We had wonderful food.
J: (it / be a bit cold) 4) ______________________
S: The atmosphere was fantastic.
J: (it / be / too dark) 5) ______________________

Rewrite the sentences using the word(s) in brackets.

1. Your car is new and fast. My car is old and slow. (while)
   Your car is new and fast, while my car is old and slow.
2. He went to bed early. He was tired the next day. (yet)
   He went to bed early. He was tired the next day.
3. The Smiths go on holiday to Spain. The Millers go to Switzerland. (whereas)
   The Smiths go on holiday to Spain. The Millers go to Switzerland.
4. He had passed his exams. He couldn’t find a good job. (although)
   He had passed his exams. He couldn’t find a good job.
5. They ate all the food. It was tasteless. (in spite of)
   They ate all the food. It was tasteless.
6. The performance was bad. Everyone applauded at the end. (nevertheless)
   The performance was bad. Everyone applauded at the end.
7. We had a map. We got lost. (though)
   We had a map. We got lost.
8. He didn’t go back to work. He felt better. (despite)

Choose the correct answer.

1. ...C... being shy, Jim gave a speech at the concert.
   A However  B Yet  C Despite
2. he hated shopping, he went to the supermarket.
   A However  B Even though  C While
3. Jane works very hard, Kate is lazy.
   A whereas  B even though  C despite
4. This car is fast, it is also very noisy.
   A despite  B but  C in spite
5. She likes Peter. She doesn’t like his brother.
   A whereas  B but  C though
6. the rain, the football match went ahead.
   A In spite of  B However  C While
7. of being tired. Jeff went to the party.
   A In spite  B Despite  C Although
Complete the sentences.

1. In spite of the heavy traffic, I got to work on time. Although ... the traffic was heavy, I got to work on time.
2. Despite winning the race, Sam still wasn’t happy. Even though ...
3. Although it rains a lot in England, I love living there. Despite ...
4. Even though Tom is a qualified doctor, he doesn’t have a job. In spite ...
5. Despite the fact that I was hungry, I didn’t eat anything. Even though ...
6. Even though he was ill, Jim went to work. Despite ...
7. In spite of losing her job, she didn’t get depressed. Although ...
8. Although he doesn’t like his boss, he works very hard. In spite ...
9. Even though it is very cold, she is only wearing a T-shirt. Despite ...
10. In spite of her busy schedule, she makes time for her children. Even though ...

Rephrase the sentences in as many ways as possible, as in the example.

1. Tom is clever. He doesn’t work hard at school.
   a) Although / Even though Tom is clever, he doesn’t work hard at school.
   b) In spite of / Despite (his) being clever, Tom doesn’t work hard at school.
   c) Tom is clever. He doesn’t work hard at school, though.
   d) In spite of / Despite the fact that Tom is clever, he doesn’t work hard at school.
   e) Tom is clever. However, he doesn’t work hard at school,..., etc.
2. The dress is very beautiful. It is very expensive.
3. There weren’t many people at the party. We had a lovely time.
4. Sue is a good friend. I don’t tell her all my secrets.
5. She had many friends. She felt lonely.
6. He studied French at school. He doesn’t remember any.
7. The meeting lasted three hours. No one was bored.
8. It was cold outside. The sun was shining.

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.

- **how + adjective/adverb**
  - e.g. How tall she is! How carefully he drives!
- **what + a/an (+ adjective) + singular countable noun**
  - e.g. What a pretty baby!
  - What an amazing story! What an experience!
- **what (+ adjective) + uncountable/plural noun**
  - e.g. What colourful paintings!
  - What horrible weather!
  - (NOT: What terrible weather!)
- **so + adjective/adverb**
  - e.g. She’s so polite! He ran so fast!
- **such + a/an (+ adjective) + singular countable noun**
  - e.g. He’s such a generous man!
- **such (+ adjective) + uncountable/plural noun**
  - e.g. They’re such polite children!
  - He gave me such useful advice!
- **negative question**
  - e.g. Isn’t it great to be here?

Fill in what (a/an) or how.

1. ....... beautiful earrings she is wearing!
2. .............. clever of you to pass all of your exams!
3. ............. delightful restaurant this is!
4. ......... cold it is this evening!
5. .............. wonderful taste in paintings you have!
6. ........ outstanding performance she gave!
7. ............... stupid of me to forget his birthday!
8. .............. kind of you to visit me in hospital!
9. ............... terrible mistake it was to invite Sarah!
10. .............. awful bullies those two boys are!
11. .............. exciting news!
12. ............... rude of Tāra to ignore me all evening!

Rephrase the sentences in as many ways as possible, as in the example.

1. How lazy you are!
   - What a lazy person you are! You’re so lazy! You’re such a lazy person! Aren’t you lazy!
2. What a horrible noise!
3. How pretty that kitten is!
4. What a funny joke!
5. How silly of me!
6. What terrible news!
Clauses of Manner

They look as if/as though they are celebrating.

I don't like her. She speaks to me as if she was the boss.

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 sounds as if/as though he's got a cold.
(It's possible that he has a cold.)
She looks as if/as though she is a model.
(It's possible that she is a model.)

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 speaks about the royal family as if/as though he was a good friend of theirs.
(He is not a friend of the royal family.)
She behaves as if she were the boss. (were is more formal than was)

Note: We can use like instead of as if/as though in spoken English.

e.g. It looks as if it is going to rain. It looks like it is going to rain. (informal spoken English)

---

Match the items in column A to those in column B and join them using as if/as though.

e.g. 1 - c He feels as if/as though he hasn't slept properly for weeks.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Rick is tired. He feels</td>
<td></td>
</tr>
<tr>
<td>2 Claire is out of breath.</td>
<td></td>
</tr>
<tr>
<td>She sounds</td>
<td></td>
</tr>
<tr>
<td>3 Jim is very angry. He feels</td>
<td></td>
</tr>
<tr>
<td>4 Sarah spoke very quickly.</td>
<td></td>
</tr>
<tr>
<td>She sounded</td>
<td></td>
</tr>
<tr>
<td>5 Martin looked very happy.</td>
<td></td>
</tr>
<tr>
<td>He was smiling</td>
<td></td>
</tr>
<tr>
<td>6 Tom sneezed. He sounded</td>
<td></td>
</tr>
<tr>
<td>a he had won the lottery.</td>
<td></td>
</tr>
<tr>
<td>b she has run a marathon.</td>
<td></td>
</tr>
<tr>
<td>c he hasn't slept properly for weeks.</td>
<td></td>
</tr>
<tr>
<td>d she was in a hurry.</td>
<td></td>
</tr>
<tr>
<td>e he is going to explode.</td>
<td></td>
</tr>
<tr>
<td>f he had a cold.</td>
<td></td>
</tr>
</tbody>
</table>

---

Put the verbs in brackets into the correct tense.

1 Mary was sniffing when I spoke to her on the phone. She sounded as though she ...was crying... (cry) at the time.
2 You seem very happy today. You seem as though you ......................... (just/hear) some good news.
3 Sarah looked very frightened last night. She looked as if she .......................... (see) a ghost.
4 She didn't know him, but she acted as if she ...................................... (know) him.
5 What a delicious smell! It smells as if father ............ ........................................ (bake) at the moment.
6 My boss tells the same jokes all the time and we always laugh as if we ........................................ (never/hear) them before.
7 Emma was wearing a beautiful dress last night. She looked as if she .............................. (go) to a party.
8 Jack is only twenty-two years old, but sometimes he behaves as though he ......................... (be) much older.
9 There was a lot of noise last night. It sounded as if the people next door ................................... (have) a party.
10 They must have had an argument because they acted as if they ................................. (not/like) each other.
11 It's very cold outside today. In fact, it feels as if it ........................................ (snow).
12 James has been very selfish recently. He has been behaving as though he ................. (not/want) to help anyone out.
13 Helen didn't study science at university, but sometimes she talks about it as if she .............................. (be) an expert on the subject.
IN OTHER WORDS

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

1 Although she is rich, she never gives to the poor.
   spite She never gives to the poor in spite of (her) being rich.

2 The game was cancelled because it was raining heavily.
   as The game was cancelled as it was raining heavily.

3 She had no money, so she didn’t go on holiday.
   therefore She had no money, and therefore she didn’t go on holiday.

4 He studied hard because he wanted to be top of the class.
   so He studied hard so as to be top of the class.
   that He studied hard so that in order that he could/would be top of the class.

5 Take some money because you might need it.
   case Take some money in case you need it.

6 It was foggy, so all flights were delayed.
   of All flights were delayed because of the fog.

7 The film was sad, so we all cried at the end.
   such It was such a sad film that we all cried at the end.

---

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

1 They left work early today because the meeting was cancelled.
   as They left work early today ...as the meeting was cancelled.

2 She has a car, yet she walks to work every day.
   spite She walks to work every day ...because she has a car.

3 Take a book with you because you might get bored.
   case Take a book with you in case you get bored.

4 She is a happy child, so everyone loves her.
   such She is such a happy child that everyone loves her.

5 There was lots of traffic, so we were late for work.
   therefore There was lots of traffic, and as a result we were late for work.

6 It was cold, so we turned on the heating.
   because We turned on the heating because it was cold.

7 I put the money in the safe because I didn’t want to lose it.
   that I put the money in the safe because I didn’t want to lose it.

---

28 Fill in the gaps with one of the verbs from the list in the correct form and a suitable preposition.

1 Emma is regarded as the best singer in the choir.
2 Every summer I suffer from hay fever.
3 I’m thinking about getting a new car.
4 The crew were thinking about drowning by the lifejackets they wore.
5 We didn’t know how Kevin would react to the news.
6 After the heatwave, everyone was tired of rain.
7 She was thinking about the sale and did a lot of shopping.
8 The archer hit the target, but missed.
9 I’m reading my radio for all the latest news.
10 The army was thinking about taking control of the city last night.
11 In the summer I was thinking about the beach.
12 She lost control of the car and hit a tree.

---

29 Fill in the correct particle.

1 The police are looking into a series of robberies.
2 She looked through the TV guide to see if there was a good film on.
3 You can look up the meanings of words in a dictionary.
4 My mum is looking after my dog while I am on holiday.
5 I’m looking forward to the party next weekend.
6 Sam spent half an hour looking for his keys.
7 Look out for jellyfish when you swim in the sea.
Revision Box

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

1. It isn't necessary for you to write that report today. **have** You ...don't have to write... that report today.
2. Let's have a short break before we go on. **can** We ................................ a short break before we go on.
3. You aren't allowed to talk during the exam. **mustn't** You ................................ during the exam.
4. I advise you to go to bed early. **should** You .................................. early.
5. Perhaps she missed the train. **may** She ...................................... the train.
6. It is possible that they were lying to us. **could** They ........................................... to us.
7. It wasn't necessary for me to go to work, but I did. **needn't** I ........................................ to work.
8. Let's stay in and watch the film on TV this evening. **can** We ...................................... the film on TV this evening if you like.
9. I advise you to spend more time studying. **should** You .................................. studying.
10. I'm sure he has gone on holiday. **must** He ........................................... on holiday.
11. It is possible that it will snow this week. **may** It ...................................... this week.
12. It wasn't necessary for Emma to do the ironing, but she did. **have** Emma ............................... the ironing.

31. Rewrite the following sentences in the passive.

1. My favourite author wrote this novel. **This novel was written by my favourite author...**
2. I don't like people shouting at me. .................................................................
3. Who organised the party? .................................................................
4. People say that he has won a lot of money. .................................................................
5. He caught the fish with a fishing rod. .................................................................
6. He hasn't published the book yet. .................................................................
7. Will they build an office block here next year? .................................................................

Mr Thomson is an office manager. Yesterday, he failed to have some reports ready because three members of staff had problems. Look at the prompts given and make sentences, as in the example.

e.g. Julie had a headache, so she couldn't work. OR Because Julie had a headache, she couldn't work.

[ORAL Activity]

[WRITING Activity]

Mr Thomson is writing a memo to Mr Ericson who is the general director of the company. In his memo, he explains why he was unable to have all the reports ready at the end of the day. Begin like this:

To: Mr Ericson (General Director)
From: Mr Thomson (Manager)

The reports you had asked me to prepare are not ready because three members of staff had problems today. Julie Smith asked for the day off because she had a headache. Mary Doyle ......

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**UNIT 8**

**Conditionals - Wishes - Would Rather/Had Better - Unreal Part**

**Conditionals**

Conditionals are clauses introduced with *if*. There are three types of conditional clause: Type 1, Type 2 and Type 3. There is also another common type, Type 0.

**Type 0 Conditionals**

They are used to express something which is always true. We can use *when (= whenever)* instead of *if*.

*If/When* the sun shines, snow melts.

**Type 1 Conditionals**

They are used to express real or very probable situations in the present or future.

*If he doesn’t study hard, he won’t pass his exam.*

**Type 2 Conditionals**

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.

Bob is daydreaming.

*If I won the lottery, I would buy an expensive car and I would go on holiday to a tropical island next summer.*

**Type 3 Conditionals**

They are used to express imaginary situations which are contrary to facts in the past. They are also used to express regrets or criticism.

John got up late, so he missed the bus.

*If John hadn’t got up late, he wouldn’t have missed the bus.*

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<tr>
<th>Type 0 general truth</th>
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<td>if + present simple</td>
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<td><em>If the temperature falls below 0°C, water turns into ice.</em></td>
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<td>if + present simple, present perfect or present perfect continuous</td>
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<tr>
<td><em>If he doesn’t pay the fine, he will go to prison.</em></td>
<td><em>If you have finished your work, we can have a break.</em></td>
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<td><em>If you need help, come and see me.</em></td>
<td><em>If you’re ever in the area, you should come and visit us.</em></td>
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<table>
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<th>Type 2 unreal present</th>
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<td>would/could/might + bare infinitive</td>
<td>imaginary situation contrary to facts in the present; also used to give advice</td>
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<tr>
<td><em>If I had time, I would take up a sport. (but I don’t have time - untrue in the present)</em></td>
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<td><em>If I were you, I would talk to my parents about it. (giving advice)</em></td>
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<table>
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<th>Type 3 unreal past</th>
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<td>if + past perfect or past perfect continuous</td>
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<td>imaginary situation contrary to facts in the past; also used to express regrets or criticism</td>
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<td><em>If she had studied harder, she would have passed the test.</em></td>
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<td><em>If he hadn’t been acting so foolishly, he wouldn’t have been punished.</em></td>
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**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.

*Example:* 
- a) If I see Tim, I’ll give him his book. 
- b) I’ll give Tim his book if I see him.

**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 insistence or uncertainty (usually with expressions such as I don’t know, I doubt, I wonder, etc.). We can use should after if to talk about something which is possible, but not very likely to happen.**

*Example:* 
- a) If the weather is fine tomorrow, we will go camping. (NOT: If the weather will be fine ...) 
- b) If you will fill in this form, I’ll process your application. (Will you please fill in ... - polite request) 
- c) If you will not stop shouting, you’ll have to leave. (If you insist on shouting ... - insistence) 
- d) If I don’t know if he will pass his exams. (uncertainty) 
- e) If Tom should call, tell him I’ll be late. (We do not think that Tom is very likely to call.)

**We can use unless instead of if not in the if-clause of Type 1 conditionals. The verb is always in the affirmative after unless.**

*Example:* 
- Unless you leave now, you’ll miss the bus. 
  (=If you don’t leave now, you’ll miss the bus) 
  (NOT: Unless you don’t leave now ...)

**We can use were instead of was for all persons in the if-clause of Type 2 conditionals.**

*Example:* If Rick was/were here, we could have a party.

**We use If I were you ... when we want to give advice.**

*Example:* If I were you, I wouldn’t complain about it.

**The following expressions can be used instead of if: provided/providing that, as long as, suppose/supposing, etc.**

*Example:* 
- a) You can see Mr Carter provided you have an appointment. (If you have an appointment ...) 
- b) We will all have dinner together providing Mary comes on time. (... if Mary comes ...) 
- c) Suppose/Supposing the boss came now, what would you say? (If the boss came ...)

**We can omit if in the if-clause. When if is omitted, should (Type 1), were (Type 2), had (Type 3) and the subject are inverted.**

*Example:* 
- a) Should Peter come, tell him to wait. (=If Peter should come, ...) 
- b) Were I you, I wouldn’t trust him. (=If I were you, ...) 
- c) Had he known, he would have called. (=If he had known, ...)

Look at the pictures and the prompts and make Type 1 conditional sentences, as in the example.

*Example:* 
If we cut down all the forests, the world’s climate will change.

Lisa is trying to decide where to go on holiday. She would like to go to one of these places. In pairs, ask and answer questions using the prompts below, as in the example.

1. How long / be away / choose / Spain?  
SA: How long will she be away if she chooses Spain?  
SB: If she chooses Spain, she’ll be away for a week.

2. Where / go / like / camping?  
3. How much / pay / go to / France?  
4. What / do / go to / Spain?  
5. Where / go / want / cheap holiday?
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Conditionals - Wishes - Would Rather/ Had Better - Unreal Past

3 Study the situations, then make Type 2 conditional sentences, as in the example.

1 If I had a car, I wouldn’t have to wait for the bus every day.

I don’t have a car, so I have to wait for the bus every day.

2 If I don’t do my homework, my teacher always gets angry with me.

I never do my homework, so my teacher always gets angry with me.

3 I live in a small house, so I can’t invite friends over.

I never get up early, so I am always late for school.

4 If I get up earlier, I am always late for school.

2 If I have (not/have) a car, I (would/wouldn’t) have to (not/have to) wait for the bus every day.

5 Read the story below and make Type 3 conditional sentences, as in the example.

E.g. 1) If Sally hadn’t been in a hurry, she wouldn’t have left some important notes at home....

Sally had a terrible day yesterday. She was in a hurry, so she left some important notes at home. She wasn’t prepared for her meeting with a new client, so the meeting was a disaster. The client was disappointed, and as a result he refused to do business with the company. The boss shouted at Sally, so she got upset.

6 Match the items in column A with those in column B in order to make correct Type 0 conditional sentences, as in the example.

1 Add sugar to a cup of coffee, the coffee tastes sweeter...

A

1 Add sugar to a cup of coffee.
2 Throw salt onto snow.
3 Put an apple in a bowl of water.
4 Water plants regularly.
5 Lie in the sun too long.
6 Take regular exercise.

B

a The apple floats.
b Your skin turns red.
c The coffee tastes sweeter.
d You feel healthy.
e The plants grow.
f The snow melts.

4 If I didn’t notice (not/notice) the mould in one of his glass dishes, Alexander Fleming would never have discovered (never/discover) penicillin.

8 Complete the sentences to make Type 3 conditional sentences, as in the example.

1 If he hadn’t noticed (not/notice) the mould in one of his glass dishes, Alexander Fleming would never have discovered (never/discover) penicillin.

2 If he hadn’t sold some of his paintings, Van Gogh (would/wouldn’t) get (not/be) some recognition during his lifetime.

3 If Barbara Streisand hadn’t changed (not/change) the shape of her nose, her career (would/wouldn’t) be (not/be) the same.

4 If Anne Sullivan hadn’t taught (not/teach) her, Helen Keller (would/wouldn’t) be (not/be able to) communicate.

5 If Naomi Campbell hadn’t been (not/be) so beautiful, she (would/wouldn’t) become (not/be) a supermodel.

7 Put the verbs in brackets into the correct tense.

1 A: What time will you be home tonight?
   B: I’m not sure. If I have to (work) late, I’ll call (call) you.

2 A: I felt very tired at work today.
   B: Well, if you watch (not watch) the late film, you feel (not feel) so tired.

3 A: Should I buy that car?
   B: Why not? If I have (buy) the money, I can (buy) it myself.

4 A: If you get (pass) a chemist’s, (you get) me some cough medicine?
   B: Yes, certainly.

5 A: My sister seems very upset at the moment.
   B: Were you, I talk (not talk) to her about it.

6 A: Unless you hurry, you will (be) late again.
   B: No, I won’t. There’s plenty of time.

7 A: Oh! I forgot to ask Sarah over for dinner.
   B: If I speak (not speak) to her today, I will (not ask) her for you.
Choose the correct answer.

1 'If you ........... that plate, you’ll burn your fingers.'
   'Why? Has it been in the oven?'
   A would touch B will touch C touch

2 '............. you’re busy, we’ll talk now.'
   'That’s fine. I’m not busy at the moment.'
   A If B Provided C Unless

3 'If you watch the news, you .............. a lot.'
   'I know. I watch it every day.'
   A learn B were learning C would learn

4 '............. you wear warm clothes, you won’t get cold.'
   'I’ll wear an extra jumper.'
   A Unless B Providing C Supposing

5 'Shall I invite John to the party?'
   'Well, were I you, I .............. him.'
   A would invite B will invite C am inviting

6 '............. the teacher comes back now, what will you do?'
   'I don’t know.'
   A When B Providing C Supposing

7 'Could I see the menu, please?'
   'Yes, sir. If you .............. a seat, I will fetch it for you.'
   A take B had taken C have taken

8 'Don’t cry. Everything will be alright.'
   'Yes, but if I .............. the bus, I wouldn’t have been late for school.'
   A didn’t miss B hadn’t missed C don’t miss

9 'When water boils, it .............. steam.'
   'Yes, I know; and the steam is hot, too.'
   A would produce B produce C produces

10 'Can you help me, please?'
   'Well, if I wasn’t studying, I .............. you.'
   A would help B help C will help

Put the verbs in brackets into the correct tense.

1 If I .............. (be) you, I wouldn’t drive in the snow.

2 Peter .............. (be able to) help you if he was here.

3 If I had closed the window, the cat .............. (not/jump) out.

4 .............. (call) for help if I got stuck in a lift.

5 Had I known him, I .............. (talk) to him.

6 John .............. (may/lose) his job if he is rude to the boss.

7 If you .............. (save) some money, you would have been able to go on holiday last year.

8 You may win if you .............. (take) part in the contest.

9 If I had toothache, I .............. (go) to the dentist.

10 They would have helped us move house if we .............. (ask) them.

11 If Jane .............. (be) older, she could live by herself.

12 We would have changed our plans if we .............. (hear) the weather forecast.

13 Emma .............. (send) a card if she had remembered it was their anniversary.

14 Robert .............. (feel) better if you talked to him.

15 If Sam was still living nearby, you .............. (can/invite) him for dinner.

16 If you .............. (put) your money in your wallet, you will not lose it.

17 If you .............. (like) chocolate, you will love this cake.

18 If Bill .............. (come) home early, he will eat dinner with us.

19 Sandra will join us later unless she .............. (have) a lot of work to do.
We use *if* to say that something might happen.

We use *when* to say that something will definitely happen.

*e.g.* If you see Mark, will you give him the message?

(You might see Mark.)

*When* you see Mark, will you give him the message? (It is certain that you will see Mark.)

**Fill in the gaps using when or if.**

1. A: Have you phoned Paul yet?
   B: No, I’ll phone him *when* I get home.

2. A: *When* I get a new job soon, I may have a party.
   B: That’s a good idea.

3. A: I really liked that dress we saw.
   B: Well, you can buy it *when* you get paid.

4. A: Shall we go somewhere this weekend?
   B: Yes, *when* it’s sunny, we could go to the beach.

5. A: Did you make this cake yourself?
   B: Yes, *when* you like it, I’ll give you the recipe.

6. A: Is Jane still asleep?
   B: Yes, *when* she wakes up, I’ll tell her you’re here.

7. A: Have you done your homework?
   B: No, *when* I’ll do it, we’ve finished dinner.

8. A: We’ve run out of milk.
   B: Well, *when* I go to the shops, I’ll buy some more.

**Choose the correct answer.**

1. If you are bored, *C*... something else.
   A you would do  B you will do  C do

   A Would be  B Were  C Had been

3. I *when* you if I had known you were in hospital.
   A would visit  B would have visited  C will visit

4. If you *when* well, lie down for a while.
   A hadn’t felt  B don’t feel  C didn’t feel

5. Ice *when* if the temperature rises above 0°C.
   A will melt  B would melt  C melts

6. Had I known about the meeting, I *when* it.
   A would have attended  B attended  C will attend

7. If he *when* in the garden, he would have heard the doorbell.
   A isn’t  B was  C hadn’t been

8. I *when* to the bank manager if I were you.
   A would talk  B will talk  C talked

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

1. He doesn’t know her. That’s why he didn’t speak to her.  
   *If he knew her,* he *would have spoken to her*.

2. He lost his job. He’s unemployed now.  
   *If he hadn’t lost his job,* he *wouldn’t be unemployed now*.

3. His pet died. That’s why he’s unhappy now.  
   *If his pet had died,* he *wouldn’t be asking for money now*.

4. She doesn’t have a mobile phone. That’s why she couldn’t be contacted yesterday.  
   *If she had a mobile phone,* she *wouldn’t have been contacted yesterday*.

5. Tom didn’t see the boss earlier. He’s waiting for him now.  
   *If Tom had seen the boss earlier,* he *wouldn’t have been waiting for him now*.

6. He is allergic to seafood. That’s why he didn’t eat paella last night.  
   *If he hadn’t been allergic to seafood,* he *wouldn’t have eaten paella last night*.

7. I lost my map. That’s why I’m asking for directions now.  
   *If I hadn’t lost my map,* I *wouldn’t be asking for directions now*.

8. She doesn’t speak French. She didn’t have a good time in Paris.  
   *If she had spoken French,* she *wouldn’t have had a good time in Paris*.

9. He lost the race. He is not a champion now.  
   *If he hadn’t lost the race,* he *wouldn’t be a champion now*.

10. She didn’t go to the bank yesterday. That’s why she hasn’t got any money now.  
    *If she had gone to the bank yesterday,* she *wouldn’t have got any money now*.

11. They went to a party last night. That’s why they are tired now.  
    *If they hadn’t gone to a party last night,* they *wouldn’t be tired now*.

12. I crashed my car. That’s why I’m taking the bus today.  
    *If I hadn’t crashed my car,* I *wouldn’t be taking the bus today*.
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**: when we want to say that we would like something to be different in the present.
  
  e.g. *I wish/if only I had* a room of my own. (But I don’t have a room of my own.)

- **wish/if only + past perfect**: to express regret that something happened or did not happen in the past.
  
  e.g. *I wish I had got* your message earlier. (But I didn’t get it earlier.)
  
  *If only I had talked* to him. (But I didn’t talk to him.)

- **wish/if only + would**: a) for a polite imperative e.g. *I wish you would* stop shouting. (Please, stop shouting.)
  b) to express our wish for a change in a situation or someone’s behaviour because we are annoyed by it.
  
  e.g. *I wish the wind would stop* blowing. (wish for a change in a situation)
  
  *If only John would stop* insulting people. (wish for a change in someone’s behaviour)

- **After the subject pronouns I and we, we use could instead of would.**
  
  e.g. *I wish we could* go to the party. (NOT: I wish we would go...)

  **Note**: We can use *were* instead of *was* after wish or if only.
  
  e.g. *I wish she were/was* more sensitive.

### Examples

**Wendy has just started university. It isn’t what she expected, and she is disappointed. Read what she says and make sentences, as in the example.**

- My room is so small.
- I have to share the bathroom.
- The kitchen is such a mess.
- My tutors are strict.
- The classes are so hard to understand.
- The people are not friendly.
- I can’t visit my family and friends because they are so far away.
- I don’t have any friends.

**Jason has been for an interview. He didn’t get the job. Read what he says and make sentences, as in the example.**

- I didn’t know much about the company.
- I was nervous.
- I didn’t shake hands with my interviewer.
- I forgot what I wanted to say.
- I didn’t answer the interviewer’s questions properly.
- My letter of application was badly typed.
- I spilled the cup of tea I was given.
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15. Elise is a famous singer. These are some of the things she finds annoying. Read what she says and make sentences, as in the example.

Example: I wish people wouldn’t stare at me everywhere I go.

- People stare at me everywhere I go.
- People always ask me to sing at parties.
- Magazines print false stories about my private life.
- Photographers take photos of me all the time.
- People make me sign autographs wherever I go.
- People never give me any privacy.

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

1. A: I wish I could play... (play) a musical instrument.
   B: You should take lessons.

2. A: If only the wind ...................... (stop) blowing so hard.
   B: Yes, it’s very windy today, isn’t it?

3. A: I wish John ...................... (come) with us.
   B: So do I. He would have really enjoyed it.

   B: Sorry, I’ll try.

5. A: I wish I ...................... (study) more when I was at school.
   B: It doesn’t matter now. You’ve got a good job.

6. A: I wish I ...................... (be) young again.
   B: So do I. We had some good times back then.

7. A: I wish I ...................... (not speak) to Jane like that.
   B: Don’t worry. I’m sure she’ll forgive you.

8. A: If only Bob ...................... (call) me.
   B: Well, he promised to call today.

   B: Sorry I wasn’t here to help you.

10. A: I wish you ...................... (make) less noise when you come in.
    B: It’s not my fault. The door squeaks when you open it.

11. A: Are you going to your school reunion party next week?
    B: No. I wish I ...................... (go) because I would like to see everyone again.

17. Rewrite the sentences using the correct conditional type, as in the examples.

1. I wish Jack were here. (he/help us)
   ...If Jack were here, he would help us...

2. I wish we hadn’t got stuck in traffic. (we/be late for work)
   ...If we hadn’t got stuck in traffic, we wouldn’t have been late for work...

3. I wish you paid more attention in class. (you/understand everything)

4. I wish they had called before they came. (I/cook something)

5. I wish Tim weren’t so selfish. (he/make friends much more easily)

6. I wish Sandra hadn’t got up late today. (we/go shopping together)

7. I wish you hadn’t left the door unlocked. (thieves/break in)

18. Look at the pictures and complete the wishes. Also make correct conditional sentences, as in the example.

1. I wish I didn’t have to get up. (stay in bed for another hour)
   If I didn’t have to get up, I would stay in bed for another hour.

2. I wish I should be more careful. (not crash into the wall)

3. I wish she’s always shouting at me. (concentrate on my work)

4. I wish he hasn’t called me yet. (stop worrying)
Study the ways in which we can express preference:

a) prefer + gerund + to + gerund (general preference) e.g. I prefer jogging to cycling.

b) prefer + full infinitive + rather than + bare infinitive (general preference)
   e.g. I prefer to go out rather than stay at home.

c) prefer + noun + to + noun (general preference)
   e.g. She prefers orange juice to apple juice.

d) would prefer + full infinitive + rather than + (bare infinitive) (specific preference) e.g. I'd prefer to pay in cash rather than (pay) by credit card.

e) would rather + bare infinitive + than (+ bare infinitive) e.g. She'd rather have a salad than (have) a steak.

19 In pairs, ask and answer questions using the prompts below, as in the example. The choice of answer is yours.
SA: Would you rather go on holiday to Spain or Italy?
SB: I'd rather go to Spain than Italy.

1. go on holiday to Spain or Italy?
2. eat pizza or spaghetti for dinner?
3. play cards or chess this evening?
4. work in a bank or a school?
5. have a dog or a cat as a pet?
6. learn French or German at school?

20 Complete the sentences, as in the example.

1. I'll cook dinner if you really want me to, but ... I'd rather you cooked it...
2. I'll go to the supermarket if you really want me to, but ...
3. I'll wash the dishes if you really want me to, but ...
4. I'll empty the rubbish bin if you really want me to, but ...
5. I'll iron all the clothes if you really want me to, but ...
6. I'll clean the bathroom if you really want me to, but ...

21 Fill in the gaps with would rather, prefers or (would) prefer.

1. Do you ...prefer... reading magazines or books?
2. She ....................... go to a disco than go to the theatre.
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3 Jack ......................... listening to music to watching television.
4 He .......................... study History than Maths.
5 I .............................. the piano to the violin.
6 .................. you .................. to have spaghetti or steak for dinner tonight?
7 I .......................... see a comedy film than an adventure film.
8 .................. you .................. going to the cinema or going to the theatre?

Put the verbs in brackets into the correct form.

1 A: Did you enjoy the party last night?
B: No, I’d rather ...have stayed... (stay) at home.
2 A: Shall I dust the computer, Tom?
B: I’d rather you ..................................... (not/touch) it, actually. I’ll do it myself.
3 A: I’ve got a terrible cold.
B: You’d better ..................................... (not/go) to work today, then.
4 A: I’m going to work now.
B: I think it’s going to rain today. You’d better ......... ................................... (take) your umbrella with you.
5 A: I didn’t enjoy Ben’s party. I would rather he ......... ..................................... (invite) more people.
B: Oh! I enjoyed it.
6 A: You had better ..................................... (study) hard this weekend for the exam on Monday.
B: I will, but I would prefer ..................................... (go out) with my friends.
7 A: My parents prefer ..................................... (spend) their holidays in the mountains.
B: Do they? I like to be by the sea.
8 A: We’d better ..................................... (not/book) a taxi to bring us home tonight.
B: You’re right. We might want to stay late.
9 A: They’re organising a party for Susan’s birthday.
B: I know, but it’s a secret, so we’d better ............. ..................................... (not/talk) about it in case she hears.
10 A: I’d rather you ..................................... (not/leave) your shoes in the kitchen every time you come home from school.
B: Sorry, I keep forgetting.
11 A: I didn’t enjoy my lunch today. I’d rather ............. ..................................... (eat) something else.
B: I’ll make you some sandwiches tomorrow then.
12 A: Did you enjoy the film last night?
B: Not really. I would rather we ..................................... (see) a comedy instead.
13 A: Shall we stay in tonight?
B: Well, if you don’t mind I would prefer ............. ..................................... (visit) my parents.

The past simple can be used to talk about imaginary, unreal or improbable situations which are contrary to facts in the present (unreal 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 knew the truth, he would be very angry.
- suppose/supposing
  e.g. Suppose/Supposing they didn’t invite you, what would you do?
- wish/if only
  e.g. I wish/if only I had a lot of money.
- would rather (present)
  e.g. I’d rather Lisa went to the market.
- as if/as though
  e.g. Jim behaves as if/as though he were the boss.
- it’s (about/high) time
  e.g. It’s (about/high) time they did something about it.

The past perfect is used with:
- Type 3 Conditionals
  e.g. If she had asked me, I would have helped her.
- suppose/supposing
  e.g. Suppose/Supposing you had lost your money, what would you have done?
- wish/if only
  e.g. I wish/if only I hadn’t invited them to my party.
- would rather (past)
  e.g. I’d rather you hadn’t said anything about it.
- as if/as though
  e.g. He hadn’t seen her before, but he acted as if/as though he had known her for years.

Underline the correct tense.

1 It’s about time she learnt/had learnt how to cook.
2 I’d rather you didn’t touch/had not touched my favourite vase. You may break it.
3 If she heard/had heard the news, she would have called us by now.
4 They would have opened the door if they knew/had known who was there.
5 It’s high time they made/had made some changes.
6 I wish I saved/had saved some money last month.
7 Ben would have taken up sport earlier if he realised/had realised how much fun it was.
8 Tom speaks to everyone as if he knew/had known everything.
9 He would rather you didn’t open/hadn’t opened the letter. He wanted to do it himself.
10 Suppose you met/had met him, what would you say to him?
11 If only he called/had called me last night, we could have gone out.
12 I’d rather Mary spent/had spent the night with us. It’s snowing too heavily for her to drive home.
13 If you knew/had known what she did yesterday, you would be very surprised.
14 Supposing she were seen/had been seen leaving early, what would have happened?

Look at the pictures and complete the following sentences.

1 Your friend wants to go skating, but you want to go bowling. What do you say?
   I would prefer to go bowling.

2 Your friend likes staying in hotels, but you think camping is more fun. What do you say?
   I prefer ..............................................................

3 Your parents want you to take the dog for a walk. You want your brother to do it. What do you say?
   I’d rather ..............................................................

4 Your brother has bought a guitar. You want him to stop playing. What do you say?
   I’d rather you ..............................................................

5 Your friend is very tired. You think she should go to bed. What do you say?
   You’d better ..............................................................

IN OTHER WORDS

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

1 If you don’t follow the instructions carefully, you may make a mistake.
   unless You may make a mistake unless you follow the instructions carefully.

2 If you go near the house, the dog will chase you.
   else Don’t go near the house or else the dog will chase you.

3 I don’t think it’s a good idea to go to that party.
   were If I were you, I wouldn’t go to that party.

4 I want to go on holiday, but I haven’t got enough money.
   wish I wish I had enough money to go on holiday.

5 Sam wishes he hadn’t told Kate about his plans; now everyone knows.
   told If Sam hadn’t told Kate about his plans, no one would know.

6 You shouldn’t borrow any more money; you won’t be able to pay it back.
   better You had better not borrow any more money; you won’t be able to pay it back.

7 Helen would prefer to become a teacher rather than become a doctor.
   rather Helen would rather become a teacher than become a doctor.

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

1 You should ask someone to help you with your project.
   better You .............................................................. someone to help you with your project.

2 I don’t think it’s a good idea to invest all your money in stocks.
   were If I .............................................................. invest all your money in stocks.

3 I ate too much ice cream and now I don’t feel well.
   wish I .............................................................. so much ice cream.

4 Tom wishes he hadn’t lied to his parents; now they are angry with him.
   lied If Tom .............................................................. to his parents, they wouldn’t be angry with him.

5 If you don’t start studying, you’ll fail your exams.
   else Start studying .............................................................. your exams.

6 Tina would prefer to eat out rather than cook.
   rather Tina .............................................................. than cook.
UNIT 8
Conditionals - Wishes - Would Rather / Had Better - Unreal Past

Choose the correct answer.

1 'Suppose you ...B... some money, what would you do with it?' I'd probably go on holiday.'
   A win       B won       C would win

2 'I've got Jim's book. Can you give it to him, please?'
   'Well, if I ............... him, I'll give it to him.'
   A will see   B saw       C see

3 'I have to get up early tomorrow.'
   'Then you'd better ............... to bed early tonight.'
   A be going   B to go      C go

4 'Can I go out tonight, Mum?'
   'I'd rather you ............... at home and did your homework.'
   A stayed     B stay       C will stay

5 'It's high time you ............... a job, Trevor.'
   'I know. I've got an interview next week, actually.'
   A have got   B will get    C got

6 'It's getting cold.'
   'We'd better ............... our jackets on.'
   A to put      B putting    C put

7 'Is Jill coming to the party tonight?'
   'Well, if nobody invited her, she ............... to the party.'
   A will come   B won't come  C is coming

8 'Let's have a party this weekend.'
   'I'd rather we ............... it this weekend. I'm busy.'
   A didn't have B don't have  C haven't

9 'I've just passed my driving test.'
   'Congratulations. I wish I ............... a car.'
   A will drive   B could drive C can drive

10 'I've lost my keys again, Dad.'
    'If you had put them on the table, you ............... them.'
   A wouldn't have lost  B won't lose  C didn't lose

11 'I wish I had more money.'
   'Then it's about time you ............... spending everything you earn.'
   A will stop     B stopped    C stop

12 'Suppose you ............... lost, what would you do?'
    'I'd go to a police station.'
   A got         B will get    C would get

13 'I've got a terrible headache.'
    'You'd better ............... an aspirin.'
   A to take      B take       C taking

14 'Let's go to the supermarket tonight.'
    '............... go tonight. I'm very tired.'
   A I'd rather not  B I'd rather I don't  C I'd rather I didn't

15 ............. Belinda should visit you, please tell her I'll see her tonight.' 'Okay, I'll do that.'
   A Suppose      B Supposing  C If

Prepositions

patient with sb    terrified of sb/sth
keen on sth       tired of sb/sth
pleased with sth  similar to sth
kind to sb        suspicious of sb/sth
responsible for sth mean to sb
satisfied with sth hopeless at sth

Fill in the gaps with one of the adjectives from the table above and a suitable preposition.

1 Teachers should be .............. children.
2 Parents are .............. their children.
3 My baby brother is .............. the dark.
4 Roger is very .............. basketball and wants to play for his country one day.
5 The police are .............. the butler.
   They think he murdered the owner of the club.
6 Diane's car is .............. Elaine's.
7 Martin is always .............. other people.
   He's always ready to help.
8 She was so .............. her new dress that she put it on immediately.
9 If you are not .............. a product you can return it.
10 Anna was .............. doing her homework.
11 He is .............. maths.
12 The other students were .............. Toby because he was small; they teased him all the time.

Phrasal Verbs

make out: 1) see sth with difficulty (in distance)
          2) understand
make up: 1) invent
          2) put cosmetics on
          3) become friends again after a quarrel
make up
one's mind:  decide

Fill in the correct particle.

1 We often argue, but we always make ........ up... quickly.
2 He made ........... a story about having to work late, but I knew he was lying.
3 It was dark and Pete couldn't make ........ the sign.
4 I can't make .............. my mind about which shirt to buy for Chris.
5 When the children were dressed and made ........... for the party, they looked fantastic.
Choose the correct answer.

John Fitzgerald Kennedy was born on May 29th, 1917, in Massachusetts, USA.
He studied at Harvard University, then (1) ...A... the US Navy in 1941 where he served until 1945.
John F. Kennedy planned (2) ........ a journalist and his older brother, Joe, planned to be a politician, but when Joe (3) ... ........ In the war, the family expected John to follow a career in politics instead. He was a successful politician (4) ...... he cared about his country and its people.

On September 12th, 1953, John F. Kennedy married Jacqueline Lee Bouvier. They were happy together and had two children. Jackie Kennedy was (5) ............ beautiful and glamorous that the whole of America loved her.

John F. Kennedy became the 35th President of the USA in 1960 — the youngest man ever (6) ............... He worked very hard, and (7) ........ was very popular at home and abroad.

On Friday, 22nd November, 1963, however, John F. Kennedy was shot and killed (8) ........ he and Jackie were travelling through Dallas in an open top car. The people of America will never forget him.

Robin Watts was recently put in prison for robbing a bank. He is sorry for his crime now. Read the text below, then make sentences, as in the example.

e.g. S1: If he hadn’t argued with his boss, he wouldn’t have lost his job.
S2: If he hadn’t lost his job, he wouldn’t have needed money.
S3: If he hadn’t ...

Cross out the unnecessary word.

1 She had better to spend the night with us.
2 They had worked on this project last December.
3 Unless you not pay attention, you won’t understand.
4 That piece of furniture was been made by a French designer.
5 Despite of the traffic, I got to the office on time.
6 You can to open your presents now if you want.
7 Take some money in case you will get hungry.
8 If you will have a cough, you must take some medicine.

Monday, March 1st
Dear Diary,
I’m in prison now and I regret everything that has happened over the past few months. I’ve made some big mistakes. Now I wish I hadn’t argued with my boss. If I hadn’t argued with him, I wouldn’t have lost my job. If I hadn’t lost ...
Revision 2 (Units 1 - 8)

1 Choose the correct answer.

1 First, we ...B... up the tent, then we lit a camp fire.
A are putting  B put  C were putting

2 That exercise is ............ difficult for the children.
A too  B enough  C not enough

3 We ............ get up early this morning, so we slept until ten o’clock.
A needn’t  B mustn’t  C didn’t need to

4 Gemma Collins ............ superbly in this new production.
A dances  B is dancing  C dance

5 If you plant seeds in the ground, they ............
A grow  B are growing  C grew

6 He asked me what ............
A doing  B do  C to do

7 ............ to John today? I want you to give him a message for me.
A Do you speak  B Will you be speaking  C Are you speaking

8 ............ it was raining, he took his umbrella with him.
A Because of  B Due to  C Since

9 Tim ............ work by six o’clock this evening.
A will have left  B is leaving  C leave

10 I wish I ............ more spare time in the evenings.
A have  B had  C was having

11 Our environment ............ more and more polluted every year.
A become  B becomes  C is becoming

12 They were bored because they ............ for hours.
A had been waiting  B are waiting  C have waited

13 If Beth had time, she ............ the tennis club.
A would join  B is joining  C will join

14 It is a good idea for everyone to learn how ............ a foreign language.
A speaking  B to speak  C speak

15 ............ ill, Jeff didn’t go to work yesterday.
A Feeling  B Feel  C To feel

16 I ............ this necklace since I was ten years old.
A had  B am having  C have had

17 ............ you give me a lift to the supermarket, please?
A Would  B Should  C Ought

18 We had ............ started the journey than we got a flat tyre.
A the moment that  B whenever  C no sooner

19 Tom was painting the door while Judy ............ the windows.
A was cleaning  B cleaned  C is cleaning

20 There isn’t ............ to go shopping today. I’ll go tomorrow.
A too time  B enough time  C time enough

21 Steve ............ work last Sunday. His boss asked him to.
A has to  B must  C had to

22 By the time we got home, we ............ for six hours.
A will travel  B will have been travelling  C are travelling

23 I saw Mr Brown ............ the building at two o’clock.
A leave  B to leave  C having left

24 I ............ the children to school today if you want.
A take  B am taking  C will take

25 My parents make me ............ to bed early during the week.
A go  B to go  C going

26 Who ............ in my desk? Things have been moved!
A look  B has been looking  C looks

27 She went to bed without ............ goodnight.
A say  B to say  C saying

28 The tree ............ down last week.
A was cut  B cut  C cuts

29 Peter got ............ presents that he couldn’t fit them into the cupboard.
A such a  B such a lot of  C so much

30 Mum ............ the breakfast by the time we woke up.
A has been making  B made  C had made

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

1 I advise you to go back to the shop.
should You ............ back to the shop.

2 He turned on the radio. He heard the news.
sooner He had no ............ than he heard the news.

3 You can’t go out. You have to eat breakfast first.
until You can’t ............ have eaten breakfast.

4 It is possible that Jake had lunch early today.
could Jake ............ lunch early today.

5 You aren’t allowed to talk during the exam.
must You ............ during the exam.

6 They had no sooner arrived at the station than the train came.
hardly They had ............ when the train came.

7 She left early. She didn’t want to be late.
not She left early ............ be late.
8 Mandy read the newspaper during breakfast.
while Mandy read the newspaper ......................
......................................................... breakfast.
9 I took a jacket with me. I thought it might get cold.
case I took a jacket with me ..........................
...................................................... cold.
10 James will have a shower before he calls Emily.
after James will call Emily ..........................
..........................................................
11 Perhaps the children are in the garden.
may The children .....................................
in the garden.
12 It isn’t necessary for you to write the instructions down.
have You ............................................... the instructions down.

3 Rewrite the sentences in the passive.

1 They should have reserved a table last week.
...A table should have been reserved last week...
2 They are judging the competition now.
............................................................
3 Who made these biscuits?
............................................................
4 They informed Kevin this morning.
............................................................
5 How often do they water the plants?
............................................................
6 They will have checked the results by Wednesday.
............................................................
7 Somebody’s broken my favourite plate!
............................................................
8 Someone had taken the papers from my desk by the
   time I got back.
............................................................

4 Underline the correct preposition.

1 We are very proud at/of your achievements.
2 John apologised to Jane with/for shouting at her.
3 Mum is hopeless at/to knitting.
4 Sam is regarded as/at the best player in the team.
5 Colin was very upset about/for losing his job.
6 I wasn’t satisfied with/about my new TV, so I took it
   back to the shop.
7 We’re hoping for/with good weather for the picnic
   tomorrow.
8 Tom is clever with/at Maths.
9 The old lady always smiles to/at the postman.
10 The cyclist crashed to/into a tree, but he wasn’t hurt.
11 I’m tired from/of standing. I want to sit down.
12 It was very generous to/of you to buy her a present.

5 Fill in the gaps with the correct particle from the list.

up, through, out, for, after

1 When their supplies gave ...out... they had to search
   for food.
2 We looked ............... the address in the directory.
3 I’ll go ........................ the results this evening, after
   work.
4 He looked carefully, but he couldn’t make .............
   the address on the envelope.
5 Those trousers have gone ....................... now.
   You shouldn’t wear them any more.
6 He made .............. an excuse to explain his late
   arrival.
7 Steven has recently given .............. playing football.
8 I looked everywhere .......... my gloves, but I
   couldn’t find them.
9 My grandmother is looking ......... my cousins
   for my aunt today.
10 They had an argument yesterday, but they made
    ............. this morning.
11 The fire went ............... before the fire brigade
    arrived.
12 He looked ............. the book quickly before he
    bought it.

6 Put the verbs in brackets into the correct tense.

1 A: I missed a lot of lessons last week.
   B: Yes, but if you hadn’t been ill, you ...wouldn’t
     have missed... (not/miss) them all.
2 A: I wish it ..................... (stop) snowing.
   B: Oh I don’t, I like the snow.
3 A: I’ve got a very important meeting tomorrow
   morning.
   B: Well, if you don’t go to bed early, you ............
     .............. (be) tired tomorrow.
4 A: Tom broke his leg while he was skiing.
   B: Well, if he hadn’t been acting childishly, the acci-
   dent ........................................ (not/happen).
5 A: I’ve got a problem.
   B: If I ............. (be) you, I would ask someone
     for advice.
6 A: If only I ............... (have) John’s phone
   number, I’d call him.
   B: I’ve got it. I’ll give it to you.
7 A: I wish I .................... (go) on the school trip
   next week.
   B: You can go. It only costs £2.
8 A: If you ...................... (need) anything, ask me.
   B: Thanks. I will.
Relative Pronouns (who(m), which, whose, that) introduce relative clauses. A relative clause tells us which person or thing the speaker means.

* Relative clause
  *(The relative clause identifies which man the speaker is talking about.)*

- **We use who/that to refer to people.**
  
  Who/Which/That cannot be omitted if it is the subject of the relative clause; that is, when there is not a noun or subject pronoun between the relative pronoun and the verb.
  
  a) I know a man. *He* is a lawyer.
     
  *I know a man who/that is a lawyer.*
  
  (The relative pronoun is the subject.)
  
  b) The dog — *it* ran away — is mine.
     
  *The dog which/that ran away is mine.*
  
  (The relative pronoun is the subject.)

- **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. We can use whom instead of who when it is the object of the relative clause. Whom is not often used in everyday English.**
  
  a) I spoke to a man. *I had met him before.*
     
  *I spoke to a man whom/who/that I had met before.*
  
  (The relative pronoun is the object.)
  
  b) That's the book. *I read it last summer.*
     
  *That's the book which/that I read last summer.*
  
  (The relative pronoun is the object.)

- **We use whose instead of possessive adjectives (my, your, his, etc.) with people, objects and animals in order to show possession.**
  
  a) That's the woman — *her* house caught fire yesterday.
     
  *That's the woman whose house caught fire yesterday.*
  
  b) That's the house — *its* entrance is guarded.
     
  *That's the house whose entrance is guarded.*

- **We usually avoid using prepositions before relative pronouns.**
  
  a) The boat in which the oil was transported is owned by an American company. *(formal English - unusual structure)*
     
  b) The safe which/that we keep the money in is in the basement. *(usual structure)*
     
  c) The safe we keep the money in is in the basement. *(everyday English)*

- **We can use which to refer back to a whole clause.**
  
  *e.g. He lent me some money. *This* was generous of him.*
     
  *He lent me some money, which was generous of him.* *(Which refers to the fact that he lent the speaker some money. That is, it refers back to the whole clause.)*

- **A relative pronoun is not used with another pronoun (I, you, me, him, etc.).**
  
  a) I know a girl who works in a library.
     
  *(NOT: I know a girl who she works ...)*
  
  b) The people we spoke to are from Italy.
     
  *(NOT: The people we spoke to them are from Italy.)*

**Note:**

- who's = who is or who has
- whose = possessive

*E.g. 'Who's (Who is) on the phone?' 'It's Peter.' 'Who's (Who has) got the keys?' 'Kim.' Jim is the boy whose cousin is a doctor.*

<table>
<thead>
<tr>
<th>who/that</th>
<th>subject — cannot be omitted</th>
<th>(people)</th>
</tr>
</thead>
<tbody>
<tr>
<td>who/whom/that</td>
<td>object — can be omitted</td>
<td>(people)</td>
</tr>
<tr>
<td>which/that</td>
<td>subject — cannot be omitted</td>
<td>(objects, animals)</td>
</tr>
<tr>
<td>whose (people, objects, animals)</td>
<td>object — can be omitted</td>
<td>(objects, animals)</td>
</tr>
</tbody>
</table>
In pairs, ask and answer questions using the prompts below, as in the example.

SA: Beth gave you those gloves, didn’t she?
SB: That’s right. The person who gave me these gloves was Beth.

1 Beth gave you those gloves, didn’t she?
2 Jack fixed your fridge, didn’t he?
3 Stan tidied your garden, didn’t he?
4 Simon bought your bike, didn’t he?
5 Ruth decorated your living room, didn’t she?
6 Laura did your shopping last week, didn’t she?

Mr Giles is showing his niece around his farm and telling her about the different things and animals. Make sentences using the prompts below, as in the example.

1 cow / animal / produce milk
A cow is an animal which produces milk.
2 tractor / machine / be used to pull heavy farm machinery
3 sheep / animal / be kept for its wool
4 pitchfork / tool / be used to move hay and straw
5 hen / bird / lay eggs

Fill in the gaps with who, which or whose, then answer the questions.

1 What is the name of the woman ...who... became the first female Prime Minister of Britain?
   (A) Margaret Thatcher (B) Diana Spencer

2 What is the name of the artist .......... most famous painting is the Mona Lisa?
   (A) Leonardo da Vinci (B) Giotto

3 What is the name of the river .......... flows through London?
   (A) The Tyne (B) The Thames

4 What is the name of the drug .............. was discovered by Alexander Fleming?
   (A) Penicillin (B) Aspirin

5 What is the name of the man .............. was the first to walk on the moon?
   (A) Neil Armstrong (B) Elvis Presley

6 Who was the American president .............. name was given to a New York airport?
   (A) Richard Nixon (B) John F. Kennedy

7 What is the name of the film .......... stars Glenn Close as Cruella De Vil?
   (A) 101 Dalmatians (B) Mary Poppins

8 What is the name of the football team .......... home ground is Old Trafford?
   (A) Manchester City (B) Manchester United

9 What is the name of the Australian animal .......... carries its young in its pouch?
   (A) Kangaroo (B) Elephant

10 What is the name of the actor .............. played Jack in the film ‘Titanic’?
    (A) Leonardo DiCaprio (B) Mel Gibson

Fill in the correct relative pronoun. If it can be omitted, put it in brackets.

1 Have you spoken to the man ...who/that... sent you flowers?
2 Bob is looking at the photographs ..(which/that)... he took on holiday.
3 Did you give John back the money .............. you borrowed from him?
4 Is that the couple ....................... house was destroyed by fire?
5 Is that the man .............. reads the news on TV?
6 Where is the letter .............. I gave you?
7 When did she buy the car .............. she is driving?
8 This is the necklace ....................... I got for my birthday.
9 What is the name of the man .............. I saw you with yesterday?
6. Complete the pairs of sentences, as in the example.

1. Joey is talking to a woman. The woman is his aunt.
   a) The woman ...whom/who/that Joey is talking to is his aunt....
   b) The woman ...Joey is talking to is his aunt....

2. They took me on a tour. It was very boring.
   a) The tour ........................................
   b) The tour ........................................

3. Emma had lunch with a woman. The woman was her client.
   a) The woman ......................................
   b) The woman ......................................

   a) The book ........................................
   b) The book ........................................

5. Todd is playing with his toy. The toy is very expensive.
   a) The toy ...........................................
   b) The toy ...........................................

6. Oliver has gone to a meeting. The meeting is very important.
   a) The meeting ......................................
   b) The meeting ......................................

7. Rachel went to the park with a girl. The girl is her best friend.
   a) The girl ...........................................
   b) The girl ...........................................

8. Lydia is looking at a painting. The painting is very famous.
   a) The painting .....................................
   b) The painting .....................................

7. Cross out the incorrect subject or object pronoun in each sentence.

1. I like the necklace I got X for Christmas.
   2. The boots Ann gave them to me are very comfortable.
   3. The man who designed our house he is an architect.
   4. The nicest city I've visited is Paris.
   5. The car which it is parked outside belongs to me.
   6. The children who they are eating the sandwiches are in my class.
   7. The man you met him last week is an author.
   8. The story she told you it is true.
   9. The chocolates which they are in that box came from Belgium.
   10. The actress you admire her is only twenty years old.
   11. The house they live in it is very big.
   12. The girl who she won first prize is from India.

8. Fill in the correct relative adverb.

1. I'll always remember the day ...when... I graduated.
2. This is the house ..................................... I was born.
3. You lost your favourite jacket. That's the reason ..................................... I am angry with you.
4. Kate often thinks of the time ...................... she met her favourite actor.
5. Is this the shop ......................... you bought your new dress?
6. The reason ...................... he is happy is that he's just got a new job.
7. That is the place ................. Tim bought his new car.
8. Do you remember the weekend .............. we went camping in the woods?
9. The reason ...................... the party was good was that there were lots of people there.

Relative Adverbs

Where, when and why are relative adverbs and introduce relative clauses.

- **Where** is used to refer to place, usually after nouns like place, house, street, town and country. It can be replaced by which/that + preposition and, in this case, which/that can be omitted.
  
  *e.g.* The street *where* we used to play is very busy now.
  
  The street *(which/that)* we used to play in is very busy now.

- **When** is used to refer to time, usually after nouns like time, period, moment, day and summer. It can either be replaced by that or can be omitted.
  
  *e.g.* I'll never forget the day *when* I first met him.
  
  I'll never forget the day *(that)* I first met him.

- **Why** is used to give reason, usually after the word reason. It can either be replaced by that or can be omitted.
  
  *e.g.* The reason *why* I can't meet you tonight is that I'm working overtime.
  
  The reason *(that)* I can't meet you tonight is that I'm working overtime.
Fill in who, which, whose, where or why.

My favourite place is York, a city in the North East of England, 1) ... where... the rivers Ouse and Foss meet. It is a beautiful city 2) .................. also has an interesting history.

The city wasn’t always called York. In 71AD it was named Eboracum by the Romans 3) .................. lived there. Then, the city was conquered by the Vikings, 4) .................. gave it the name Jorvik. Only later did the city become known as York.

Visitors to York can go to the Castle Museum, 5) .................. an amazing collection of objects is on show, or the National Railway Museum, 6) .................. is the only national museum outside London.

Famous people 7) .................. were born in York include Guy Fawkes, 8) .................. attempt to blow up the Houses of Parliament led to his execution, and Dick Turpin, 9) .................. was an 18th century highwayman! However, most people 10) .................. live in York today are kind and friendly, and that’s the reason 11) .................. I love it so much.

Fill in who, which, whose, when, where or why. Say whether they can be omitted or not.

1 A: This is the shop ...which... has just opened. (It can’t be omitted.)
   B: Oh good. I want to look in here.
2 A: Which of those men was your uncle?
   B: He was the one .................. was carrying a briefcase.
3 A: Is this the café .................. you met Sarah?
   B: Yes, this is the one.
4 A: Who was the girl .................. said hello to us?
   B: She’s the girl .................. car I bought last week.
5 A: Did you ask Joanne to the party?
   B: Yes. I asked her on the day ...... she phoned.
6 A: It’s very cold outside today.
   B: I know. That’s the reason .......... I’m wearing my coat.
7 A: What’s in that bag?
   B: Just some clothes .......... I’m taking with me.
8 A: Have you seen my glasses?
   B: They’re on the table, .............. you left them.

Join each item from column A to the corresponding one from column B using which.

e.g. 1 - g I knew you would be hungry, which is why I bought some sandwiches.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>I knew you would be</td>
<td>That is why I’m wearing</td>
</tr>
<tr>
<td>hungry</td>
<td>a jumper.</td>
</tr>
<tr>
<td>It’s very cold today</td>
<td>b This was very kind of</td>
</tr>
<tr>
<td>They got stuck in a</td>
<td>c That’s why the river</td>
</tr>
<tr>
<td>traffic jam.</td>
<td>d burst its banks.</td>
</tr>
<tr>
<td>He gave me a present.</td>
<td>g That is why I bought</td>
</tr>
<tr>
<td>I forgot to go to the</td>
<td>some sandwiches.</td>
</tr>
<tr>
<td>bank.</td>
<td></td>
</tr>
<tr>
<td>It rained a lot</td>
<td></td>
</tr>
<tr>
<td>yesterday.</td>
<td></td>
</tr>
<tr>
<td>She sent me an</td>
<td></td>
</tr>
<tr>
<td>invitation.</td>
<td></td>
</tr>
</tbody>
</table>

IN OTHER WORDS

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

1 The boy talking to Sarah is my brother, Kevin.
   who The boy who is talking to Sarah is my brother, Kevin.
2 The information contained in his booklet is useless.
   which The information which is contained in this booklet is useless.
3 He lives in a flat overlooking the park.
   that He lives in a flat that overlooks the park.

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

1 The wall surrounding the castle is made of stone.
   that The wall ... is made of stone.
2 She comes from a small village located at the foot of the mountain.
   which She comes from a small village ...... at the foot of the mountain.
3 The people standing in the queue are all immigrants.
   who The people in the queue are all immigrants.
4 The jewellery displayed in the exhibition belongs to the royal family.
   that The jewellery in the exhibition belongs to the royal family.
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. The relative pronouns can be omitted when they are the object of the relative clause. The relative clause is not put in commas.
  - e.g. People are fined. *(Which people? We don't know. The meaning of the sentence is not clear.)*
  - People **who** park illegally are fined. *(Which people? Those who park illegally.)*
  - The film was boring. *(Which film? We don't know. The meaning of the sentence is not clear.)*
  - The film *(which/that)* I watched yesterday was boring. *(Which film? The one I watched yesterday.)*

- A **non-identifying relative clause** gives extra information and is not essential to the meaning of the main sentence. In non-identifying relative clauses, the relative pronouns cannot be omitted and cannot be replaced by that. The relative clause is put in commas.
  - e.g. The Jeffersons live next door. *(The meaning of the sentence is clear.)*
  - The Jeffersons, **who own a Jaguar**, live next door. *(The relative clause gives extra information.)*
  - My cat is called Monty. *(The meaning of the sentence is clear.)*
  - My cat, **which I found on the street**, is called Monty. *(The relative clause gives extra information.)*

---

**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. The dress ...**which/that**... she bought was too big. *(I, can be omitted)*
2. Mrs Stewart ................. was the school's headmistress for ten years has retired now.
3. This is the kitten ................. I found in my garden.
4. Martin Reeds ................. was born the same year as I was is a distinguished author.
5. Pauline Smith ................. was in my class at school is a very successful lawyer now.
6. The library ................. they knocked down yesterday was in very bad condition.
7. The car ................. I bought last year is a red Ferrari.
8. Have you read the book ................. was written by one of the professors from my university?
9. That's the man ................. dog buried a bone in my vegetable garden.
10. My garden ................. I like very much looks beautiful when all the flowers bloom.
11. I know a girl ................. goes skiing in Switzerland every winter.
12. Jane ................. I don't know very well is very good at her job.
13. The woman ................. we spoke to is called Claire.

---

**Choose the correct answer.**

1. John is a boy ...C... studies hard every day.
   A when B which C who
2. This is the bicycle ................. I used to ride to school on.
   A whom B whose C which
3. I remember the time ................. I fell and broke my arm.
   A where B when C which
4. The reason ................. he is happy is that he has just passed his exams.
   A why B which C when
5. Where's the bread ................. I bought this morning?
   A who B when C that
6. That's the woman ................. best friend is a film star.
   A whose B who's C which
7. Paul is holding the prize ................. he won in the competition.
   A where B who C which
8. The chair ................. she is sitting on is an antique.
   A when B where C which
9. The woman ................. lives in that house is very rich.
   A which B who C where
10. The book ................. I borrowed from the library is very interesting.
    A that B whose C who's
UNIT 9
Relatives

15 Fill in the gaps with the correct relative pronoun or adverb and say whether they can be omitted or not.

A The book 1) ...which/that... (can be omitted) I borrowed from the library was about a girl 2) ............ works in Africa 3) ............... there are many people starving. It is a very sad story.

B John is a man 1) ................ only ambition is to be rich. That's the reason 2) .................. he works so hard. He doesn't listen to people 3) ................. tell him to slow down. The day 4) .................. he becomes a millionaire will be the day 5) .................. he has a rest.

C Home is the place I like best. I am a person 1) ............... needs time to myself. The thing 2) ............. I most like to do is relax in my living room, 3) ............... I am free from stress and 4) ................. there are no interruptions.

D The moment 1) .................. I met Peter is a moment 2) ............... I will always remember. He is someone 3) .................. I will always admire for his courage, 4) .................. has seen him through some difficult times. That's the reason 5) .................. I liked him straight away and 6) ................. we became good friends 7) .................. understand and respect each other.

E Tom likes classical music, unlike Graham, 1) ............... ............... only listens to pop music and 2) .................. favourite band is the Backstreet Boys. Tom likes music 3) .................. relaxes him, but Graham goes to nightclubs 4) ............... he can dance to loud music.

16 Write the correct relative pronoun or adverb in the appropriate place in the sentences below.

1 The woman who opened the door was wearing a uniform.
2 The man mother lives next door won a lot of money last year.
3 This ring, was a present from my husband, is very valuable.
4 My father, is a policeman, really enjoys his job.
5 The house I used to live has been knocked down now.
6 The book was given to me for my birthday is very old.
7 That teacher, is very good at his job, is popular with all his students.
8 Martin, sister has travelled the world, is a very interesting person.
9 The office the boss works is very luxurious.
10 Jane, mother is my hairdresser, is getting married next month.
11 The building is on the corner of the street is falling down.
12 Richmond, I was born, is a very nice place to live.

17 Fill in the gaps with the correct relative adverb or pronoun.

The Lion King is a film 1) ...which... everyone will enjoy. The story is set in Africa, 2) ............... there many wild animals, and the hero of the story is Simba, 3) ............... father is the king of the lions. Simba's evil uncle Scar, 4) ............... wants to be king, kills Simba's father and sends Simba away. Years pass, and Simba grows up. One day, he meets a lioness, Nala, 5) ............... was his childhood friend. She tells him that Scar, the king, is causing problems and that's the reason 6) ............... she has come to find him and take him back. Simba and his friends form a plan 7) ............... will put an end to Scar's wickedness. The film has characters 8) ............... you will love, and the music, 9) ............... was written by Elton John, is moving and dramatic. Disney, 10) ............... films have entertained children and adults alike for years, have excelled themselves this time.

18 Correct the mistakes.

1 That's the man who's dog I look after in the summer.
2 The reason which I'm tired is that I didn't sleep well last night.
3 Tim is someone which I've known since I was very young.
4 The moment who I realised my mistake I was very embarrassed.
5 The town which Shakespeare was born is called Stratford-upon-Avon.
6 Simon, whose lives near me, is learning to play the guitar.
7 Tom, who party we went to last month, has just bought a speedboat.
8 She's rich. That's she doesn't work.
9 There's the place which Sam's car broke down.
10 That exam, who was very difficult, was written by our teacher.
IN OTHER WORDS

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

1. This is Andrew. He is studying medicine at Harvard.
   who
   This is Andrew, who is studying medicine at Harvard.

2. That's Bob. His father is an astronaut.
   whose
   That's Bob, whose father is an astronaut.

3. That's the hotel we stayed at last summer.
   where
   That's the hotel where we stayed last summer.

4. She gave me a lift. That was kind of her.
   which
   She gave me a lift, which was kind of her.

5. I read a book. It was called 'The Riverside'.
   which
   The book which I read was called 'The Riverside'.

6. The disadvantage of sth
   disadvantage of sth
   put the blame on sb/sth
   deal with sth
   decide on sth
   hear about sth/sb
   hear from sb
   hear of sb/sth

Fill in the gaps with one of the verbs/nouns from the list in the correct form and a suitable preposition.

1. Policemen have to ...deal with... all kinds of problems.
2. He couldn't ................................ a name for his new puppy.
3. Claire had never ..................................... Mel Gibson until she watched 'Ransom'.
4. Don't .................................... Paul ............... the accident.
5. It's easy to put the ........................................ others when something goes wrong.
6. The ........................................ having a credit card is that it is easy to spend too much money.
7. I ................................ Jill yesterday. She is in Norway.
8. Have you ................................ the new Disney film? It's meant to be fantastic.

Phrasal Verbs

put down: write
put forward: propose
put off: postpone
put on:
1) dress oneself in
2) increase in (weight)
put out:
1) extinguish (a fire, cigar, etc.)
put through:
connect by phone
put sb up:
provide a place to stay

Fill in the gaps with the correct phrasal verb.

1. ...Put down... all your suggestions on paper and we'll discuss them. (write)
2. It took the firemen three hours to ............... the fire. (extinguish)
3. I ...................... my new dress, but it was too big for me. (dressed myself in)
4. Nick will ............... us ............... for the night. (provide a place to stay)
5. Sue looks better now that she's ............... a bit of weight. (has increased in weight)
6. Mike ............... the idea that they should have a Halloween party. (proposed)
7. I phoned the company, but the receptionist said she couldn't ............... me ............... to the director because his line was busy. (connect by phone)
8. We had to ............... the wedding until next year. (postpone)
Revision Box

22. Choose the correct answer.

1. 'I ............. about your news! Congratulations!'  
   'Thank you! I'm very happy!'  
   A hear  B am hearing  C heard

2. 'Where are you going?'  
   'I'm going .................. a drive in the countryside.'  
   A to  B as  C for

3. 'What shall we do tomorrow?'  
   'We ..................... go to the flower exhibition if you want.'  
   A mustn't  B could  C needn't

4. 'If Brian ...................... please tell him I'll call later.'  
   'Alright. I'll tell him.'  
   A had phoned  B phoned  C should phone

5. 'Are you working late tonight?'  
   'I'll stay ................... I finish the report I'm writing.'  
   A before  B until  C by

6. 'Oh no! I forgot to pay the electricity bill this morning.'  
   'Don't worry. I ................... it for you at lunch time.'  
   A will pay  B am paying  C will have paid

7. 'Emily plays the piano very well.'  
   'Yes, she's ................... talented musician that she's won many competitions.'  
   A so  B such  C such a

8. 'I went to a Mexican restaurant last week.'  
   'Really? I ..................... Mexican food.'  
   A am eating  B haven't been eating  C have never eaten

9. 'Did you make dinner last night?'  
   'No. By the time I got home, Alice .................. it.'  
   A had already made  B already made  C has already made

10. 'I left my umbrella at your house last night.'  
    'Did you? I ................... it back for you tomorrow.'  
     A brought  B am bringing  C will bring

11. '..................... I help you with the housework?'  
    'Yes, please. That would be nice.'  
    A Did  B Will  C Shall

12. 'Did you pass the exam?'  
    'Yes. I got a good grade, ..................... I didn't study much.'  
    A even though  B despite  C in spite of

Inspector Sparkes is investigating the theft of a painting from Ralph Carter's home at 9, Seaview Road. He has collected some information about the burglary. Look at the pictures and the prompts below and make sentences using relative pronouns and adverbs, as in the example.

e.g. The dining room was the room where the painting was hanging.

- dining room / room / the painting was hanging
- maid / person / realised the painting was missing
- five o'clock / time / she entered the dining room
- axe / tool / the burglar had used to break in
- the gloves / the burglar had worn / were found at the scene of the crime
- footprints / the burglar had made / were found in the garden

Writing Activity

Inspector Sparkes has to write a report about the investigation for his boss. Look at the Oral Activity again and use your notes to complete the report below.

To: Detective Superintendent Briggs  
From: Inspector Sparkes  
Subject: Burglary at 9, Seaview Road

The theft of a valuable painting took place at 9, Seaview Road on Sunday afternoon. The following information has been collected. The dining room was the room where the valuable painting was hanging.

...
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. ‘It’s nice to be home,’ Tom 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. *e.g. Tom said (that) it was nice to be home.*

### Say - Tell

We can use the verbs *say* and *tell* both in direct and reported speech.

- *Tell* is always followed by a personal object (told me).
- *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).

Study the following examples:

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>He said, ‘I’m Ted.’</td>
<td>He said (that) he was Ted.</td>
</tr>
<tr>
<td>He said to me, ‘I’m Ted.’</td>
<td>He said to me (that) he was Ted.</td>
</tr>
<tr>
<td>He told me, ‘I’m Ted.’</td>
<td>He told me (that) he was Ted.</td>
</tr>
<tr>
<td>(NOT: He told that he was Ted.)</td>
<td></td>
</tr>
</tbody>
</table>

**Say and tell** are also used with the following expressions:

- **Say** good morning/afternoon, etc., something/nothing, etc., one’s prayers, so, a few words
- **Tell** the truth, a lie, a secret, a story, the time, the difference, sb one’s name, sb the way, one from another, one’s fortune

## Fill in the gaps with *say* or *tell* in the correct tense.

**A**

Katie (1) ... **told**... Dave that she had met a set of twins at a party. ‘They looked exactly the same,’ she (2) ............... ‘I couldn’t (3) ...................... the difference between them.’ ‘I’ve got a twin brother, too,’ (4) ............... Dave. ‘Are you (5) ...................... me the truth?’ asked Katie. (6) ....................... me his name.’ ‘His name is Stephen,’ Dave (7) ....................... her. ‘I’ll take you to meet him tomorrow.’

**B**

‘You never listen to me,’ Tara (1) ............... Jim. ‘I (2) ....................... good morning to you three times today and you didn’t answer,’ she (3) ....................... ‘To (4) ............... you the truth, it makes me really angry. Why don’t you listen to me?’ ‘Oh, hello Tara,’ said Jim. ‘Did you just (5) ....................... something?’

**C**

‘Claire (1) .................. me that she and John are getting married,’ (2) ....................... Sue. ‘She (3) .................. that they’re going to have a big wedding with lots of guests.’ ‘That will be expensive,’ (4) ....................... Tom. ‘I thought John (5) .................. they couldn’t afford a big wedding.’ ‘Well that’s what Claire (6) .................. me,’ (7) ............... Sue. ‘I don’t think she would (8) .................. a lie.’
Reported Statements

In reported speech personal pronouns, possessive adjectives/possessive pronouns change according to the meaning of the sentence.

*e.g.* Sam said, ‘I’m leaving for Germany with my family tomorrow.’

Sam said (that) he was leaving for Germany with his family the following day.

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).

### Out-of-date Reporting

We usually report someone’s words a long time after they were said. In this case the introductory verb is in the past simple and the tenses change as follows:

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>I want</code> to go to bed early,` he said.</td>
<td>Past Simple: He said (that) he <code>wanted</code> to go to bed early.</td>
</tr>
<tr>
<td><code>She’s feeding</code> the baby,` he said.</td>
<td>Past Continuous: He said (that) she <code>was feeding</code> the baby.</td>
</tr>
<tr>
<td><code>I’ve bought</code> a new dress,` she said.</td>
<td>Past Perfect: She said (that) she <code>had bought</code> a new dress.</td>
</tr>
<tr>
<td><code>I finished</code> work early,` Alex said.</td>
<td>Past Simple or Past Perfect: Alex said (that) he <code>had finished</code> work early.</td>
</tr>
<tr>
<td><code>I was planning</code> to call you later,` she said.</td>
<td>Past Continuous or Past Perfect Continuous: She said (that) she <code>had been planning</code> to call me later.</td>
</tr>
<tr>
<td><strong>Future (Will)</strong></td>
<td>Conditional (Would)</td>
</tr>
<tr>
<td><code>I’ll talk</code> to you tomorrow,` she said.</td>
<td>She said (that) she <code>would talk</code> to me the next day.</td>
</tr>
</tbody>
</table>

The past perfect and past perfect continuous remain the same.

Direct Speech: ‘The film `had finished` by the time I got home,’ he said.

Reported Speech: He said (that) the film `had finished` by the time he got home.

Certain words and time expressions change according to the meaning of the sentence as follows:

<table>
<thead>
<tr>
<th>Now · then, at that time, immediately</th>
<th>Last week · the week before, the previous week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today, tonight · that day, that night</td>
<td>Next week · the week after, the following week</td>
</tr>
<tr>
<td>Yesterday · the day before, the previous day</td>
<td>Two days ago · two days before</td>
</tr>
<tr>
<td>Tomorrow · the next day, the following day</td>
<td>Here · there</td>
</tr>
<tr>
<td>This week · that week</td>
<td>Come · go</td>
</tr>
</tbody>
</table>

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/that/these/those** are not used in time expressions, they change as follows:

a) as adjectives, that is, when they are followed by a noun, they change to **the**.

*e.g.* ‘This cake is delicious,’ Pam told me. · Pam told me (that) **the cake** was delicious.

b) as pronouns, that is, when they are not followed by a noun, they change to **it or they/them**.

*e.g.* a) ‘This is a brilliant idea,’ Debbie said. · Debbie said (that) **it** was a brilliant idea.

b) He said, ‘**Those are** the men who helped me.’ · He said (that) **they** were the men who (had) helped him.
When we report someone’s words a short time after they were said, the tenses can either change or remain the same in reported speech.

**direct speech:** ‘I’m seeing the manager tomorrow,’ Jack said to us.
**reported speech:** Jack told us (that) he is seeing/was seeing the manager tomorrow.

- Certain modal verbs change in reported speech as follows:
  - will/shall → would
  - may → might
  - can → could
  - can → could
  - must → must/had to (obligation)
  - shall → should (asking for advice)

- *Would, could, might, should, ought, had better* and *mustn’t* do not change in reported speech. *Must* does not change in reported speech when it expresses a logical assumption.

<table>
<thead>
<tr>
<th>direct speech</th>
<th>reported speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>He said, ‘I’ll have some tea.’</td>
<td>He said (that) he would have some tea.</td>
</tr>
<tr>
<td>He said, ‘She can type fast.’</td>
<td>He said (that) she could type fast.</td>
</tr>
<tr>
<td>He said, ‘I can talk to you tomorrow.’</td>
<td>He said (that) he could/would be able to talk to me the next day. (It refers to the future)</td>
</tr>
<tr>
<td>He said, ‘They may come home.’</td>
<td>He said (that) they might come home.</td>
</tr>
<tr>
<td>He said, ‘What shall I tell her?’</td>
<td>He asked what he should tell her.</td>
</tr>
<tr>
<td>He said, ‘You must stay in.’</td>
<td>He said (that) I must/had to stay in.</td>
</tr>
<tr>
<td>He said, ‘She must be exhausted.’</td>
<td>He said (that) she must be exhausted.</td>
</tr>
</tbody>
</table>

- 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.

  **direct speech:** ‘If I have the time, I’ll come round,’ Lisa said.
  **reported speech:** Lisa said (that) if she had the time, she would come round.

- Type 2 and Type 3 conditionals do not change in reported speech.

  **direct speech:** ‘If she knew, she would help us,’ Tony said.
  **reported speech:** Tony said (that) if she knew, she would help us.

- The verb tenses and time expressions change in reported speech:
  a) when reporting someone’s words a long time after they were said (out-of-date reporting).
  b) when we consider what the speaker says to be untrue.

  **direct speech:** ‘I like Shakespeare’s plays a lot,’ he said to us.
  **reported speech:** He told us (that) he liked Shakespeare’s plays a lot, but he didn’t know the name of any.

- The verb tenses can either change or remain the same in reported speech:
  a) when reporting someone’s words a short time after they were said (up-to-date reporting).
  b) when reporting a general truth or law of nature.

  **direct speech:** ‘The sun sets in the west,’ the teacher said.
  **reported speech:** The teacher said (that) the sun sets/set in the west.

- The verb tenses remain the same in reported speech:

  When the introductory verb is in the present, future or present perfect.

  **direct speech:** The singer says, ‘I enjoy cycling.’
  **reported speech:** The singer says (that) she enjoys cycling.
Fill in the gaps with the correct pronoun or possessive adjective.

1. James said, 'My boss wants me to go to London tomorrow.'
   James said, ..his.. boss wanted ............... to go to London the following day.
2. Mary said, 'I'm waiting for my son to come out of school.'
   Mary said that ............... was waiting for ............... son to come out of school.
3. George said, 'I've bought a new car for my mum.'
   George said ............... had bought a new car for ............... mum.
4. Julie said to me, 'I need you to help me with the shopping.'
   Julie told me that ............... needed ............... to help ............... with the shopping.
5. John said, 'I'd like to take you out to dinner.'
   John said ...............'d like to take ............... out to dinner.
6. Helen said to Jane, 'I think your new haircut is lovely.'
   Helen told Jane that ............... thought ............... new haircut was lovely.

Turn the following sentences into reported speech.

1. He said, 'I'm going to the station.'
   ...He said (that) he was going to the station...
2. Tina said, 'You should exercise regularly.'
   ............... said ............... should exercise regularly.
3. They said, 'We had booked the room before we left.'
   ............... said ............... had booked the room before they left.
4. Tom said, 'This meal is delicious.'
   ............... said ............... was delicious.
5. 'I've written you a letter,' she said to her friend.
   She ............... that she ............... written a letter to her friend.
6. 'We've decided to spend our holidays in Jordan,' they told us.
   They told us ............... they ............... decided to spend their holidays in Jordan.
7. Jill said, 'I'll go to the bank tomorrow.'
   Jill said ............... she ............... go to the bank tomorrow.
8. She said to him, 'We've been invited to a wedding.'
   She said to him ............... she ............... been invited to a wedding.
9. She told me, 'You must leave early tomorrow.'
   She told me ............... she ............... must leave early tomorrow.
10. 'They've gone out for the evening,' Jessie said to me.
    Jessie said to me ............... they ............... gone out for the evening.
11. They said, 'We may visit Joe tonight.'
    They said ............... they ............... visit Joe tonight.
12. She said, 'I can meet you on Tuesday.'
    She said ............... she ............... meet me on Tuesday.
13. Keith said, 'There is a letter for you on the table.'
    Keith said ............... there ............... a letter for you on the table.
14. 'We won't be visiting Tom this evening,' Sam told us.
    Sam told us ............... they ............... visit Tom this evening.
15. Eric said, 'They had been talking on the phone for an hour before I interrupted them.'
    Eric said ............... they ............... been talking on the phone for an hour before I interrupted them.
16. 'I haven't spoken to Mary since last week,' Gloria said.
    Gloria said ............... she ............... spoken to Mary since last week.
17. 'They delivered the letters this morning,' she said.
    She said ............... they ............... delivered the letters this morning.
18. He said, 'I'd like to buy this jumper.'
    He said ............... he ............... like to buy this jumper.
19. 'They aren't going on holiday this year,' he said.
    He said ............... they ............... going on holiday this year.
20. Jane said, 'I haven't finished my homework yet.'
    Jane said ............... she ............... finished her homework yet.
21. 'I'm going to bed early tonight,' Caroline said.
    Caroline said ............... she ............... going to bed early tonight.
22. 'My mother is coming to visit us,' I said.
    I said ............... my mother is coming to visit us.
23. 'We don't want to watch a film tonight,' the children said.
    The children said ............... they ............... want to watch a film tonight.
24. 'He's playing in the garden now,' his mother said.
    His mother said ............... he ............... playing in the garden now.
25. She said, 'You must do your homework now.'
    She said ............... she ............... must do their homework now.
5. ‘He broke the window,’ they said.
6. ‘We’ve never been on holiday abroad,’ they said.
7. Mum says, ‘Dinner is ready.’
8. ‘I’ll start cooking at six o’clock,’ she said.
9. ‘We went to the supermarket yesterday,’ he said.
10. Mrs Jones says, ‘My daughter is going to have a baby.’
11. ‘You’re never going to get a job,’ Dad always says.
12. ‘Fish live in water,’ he said.
13. ‘We went to the beach last weekend,’ they said.
14. ‘He showed me his photographs,’ she said.
15. ‘I’m working on my project now,’ Billy said.

7. Turn the following sentences into reported speech.

1. ‘Seaweed grows in the sea,’ the teacher said to the students.  
   ...The teacher said to the students/told the students (that) seaweed grows/grew in the sea...
2. ‘I saw Amanda at the cinema,’ she said.  
   (up-to-date reporting)
3. ‘They don’t live here any more,’ he said to me.  
   (out-of-date reporting)
4. ‘Canada is a large country,’ he said.
5. ‘The Statue of Liberty is in America,’ she said to us.
6. ‘I’ll help you with your homework,’ he said.  
   (out-of-date reporting)
7. ‘I would go on holiday if I had enough money,’ Bill said.  
   (up-to-date reporting)
8. ‘If I’m free, I’ll call you,’ Tom said.  
   (up-to-date reporting)
9. ‘You should make a decision,’ he said to us.
10. ‘You can ask John for advice,’ she said.  
    (up-to-date reporting)
Reported Questions

Turn the following into reported questions.

1. ‘Where do you live?’ I asked her.
   ...I asked her where she lived ...

2. ‘How old will you be on your next birthday?’ he asked me.

3. ‘Where is your umbrella?’ she asked her daughter.

4. ‘Do you like playing football?’ John asked us.

5. The boss asked, ‘What time are you going home today?’

6. ‘Will you take the children to school today?’ he asked.

7. ‘Who called you today?’ she asked.

8. ‘When will you decorate the kitchen?’ Martha asked.

9. ‘Who broke my vase?’ I asked.

10. Father asked, ‘Will you help me lift these boxes, please?’

11. ‘Can you speak a foreign language?’ she asked her.

12. ‘Where is the tourist information centre?’ we asked.

Yesterday, Marion met a couple who were on holiday in London. They were looking at a map. She asked them some questions. Turn them into reported questions.

1. ‘Are you lost?’
   ...Marion asked them if/whether they were lost ...

2. ‘Can you speak English?’

3. ‘Where are you from?’

4. ‘Is your hotel near here?’

5. ‘Where do you want to go?’

6. ‘Were you looking for Big Ben?’

7. ‘Have you been to the British Museum?’

8. ‘Have you visited Buckingham Palace?’

9. ‘Do you like London?’

Yesterday, Eric had a job interview.

The manager asked Eric if/whether he had had any experience.

He also asked him why he wanted the job.

Reported questions are usually introduced with the verbs ask, inquire, wonder or the expression want to know.

When the direct question 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.

e.g. ‘What do you want to know?’ she asked me.
   She asked me what I wanted to know.

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. ‘Have you seen this man before?’ he asked me.
   He asked me if/whether I had seen the man before.

In reported questions, 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. ‘Can you hold the door for me, please?’ the man asked me.
   The man asked me if/whether I could hold the door for him.

‘Where are you going?’ Sam asked her.
   Sam asked her where she was going.
   (NOT: Sam asked her where was she going.)
UNIT 10
Reported Speech

Reported Commands/Requests/Suggestions

Let’s fly the kite.
Pull the strings harder!
Unroll more string, please.
Don’t let go of the kite!

10
Fill in the gaps with the introductory verbs in the list in the correct form.
order, tell, ask, beg, suggest

1 ‘Please visit me in hospital,’ Joan said to Colin.
   Joan asked Colin to visit her in hospital.
2 ‘Let’s eat out this evening,’ Paul said to her.
   Paul asked eating out that evening.
3 ‘Please, please be careful,’ she said to him.
   She asked him to be careful.
4 ‘Don’t go near the fire,’ Dad said to us.
   Dad asked us not to go near the fire.
5 ‘Be quiet!’ the commander said to the troops.
   The commander asked the troops to be quiet.

11
Turn the following sentences into reported speech.

1 ‘Let’s try the exercise again.’
   The ballet teacher suggested trying the exercise again.
2 ‘Lift your leg higher please, Rachel.’
   The teacher asked Rachel to lift her leg higher.
3 ‘Turn your head a little more.’
   The teacher asked us to turn our head a little more.
4 ‘Don’t lean back.’
   The teacher asked us not to lean back.

12
Turn the following sentences into reported speech.

1 The doctor told the patient, ‘Come back to see me again next week.’
   The doctor told the patient to go back and see him again the following week.
2 The guard said to the driver, ‘Stop!’
   The guard told the driver to stop.
3 He said, ‘Shall we go for a walk?’
   He asked if we would like to go for a walk.
4 She said to him, ‘Please, please don’t leave me!’
   She asked him not to leave her.
5 Jenny said to Dave, ‘Please help me with this.’
   Jenny asked Dave to help her.
6 She said to him, ‘Open the window, please.’
   She asked him to open the window.
7 Mother said, ‘How about going for a drive?’
   Mother suggested going for a drive.
8 She said, ‘Let’s eat now.’
   She said to us to eat now.

Keith suggested flying the kite.
He told Paul to pull the strings harder.
He asked Paul to unroll more string.
He also told him not to let go of the kite.

To report commands or instructions in reported speech, we use the introductory verbs order or
tell + sb + (not) to-infinitive.
  e.g. ‘Put the gun down!’ he said to him.
      He ordered him to put the gun down.
      ‘Don’t look down!’ he said to us.
      He told us not to look down.
      ‘Put the shopping in the kitchen,’ she said to her.
      She told her to put the shopping in the kitchen.

To report requests, we use the introductory verbs ask or beg + sb + (not) to-infinitive. The direct
sentence usually contains the word ‘please’.
  e.g. ‘Help me, please,’ Jean said to Tom.
      Jean asked Tom to help her.
      ‘Please, please don’t call the police,’ he said to Colin.
      He begged Colin not to call the police.

To report suggestions, we use the introductory verb suggest + -ing form/that sb (should) +
bare infinitive.
  e.g. ‘Let’s go outside,’ I said to them.
      We can/could go outside,’ I said to them.
      ‘Shall we go outside?’ I said to them.
      ‘How about going outside?’ I said to them.
      I suggested that we go outside.
### Introductory Verbs

<table>
<thead>
<tr>
<th>Introductory verb</th>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>agree + to-inf</td>
<td>'Yes, I’ll give you a lift.'</td>
<td>She agreed to give me a lift.</td>
</tr>
<tr>
<td>offer</td>
<td>'Shall I carry the boxes?'</td>
<td>He offered to carry the boxes.</td>
</tr>
<tr>
<td>promise</td>
<td>'I promise I’ll help you.'</td>
<td>He promised to help me.</td>
</tr>
<tr>
<td>refuse</td>
<td>'No, I won’t buy you a car.'</td>
<td>She refused to buy me a car.</td>
</tr>
<tr>
<td><em>threaten</em></td>
<td>'Stop talking or I’ll send you out.'</td>
<td>He threatened to send me out if I didn’t stop talking.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*advise + sb + to-inf</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ask</td>
<td>'You should see a doctor.'</td>
<td>He advised me to see a doctor.</td>
</tr>
<tr>
<td>beg</td>
<td>'Could you do something for me?'</td>
<td>He asked me to do something for her.</td>
</tr>
<tr>
<td>command</td>
<td>'Please, please call the police.'</td>
<td>She begged me to call the police.</td>
</tr>
<tr>
<td>invite</td>
<td>'Drop your weapons!'</td>
<td>He commanded them to drop their weapons.</td>
</tr>
<tr>
<td>order</td>
<td>'Will you come to my party?'</td>
<td>She invited me to (go to) her party.</td>
</tr>
<tr>
<td><em>remind</em></td>
<td>'Get out of the house!'</td>
<td>She ordered me to get out of the house.</td>
</tr>
<tr>
<td><em>warn</em></td>
<td>'Don’t forget to write to Paul.'</td>
<td>She reminded me to write to Paul.</td>
</tr>
<tr>
<td></td>
<td>'Don’t go near the oven.'</td>
<td>She warned me not to go near the oven.</td>
</tr>
</tbody>
</table>

| admit (to) + gerund   |           |                  |
| accuser of sb         | 'Yes, I stole the plans.' | He admitted (to) stealing/having stolen the plans. |
| apologise for sb      | 'You lied to me.' | She accused me of lying/having lied to her. |
| boast about sb        | 'I’m sorry I shouted at you.' | He apologised for shouting/having shouted at me. |
| complain to sb of     | 'I’m the cleverest of all.' | He boasted of/about being the cleverest of all. |
| deny                  | 'I have a headache.' | She complained to me of having a headache. |
| *insist on sb*        | 'I didn’t take your bag.' | He denied taking/having taken my bag. |
| *suggest*             | 'You must do your work.' | She insisted on me/my doing my work. |
|                       | 'Let’s visit Jane.' | She suggested visiting Jane. |

| complain + that       |           |                  |
| deny                  | 'You’re always late.' | She complained that I was always late. |
| explain               | 'I didn’t take the money.' | She denied that she had taken the money. |
| exclaim/remark        | 'It’s a difficult situation.' | He explained that it was a difficult situation. |
| promise               | 'What a beautiful baby he is!' | She exclaimed/remarked that he was a beautiful baby. |
| suggest               | 'I promise I’ll call you.' | She promised that she would call me. |
|                       | 'You’d better go home.' | He suggested that I (should) go home. |

*Note: admit, advise, boast, insist, threaten, warn, remind can also be followed by a that-clause in reported speech.*

### 13 Fill in the gaps with one of the introductory verbs from the list below in the past simple.

- agree, invite, warn, accuse, boast, complain, insist, explain, exclaim, remark, remind, suggest, promise

1. ‘Will you come to the ball?’ he said to her. He __________ her to go to the ball.
2. ‘I’m the best student in the school,’ he said. He __________ about being the best student in the school.
3. ‘Yes, I’ll lend you some money,’ he said to Jane. He ___________ to lend Jane some money.
4. ‘What a beautiful dress she is wearing!’ he said. He ____________ that she was wearing a beautiful dress.

5. ‘He never buys me flowers,’ she said. She ____________ that he never bought her flowers.
6. ‘Let’s go for a picnic,’ he said. He ___________ going for a picnic.
7. ‘You stole the money,’ Tom said to Jim. Tom ___________ Jim of stealing the money.
8. ‘Don’t forget to hang out the washing,’ she said to me. She ___________ me to hang out the washing.
9. ‘I promise I’ll write to you,’ she said to him. She ___________ to write to him.
10. ‘You must finish the report,’ she said to him. She ___________ on him finishing the report.
11. ‘Don’t touch the wet paint,’ Dad said to us. Dad ___________ us not to touch the wet paint.
12. ‘There’s nothing else I can do,’ he said. He ___________ that there was nothing else he could do.
UNIT 10
Reported Speech

14 First, choose an appropriate introductory verb, then report the sentences.

1 'Please, please don't go.'
   ...beg...
   She ...begged me not to go.

2 'Yes, I'll do the shopping.'
   ...........
   Paul .................................................................

3 'Everyone sit down!'
   ...........
   The teacher .........................................................

4 'Could I borrow your pen?'
   ...........
   She .................................................................

5 'It was me who made the mistake.'
   ...........
   Mary .................................................................

6 'You should speak to the manager.'
   ...........
   Jill .................................................................

7 'No, I won't type the letter for you.'
   ...........
   Bob .................................................................

8 'I promise I'll take you home.'
   ...........
   Jack .................................................................

9 'Fire at the enemy!'
   ...........
   The sergeant ......................................................

10 'I'll send you to your room if you're naughty.'
    ...........
   Mum .................................................................

11 'No, I didn't call you.'
   ...........
   Kim .................................................................

12 'Let's go for a walk.'
   ...........
   Tom .................................................................

13 'I'm sorry I broke your glasses.'
   ...........
   Ted .................................................................

14 'Don't forget to pay the bills.'
   ...........
   Sam .................................................................

15 'Don't go near the river.'
   ...........
   Dad .................................................................

16 'You broke the window.'
   ...........
   Peter .................................................................

17 'Children, be quiet!'
   ...........
   Miss Black ........................................................

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.). Words or exclamations such as Oh, Oh dear, Well, etc., are omitted in reported speech.

a 'Oh, this is a delicious cake!' he said. 'Who made it?'
   He exclaimed/remarked that it was a delicious cake and asked who had made it.

b He picked up the heavy bag and said, 'Can I carry it for you?'
   He picked up the heavy bag, offering to carry it for me.

c Jill: Oh! I love your dress. Is it new?
   Ann: Well, actually it is.
   Jill: Where did you buy it? I've been looking for one like that for ages!
   Jill exclaimed that she loved Ann's dress and asked her if it was new. Ann replied that it was. Jill wanted to know where Ann had bought it, explaining that she had been looking for one like it for ages.

15 Turn the following sentences into reported speech.

1 'Don't be late tonight,' said Dad. 'You have to get up early tomorrow.'
   ...Dad asked us not to be late, explaining that we had to get up early the following day...

2 'Let's go out tonight,' he said. 'We haven't been out for ages.'
   ...........

3 'I'm exhausted,' he said. 'I've been working hard all week.'
   ...........

4 'You're late,' she said to Tom. 'I was about to go home.'
   ...........

5 'Are you busy?' he asked me. 'I need to talk to you.'
   ...........
6 ‘Have you had your hair cut?’ he asked Jessie. ‘It looks great.’

7 ‘I’m bored,’ Peter said. ‘This film is terrible.’

8 ‘I’m going shopping,’ Linda said. ‘I’ll be back in an hour.’

9 ‘Bill wants to talk to you,’ Tina said to the boss. ‘He’s waiting outside.’

10 ‘Are you ready?’ Mother said to the children. ‘It’s time to go.’

11 ‘I’m going to bed,’ Emma said. ‘I’m tired.’

12 ‘Wait for me,’ I said. ‘I’m coming with you.’

13 ‘Open the window,’ he said. ‘It’s hot in here.’

14 ‘Go away,’ she said to them. ‘I want to be alone.’

15 ‘What time is it?’ Bob asked. ‘My watch has stopped.’

16 ‘Are you leaving now?’ Sam said. ‘I’ll give you a lift.’

17 ‘I’m sorry I’m late. I lost my way,’ she said to us.

18 ‘Who’s there?’ she asked. ‘Come in.’

19 ‘Did you miss the bus?’ he said. ‘You’re late.’

20 ‘Have you got an umbrella?’ Liz asked. ‘It’s raining.’

21 Ben: I’ve joined a gym. I want to get fit.
Tom: Which gym have you joined?
Ben: The Star Gym. It’s close to my house.

22 George: Tim isn’t here. He’s playing football.
John: Where is he playing?
George: At the school. I’m going there now.

Sonia: What’s wrong?
Eric: There’s a problem with my computer. I can’t get it to work.

Punctuation in Direct Speech

◆ We put the speaker’s words in quotation marks and we capitalise the first word of the direct speech. e.g. ‘He isn’t at home.’

◆ We mention the speaker before or after 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. She said, ‘He isn’t at home.’

OR: ‘He isn’t at home,’ she 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. ‘Do you know him?’ she asked me.

OR: She asked me, ‘Do you know him?’

Punctuate the following, making any other necessary changes.

1 shall we meet again next Thursday Roger asked...
2 ‘Shall we meet again next Thursday?’ Roger asked...
3 Jack said don’t touch the wire
4 ‘Don’t touch the wire,’ Jack said.
5 where have you been Tina asked
6 ‘Where have you been?’ Tina asked.
7 Sandra said I don’t want to stay here any longer
8 ‘I don’t want to stay here any longer,’ Sandra said.
9 the children are in the garden Dorothy said
10 Why did you do that Bob asked
11 Linda said close the window please
12 they asked where are you going
13 ‘Where are you going?’ they asked.
14 we’re lost they said to me
UNIT 10
Reported Speech

17 Turn the following into reported speech. Use appropriate introductory verbs.

1 Ben: ‘I didn’t do very well in the test.’
   …Ben remarked that he hadn’t done very well in the test.

2 Joe: ‘We won’t get the results until next week.’

3 Tania: ‘I’ll be very disappointed if I fail.’

4 Meg: ‘I had done a lot of revision.’

5 Ben: ‘Let’s talk about something else.’

6 Joe: ‘Does anyone want to come to the cinema with me this afternoon?’

7 Tania: ‘My roommate is having a party at the weekend. You’re all invited.’

8 Meg: ‘I’d love to come to the party. Count me in.’

19 Study the speech bubbles, then complete the sentences below using reported speech, as in the example.

1 James was playing his music very loudly, so I …
   …told him to turn it down.

2 It was Tom’s birthday, so he …
   …told his mum to cook me a cake.

3 Tony was having difficulty with his studies, so he …
   …asked his mum to help him.

4 Janet was planning to eat at her friend’s house, so she …
   …told her mum to take her out.

5 It was very cold, so I …
   …told Mum to close the door.

6 Sue was busy when the phone rang, so she …
   …asked Mum to take a message.

18 Turn the following text into direct speech.

The boss said that an important client was arriving the next day. He asked us to be at work on time. He explained that the client was going to stay for a week. He pointed out that he owned several large companies and that he was the most important client we had ever had.

‘An important client is arriving tomorrow.’

130
IN OTHER WORDS

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

1. ‘You opened my letters,’ he said to his wife.
   He accused his wife of opening his letters.
   He accused his wife of having opened his letters.

2. ‘I didn’t tell Brian your secret,’ she said.
   She denied telling/having told/that she (had) told Brian my secret.

3. ‘I was the one who organised the party,’ Peter said.
   He admitted admitting organising/having organised the party.

4. ‘I’ll phone your parents if you don’t do as I say,’ she said to the student.
   She threatened to phone that she would phone the student’s parents if he didn’t do as she said.

5. ‘Don’t forget to invite Miss Green to dinner,’ she said to her sister.
   She reminded her sister to invite Miss Green to dinner.

6. ‘Why don’t we go away for the weekend?’ she said.
   She suggested going away for the weekend.
   She suggested that we (should) go away for the weekend.

21. Complete the sentences with two to five words, including the word in bold.

1. ‘I will fire you if you arrive late again,’ he said to her.
   threatened He threatened to fire her if she arrived late again.

2. ‘Why don’t we buy Emma a present?’ Jane said.
   should Jane suggested buying Emma a present.

3. ‘You ate my bar of chocolate!’ Sarah said to Mike.
   of Sarah suggested eating her bar of chocolate.

4. ‘I borrowed your favourite jumper,’ David said.
   admitted David suggested borrowing his favourite jumper.

5. ‘Don’t forget to lock all the doors and windows,’
   Mum said to me.
   reminded Mum suggested locking all the doors and windows.

6. ‘I didn’t leave the garden gate open!’ she said.
   denied She suggested not leaving the garden gate open.

7. ‘Let’s meet for lunch,’ he said.
   meeting He suggested meeting for lunch.

8. ‘No, I won’t do your homework for you,’ Danny said.
   refused Danny refused to do it for me.

9. ‘You must come to the theatre with me,’ said Jane.
   on Jane invited me to to the theatre with her.

10. ‘I’m sorry I broke your favourite cup,’ said Sam.
    for Sam suggested replacing my favourite cup.

11. ‘Will you come to dinner with me?’ said Paul.
    invited Paul invited me to dinner with him.

12. ‘What a beautiful dress!’ said Julie.
    exclaimed Julie exclaimed a beautiful dress.

13. ‘I feel very tired,’ she said to me.
    feeling She suggested feeling very tired.

14. ‘I promise I’ll visit you next week,’ he said to her.
    promised He suggested visiting her next week.

22. Turn the following sentences into direct speech, as in the example.

1. Jack complained that he was always interrupting him.
   ‘...You’re always interrupting me!’ Jack said.

2. We insisted on them staying for dinner.
   ‘...We insist on your staying for dinner.’

3. She apologised for forgetting my birthday.
   ‘...I’m sorry I forgot your birthday.’

4. He accused her of stealing his wallet.
   ‘...I accuse you of stealing my wallet.’

5. He agreed to help me organise the party.
   ‘...I agree to help organise the party.’

6. They warned the children to stay away from the water.
   ‘...I warn you not to come near the water.’

7. She promised to write every week.
   ‘...I promise to write you every week.’

8. He threatened to tell the teacher if we misbehaved.
   ‘...I’ll tell the teacher if you misbehave.’

9. I advised him to study hard for the exam.
   ‘...I tell you to study hard for the exam.’

10. She suggested going for a walk.
    ‘...I suggest we go for a walk.’

11. He explained that it wasn’t his fault.
    ‘...I explain that it wasn’t my fault.’

12. They denied opening my letters.
    ‘...I deny opening your letters.’

13. She offered to help me with the housework.
    ‘...I offer to help you with the housework.’

14. He complained that she was always tired.
    ‘...I tell you that you’re always tired.’

15. They invited me to their party.
    ‘...I invite you to our party.’

16. She threatened to call the police if they did it again.
    ‘...I tell them that I’ll call the police if they do it again.’
UNIT 10
Reported Speech

Prepositions

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>remind sb of sth</td>
<td>remind Mr. Smith of his mistake</td>
</tr>
<tr>
<td>prevent sth/sb from doing sth</td>
<td>prevent the dog from running out</td>
</tr>
<tr>
<td>translate sth into sth</td>
<td>translate the book into Spanish</td>
</tr>
<tr>
<td>accuse sb of sth</td>
<td>accuse her of lying</td>
</tr>
<tr>
<td>delighted with sth</td>
<td>delighted with his new car</td>
</tr>
<tr>
<td>astonished at/by sth</td>
<td>astonished by the news</td>
</tr>
<tr>
<td>sentence sb to sth</td>
<td>sentence him to 5 years in prison</td>
</tr>
<tr>
<td>condemn sb to sth</td>
<td>condemn him to death</td>
</tr>
<tr>
<td>cruel to sb/sth</td>
<td>cruel to his former wife</td>
</tr>
<tr>
<td>cruelty towards/to sb/sth</td>
<td>cruelty towards the child</td>
</tr>
<tr>
<td>take care of sb/sth</td>
<td>take care of her elderly parents</td>
</tr>
<tr>
<td>dissatisfied with sth</td>
<td>dissatisfied with the service</td>
</tr>
</tbody>
</table>

Underline the correct preposition.

1. This music reminds me of/to my country.
2. They were delighted with/from their presents.
3. It is wrong to be cruel in/to other people.
4. He was sentenced to/at nine years in prison.
5. She locked the car to prevent it from/by being stolen.
6. Beryl was astonished by/with the number of cards she received.
7. My mother is taking care about/of our dog.
8. This organisation is trying to end cruelty to/in animals.
9. The professor translated the poem in/into Russian.
10. He was dissatisfied with/by his new stereo, so he returned it to the shop.
11. He was accused at/of robbing the bank.
12. He was condemned in/to life imprisonment.

Phrasal Verbs

<table>
<thead>
<tr>
<th>Phrasal Verb</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>run across: find sth/sb by chance</td>
<td>run across the solution</td>
</tr>
<tr>
<td>run away (from): leave a place due to unhappiness</td>
<td>run away from the problem</td>
</tr>
<tr>
<td>run down: 1) hit and injure sb with a vehicle 2) say bad things about sb/sth</td>
<td>run down the stairs</td>
</tr>
<tr>
<td>run into: meet sb unexpectedly</td>
<td>run into a friend</td>
</tr>
<tr>
<td>run out of: reach the end of a supply of sth</td>
<td>run out of milk</td>
</tr>
<tr>
<td>run up against: to start to experience problems</td>
<td>run up against difficulties</td>
</tr>
</tbody>
</table>

Fill in the correct particle.

1. He ran ...into... an old school friend at a party.
2. Richard was run .......... by a car and taken to hospital.
3. We ran .......... a lot of problems at the beginning of our project.
4. Oh no! We’ve run .......... of coffee again.
5. He refused to listen to her as she ran .......... his friends.
6. I ran .......... this book as I was cleaning out the attic.
7. Tim decided to run .......... from the horrible boarding school.

Revision Box

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

1. I’ve never seen such a pretty girl.
   ever She’s the prettiest ... girl I’ve ever... seen.

2. I haven’t finished cooking the dinner yet.
   still I ........................................... the dinner.

3. He’s never watched a horror film before.
   first It’s the ........................................... watched a horror film.

4. When did you leave school?
   since How long is it ......................... school?

5. They didn’t go to bed until the film had finished.
   before They waited until the film ......................... to bed.

6. This tea is so sweet that I can’t drink it.
   too This tea ........................................... for me to drink.

7. My mother made me tidy my room before I went out.
   made I ........................................... my room before I went out.

8. Talking during the exam is not allowed.
   talk No one ......................... the exam.

9. Although he was tired, he went to bed late.
   spite He went to bed late, ......................... tired.

10. I missed the bus, so I was late for my lesson.
    result I missed the bus, and ......................... late for my lesson.

11. If you don’t wear warm clothes, you may catch a cold.
    unless You may catch a cold ......................... warm clothes.

12. You should do your homework, or the teacher will be angry.
    better You ......................... or the teacher will be angry.

13. I want to go to Sue’s party, but I’m too ill.
    wish I ........................................... well enough to go to Sue’s party.

14. That’s the girl I met on holiday.
    who That’s the girl ........................................... on holiday.

15. I bought a jacket. It was very cheap.
    which The jacket ........................................... was very cheap.
Revision Box

26 Rewrite the sentences in the passive.

1 A dog bit Angela.
   ...Angela was bitten by a dog..........................
2 They covered the table with a cloth.
   ..............................................................
3 Who wrote the book?
   ..............................................................
4 People say that she is very clever.
   ..............................................................
5 Martin sold the car.
   ..............................................................
6 Cathy wants people to like her.
   ..............................................................
7 We expect that the letter will arrive soon.
   ..............................................................
8 Did Andy make these decorations?
   ..............................................................
9 They say that Rick gave Julie a ring.
   ..............................................................
10 Sheila read the children a story.
    ..............................................................
11 Dora ate the pie.
    ..............................................................
12 Who painted the fence?
    ..............................................................
13 They think that he left the country.
    ..............................................................
14 They have bought me a bicycle.
    ..............................................................
15 I don’t like people asking me questions.
    ..............................................................

e.g. The mayor asked one of the pupils why they had decided to do it.
     The pupil answered that the beach was very dirty and children couldn’t play there.

27 Cross out the unnecessary word.

1 Who’s has opened the door?
2 Monica lost her purse while was shopping.
3 Unless they not call soon, we’ll be worried about them.
4 That’s the house whose its roof collapsed yesterday in the earthquake.
5 Were if I you, I wouldn’t lend him the money.
6 My parents let me to watch a horror film last night.
7 The dogs on the farm are being taken for a walk twice a day.
8 Despite of feeling unwell, Tom attended the meeting.

ORAL Activity

The pupils of Walker Primary School recently cleaned up a long stretch of the beach near their school. After they had finished, the mayor visited the pupils at their school and asked them some questions. Look at the questions and answers below and then report what was said, as in the example.

M: Why did you decide to do this?
P: The beach was very dirty and children couldn’t play there.

M: Have you ever done anything like this before?
P: No, this was the first time.

M: Do you do anything else to take care of the environment?
P: I try to recycle as many things as possible.

M: Will you do this again in the future?
P: Yes, we’re planning to do it again next month.

WRITING Activity

A reporter for the local newspaper was present while the mayor visited Walker Primary School. Look at the Oral Activity again and complete the newspaper article below.

**CHILDREN CLEAN UP BEACH**

Yesterday, the pupils of Walker Primary School cleaned up a long stretch of the beach near their school. Later, the mayor visited the school and spoke to some of the pupils. He asked one of them why they had decided to clean the beach. The pupil said ........
UNIT 11
Have Something Done

Jane Silver is painting a picture.
Anne Taylor is having her portrait painted.

We use **have** + **object** + **past participle** to say that we arrange for someone to do something for us.
*e.g. Sandra is having her car repaired at the moment. (Sandra is not repairing it herself - somebody else is repairing it.)*

<table>
<thead>
<tr>
<th>present simple</th>
<th>present continuous</th>
<th>past simple</th>
<th>past continuous</th>
<th>future simple</th>
<th>future continuous</th>
<th>present perfect</th>
<th>present perfect cont.</th>
<th>past perfect</th>
<th>past perfect cont.</th>
<th>infinitive</th>
<th>-ing form</th>
</tr>
</thead>
<tbody>
<tr>
<td>He fixes the tap.</td>
<td>He is fixing the tap.</td>
<td>He fixed the tap.</td>
<td>He was fixing the tap.</td>
<td>He will fix the tap.</td>
<td>He will be fixing the tap.</td>
<td>He has fixed the tap.</td>
<td>He has been fixing the tap.</td>
<td>He had fixed the tap.</td>
<td>He had been fixing the tap.</td>
<td>He must fix the tap.</td>
<td>It's no use fixing the tap.</td>
</tr>
<tr>
<td>He has the tap fixed.</td>
<td>He is having the tap fixed.</td>
<td>He had the tap fixed.</td>
<td>He was having the tap fixed.</td>
<td>He will have the tap fixed.</td>
<td>He will be having the tap fixed.</td>
<td>He has had the tap fixed.</td>
<td>He has been having the tap fixed.</td>
<td>He had had the tap fixed.</td>
<td>He had been having the tap fixed.</td>
<td>He must have the tap fixed.</td>
<td>It's no use having the tap fixed.</td>
</tr>
</tbody>
</table>

- Questions and negations of the verb **have** are formed with **do/does** in the present simple and **did** in the past simple. *e.g. Do you have your hair cut every month? Did she have the house cleaned?*

- We can also use **have something done** to express that something unpleasant happened to somebody. *e.g. Mary had her purse stolen yesterday. (= Mary's purse was stolen. This sentence shows that this unpleasant incident happened to her.)*

- We can use the verb **get** instead of the verb **have** only in informal conversation. *e.g. We must get the fridge repaired soon. (= We must have the fridge repaired soon.)*

---

1 Make sentences using the prompts below, as in the example.

1. The grass needs cutting.
   I know. I'm getting it cut tomorrow.
2. The windows need cleaning.
3. The fence needs painting.
4. The report needs typing.
5. The car needs servicing.

2. Something unpleasant happened to each of these people last week. Make sentences using **have something done**.

1. Mark (his bike/steal) from outside the grocer's.
   Mark had his bike stolen from outside the grocer's.
2. Little Jenny (her hair/pull) at school.
3. My uncle (his garage/break into) by car thieves.
4. Tara (her bag/steal) in a restaurant.
5. Steve (his downstairs window/smash) by a falling tree.
Have Something

3 Tick the correct sentence for each picture.

1. Ruth
   a. Ruth is filling her car with petrol. ✓
   b. Ruth is having her car filled with petrol.

2. Mary
   a. Mary is filling her car with petrol.
   b. Mary is having her car filled with petrol.

3. Mr. Walker
   a. Mr. Walker is taking his blood pressure. ✓
   b. Mr. Walker is having his blood pressure taken.

4. Mr. Hill
   a. Mr. Hill is taking his blood pressure.
   b. Mr. Hill is having his blood pressure taken.

5. Julie
   a. Julie is doing her hair.
   b. Julie is having her hair done.

6. Sandra
   a. Sandra is doing her hair.
   b. Sandra is having her hair done.

4 Study the situations, then write the answers using have something done.

1. Tony is going to the dentist’s for a check-up tomorrow. What’s he going to do?
   ...he is going to have his teeth checked...

2. Their house is very cold. Installing central heating would help. What should they do?
   ..............................................

3. James has written some songs and they’re going to be recorded. What is James going to do?
   ..............................................

4. Sarah is at the hairdresser’s. The hairdresser is cutting her hair. What is Sarah doing?
   ..............................................

5. The baker has made a special cake for Joan. What has Joan done?
   ..............................................

6. Their windows are very dirty. What should they have done?
   ..............................................

7. Claire’s shoes are made by hand especially for her. What does Claire do?
   ..............................................

8. Sam has paid the plumber for repairing his washing machine. What has he done?
   ..............................................

9. Simon’s arm was X-rayed yesterday. What happened at the hospital?
   ..............................................

5 Rewrite the sentences using have something done.

1. The money was deposited in his bank account by the company.
   ...he had the money deposited in his bank account....

2. Sarah’s new fridge will be delivered tomorrow.
   ..............................................

3. Tim’s car was serviced last week.
   ..............................................

4. Mrs. Scott’s cat was examined by the vet yesterday.
   ..............................................

5. Paul’s house will be painted next weekend.
   ..............................................

6. Mr. Brown’s book has just been published.
   ..............................................

7. Becky’s hair is done every week.
   ..............................................

8. Edward’s dinner was cooked by his mother yesterday.
   ..............................................

9. Jane’s living room is going to be redecorated next month.
   ..............................................

10. My eyes are tested by the optician.
    ..............................................
UNIT 11
Have Something Done

Barbara is talking to Annette about her house.
What suggestions does Annette make to Barbara? Using the prompts given, complete the sentences, as in the example.

1. ‘My carpet doesn’t match the walls.’ You could
   ............................................................... (it/retile)?
2. ‘The kitchen floor is a mess.’ ‘How about
   ............................................................... (the walls/paint)?’
3. ‘The bathroom is too small for a bath.’ ‘What about
   ............................................................... (a shower/put in)?’
4. ‘The water pipes are rusty.’ ‘Why don’t you
   ............................................................... (them/replace)?’
5. ‘The garage is falling down.’ ‘You could
   ............................................................... (a new one/build).’

Look at the prompts and answer the questions using have something done.

What did Tom do?
he / his jacket / dry-clean

He had his jacket dry-cleaned.

What is Ann doing?
she / a wedding dress/make

What is Rick going to do?
he / his eyes / test

What has Tim done?
he / his car / service

What will Jane do?
she/washing machine/repair

What should Paul do?
he / his hair / cut

Prepositions

<table>
<thead>
<tr>
<th>Prepositions</th>
</tr>
</thead>
<tbody>
<tr>
<td>impressed by/with sth</td>
</tr>
<tr>
<td>introduce sb to sb</td>
</tr>
<tr>
<td>photograph of sb/sth</td>
</tr>
<tr>
<td>solution to sth</td>
</tr>
<tr>
<td>use of sth</td>
</tr>
<tr>
<td>provide sb with sth</td>
</tr>
</tbody>
</table>

Fill in the correct preposition.

1. The room was crowded ...with... people.
2. Tim was furious ............. Jake ............. forgetting his birthday.
3. He was later ashamed ............. his bad behaviour.
4. He wanted a photograph ............. his hotel to show his friends.
5. My sister is frightened ......................... thunder.
6. She introduced her friends ..................... her parents.
7. My brother was furious ..................... losing his job.
8. John was impressed ..................... David’s cooking.
9. I have the use ..................... my friend’s car this week.
10. We need to find a solution ................. the problem.
11. School provides children ..................... a basic education.
12. ‘Playing the lottery is a waste ............. time,’ said Helen.

Phrasal Verbs

fall behind (with): fail to keep up with
fall for:
  1) be deceived by sth
  2) become strongly attracted to sb

fall in with: agree with a plan/decision, etc.
fall through: fail to happen
fall out (with): quarrel

Fill in the gaps with the correct phrasal verb.

1. If you don’t study you will ..........fall behind with... your school work. (fail to keep up with)
2. Our plans for the picnic ............. because of the bad weather. (failed to happen)
3. It would be easy to ......................... someone as handsome as Mel Gibson. (become strongly attracted to)
4. Tom hates ......................... with his best friend. (quarrelling)
5. He was so convincing that she ......................... his lies. (was deceived by)
6. I will ......................... whatever you decide. (agree)
Revision Box

10. Choose the correct item.

Guy Fawkes was a British soldier (1) ... A... is remembered for his role in the Gunpowder Plot. The object of his plan was to blow up the parliament buildings (2) .......... the King and the government were inside. Other members of the gang who were involved in this plot rented a cellar (3) ................ went under the parliament buildings. Then, they (4) ............... Guy Fawkes there with 20 barrels of gunpowder. (5) .................. the plot was discovered and Fawkes was arrested on 4th November, 1605. He (6) ............... until he revealed the names of the other people in the gang. A trial (7) ............... and he was found guilty of his crimes on 27th January, 1606. On 31st January, 1606, Guy Fawkes was executed in London. Today, people in Britain (8) ............... Guy Fawkes' Day on 5th November every year with fireworks.

1 A who B which C whose
2 A during B while C until
3 A who B whom C which
4 A sent B had sent C were sending
5 A Therefore B However C Because
6 A was tortured B has been tortured C is tortured
7 A held B was held C had been held
8 A celebrated B are celebrating C celebrate

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

1 I fell asleep early last night as I was very tired.
   so I was ...so tired last night that I... fell asleep early.

2 The instructions were very complicated and, as a result, I couldn’t follow them.
   such They were .................. I couldn’t follow them.

3 There was ice on the road. As a result, the driver lost control of his car.
   due The driver lost control of his car .................. that there was ice on the road.

4 Mary was too young to enter the swimming competition.
   enough Mary ....................................... to enter the swimming competition.

Have Something Done

The Jones' garden used to be very untidy. Recently, they have had a lot of work done. Look at the pictures and the prompts below and make sentences, as in the example.

e.g. They have had the grass cut.

• the grass / cut
• a pond / make
• the shed / fix
• the fence / repair
• some trees and flowers / plant
• a path / lay

Now, Mrs Jones is writing a letter to her sister, telling her about their garden. Look at the Oral Activity again and complete the letter below.

Dear Beverley,

Now that the work on the garden is finished, I thought I'd write and tell you all about it. I'm very pleased with the result. It looks really beautiful! First, we had the grass cut. Now it's nice and short. Then, ...........................................
UNIT 12
Nouns - Articles

Countable/Uncountable Nouns

Nouns can be countable or uncountable.

- **Countable nouns** are nouns which we can count. They have singular and plural forms.
  
  e.g. *a key, two keys, three keys*

  The plural is formed as follows:

<table>
<thead>
<tr>
<th>Regular Plurals</th>
<th>Irregular Plurals</th>
</tr>
</thead>
<tbody>
<tr>
<td>jacket</td>
<td>-</td>
</tr>
<tr>
<td>watch</td>
<td>-</td>
</tr>
<tr>
<td>tomato</td>
<td>But radio</td>
</tr>
<tr>
<td>baby</td>
<td>But toy</td>
</tr>
<tr>
<td>leaf</td>
<td>But cliff</td>
</tr>
<tr>
<td>child</td>
<td>-</td>
</tr>
<tr>
<td>man</td>
<td>-</td>
</tr>
<tr>
<td>woman</td>
<td>-</td>
</tr>
<tr>
<td>foot</td>
<td>-</td>
</tr>
<tr>
<td>tooth</td>
<td>-</td>
</tr>
<tr>
<td>goose</td>
<td>-</td>
</tr>
<tr>
<td>mouse</td>
<td>-</td>
</tr>
<tr>
<td>sheep</td>
<td>-</td>
</tr>
<tr>
<td>ox</td>
<td>-</td>
</tr>
<tr>
<td>deer</td>
<td>-</td>
</tr>
<tr>
<td>fish</td>
<td>-</td>
</tr>
<tr>
<td>louse</td>
<td>-</td>
</tr>
</tbody>
</table>

- **Uncountable nouns** are nouns which we cannot count. They do not have different plural forms.

Uncountable nouns include:

  - many types of food:
    - spaghetti, yoghurt, cheese, flour, butter, meat, etc.
  - liquids:
    - water, coffee, soda, lemonade, oil, petrol, tea, etc.
  - materials:
    - silver, wood, crystal, plastic, porcelain, etc.
  - abstract nouns:
    - freedom, love, justice, beauty, help, education, knowledge, etc.
  - others:
    - news, advice, information, weather, furniture, luggage, baggage, hair, accommodation, behaviour, equipment, fun, research, rubbish, litter, etc.

### Countable nouns:

- can take singular or plural verbs.
  
  e.g. The book is on the table.

  The books are on the table.

- always go with *a/an/the/my, etc.* in the singular.
  
  e.g. I bought an umbrella. (NOT: I bought umbrella.)

- can be used alone or with *some/any/many/few in the plural.*
  
  e.g. I love carrots.

  I'm going to buy some carrots.

### Uncountable nouns:

- always take singular verbs.
  
  e.g. Sugar is fattening.

  Honey comes from bees.

- do not go with *a/an/one, two, etc.*
  
  e.g. I like to drink milk. (NOT: I like to drink a milk.)

- can be used alone or with *some/any/much/little/the/my, etc.*
  
  e.g. Remember to buy (some) cheese.

Note: We can use *a/an, one/two, etc.* with uncountable nouns such as coffee, tea, lemonade, etc. when we are referring to a cup, glass, bottle, etc. of a certain liquid:

  e.g. Can we have two coffees and two teas, please?

  (= two cups of coffee and two cups of tea)
Some nouns can be used as countable or uncountable, with a difference in meaning. Study the examples below:

- I want a glass of water.
- That statue is made of glass. (the material)
- She found a hair on his jacket.
- He combed his hair. (all the hair on his head)
- I’ll go and buy a paper. (newspaper)
- I want some paper, please. (the writing material)
- We’ve got to buy an iron. (for ironing clothes)
- The table is made of iron. (the material)
- We’ve got a spare room in our house.
- Sit here. There’s plenty of room for all of us. (space)

1. Fill in the gaps with a, an or some.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>some</td>
<td>paint</td>
<td>4</td>
<td>chair</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>apple</td>
<td>5</td>
<td>rose</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>flowers</td>
<td>6</td>
<td>bread</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>umbrella</td>
<td>8</td>
<td>lemon</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>cherry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We can use both uncountable nouns and plural countable nouns after phrases of quantity such as:
- a jar/bottle/piece/loaf/cup/bar/glass/kilo/carton/bowl/can/jug/slice/pot/tin/packet, etc. + of
- e.g. He drank a bottle of water. I need a kilo of potatoes.

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

3. Match the items in column A to the ones in column B to make compound nouns. Then, form the plural.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  key</td>
<td>a  glove</td>
</tr>
<tr>
<td>2  light</td>
<td>b  box</td>
</tr>
<tr>
<td>3  swimming</td>
<td>c  away</td>
</tr>
<tr>
<td>4  push</td>
<td>d  hole</td>
</tr>
<tr>
<td>5  sailing</td>
<td>e  up</td>
</tr>
<tr>
<td>6  get</td>
<td>f  bulb</td>
</tr>
<tr>
<td>7  compact</td>
<td>g  print</td>
</tr>
<tr>
<td>8  foot</td>
<td>h  pool</td>
</tr>
<tr>
<td>9  rubber</td>
<td>i  disc</td>
</tr>
<tr>
<td>10 letter</td>
<td>j  boat</td>
</tr>
<tr>
<td>11 break</td>
<td>k  in</td>
</tr>
<tr>
<td>12  let</td>
<td>l  down</td>
</tr>
</tbody>
</table>

4. Write the plural of the following nouns.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1  wife</td>
<td>wives</td>
<td>7  dictionary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2  stepmother</td>
<td>8  teapot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3  father-in-law</td>
<td>9  mouse</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4  safe</td>
<td>10  brush</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5  workbook</td>
<td>11  parking space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6  sister-in-law</td>
<td>12  watch</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
We use singular forms with:

- nouns which end in -ics such as athletics, economics, electronics, gymnastics, mathematics (maths), physics, politics, etc.
  e.g. Mathematics is my favourite subject at school.

- nouns which describe illnesses (flu, pneumonia, etc.), including those which end in -s (measles, mumps, etc.).
  e.g. Pneumonia is a serious illness.

- plural nouns when we talk about an amount of money, a time period, distance, weight, etc.
  e.g. A hundred thousand dollars was paid for an 18th century painting. (We refer to the total amount of money.)
  Two years is a long time to be unemployed.

- group nouns such as family, team, group, crowd, class, company and government, when we mean the group as a unit. But we use plural verbs when we mean the individuals that make up the group.
  e.g. My family is very important to me. (We mean the family as a unit.)
  My family are going away next weekend.
  (We mean the individual members of the family.)

We use plural forms with:

- the nouns people, police, clothes and stairs.
  e.g. The police are looking for the bank robbers.

- nouns which refer to objects that consist of two parts, such as:
  trousers, 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 my glasses?
  I need a new pair of glasses.

---

**Fill in a, an or some where necessary.**

1. We booked ...a... room in the Grand Hotel.
2. The police found ................. glass from the broken window on the ground.
3. There is ................. room for five people in my car.
4. She usually drinks ................. glass of orange juice in the morning.
5. There was ......................... hair in my soup.
6. I need ......................... paper to write my letters on.
7. Her ......................... hair is long and blonde.
8. The Eiffel Tower is made of ......................... iron.
9. He decided to buy ......................... paper to read on the train.
10. I have got ......................... iron, but it is very old.

---

**Underline the correct word.**

1. A: How many biscuits was/were there in the tin?
   B: I don’t know.
2. A: These trousers is/are too long.
   B: You must have bought the wrong size.
2. A: My hair is/are a mess today.
   B: Don’t be silly. You look lovely.
   B: There is/are a new pair in that bag for you.
5. A: What happened to that escaped criminal?
   B: The police is/are still looking for him.
6. A: Did you see Steve at the party?
   B: No. There was/were too many other people there.
7. A: Do you like my new shoes?
   B: Oh yes. My shoes is/are very similar, actually.
   B: Nor can I. No one should depend totally on others.
9. A: My shorts is/are dirty.
   B: Well, you’ll have to wear a skirt.
10. A: The stairs in the cathedral was/were very steep.
    B: Yes. I was exhausted when I reached the top.

---

**Fill in is or are.**

1. Be careful! Those scissors ...are... very sharp.
2. Maths ................. John’s favourite subject at school.
3. The police ................. investigating the crime.
4. These trousers ......................... too big for me.
5. The stairs in my house ................. made of wood.
6. His new furniture ......................... very modern.
7. The weather ................. going to be bad this weekend.
8. My advice ................. that you get a new job.
9. His new clothes ......................... very fashionable.
10. The team ................. all training hard for Saturday’s match.
11. The money in the jar ...... for this week’s shopping.
12. My pyjamas ...... not on my bed. Where ...... they?
14. My luggage ......................... in the car already.
15. Your hair ................. very long again.
16. Tom’s gloves ......................... made of soft leather.
17. The class ................. all working on a project together.
18. Athletics ......................... my favourite sport.
19. My shoes ......................... too small for me now.
The Indefinite Article ‘A’ / ‘An’

a + consonant sound (/b/, /d/, /g/, /t/, /n/, /p/, etc.)
an + vowel sound (/æ/, /e/, /ɪ/, /ʌ/, /ʌ/, etc.)

a/an is used:

◆ with singular countable nouns after the verb to be to say what someone/something is.
  e.g. He’s a pilot. It’s a torch.
◆ with the verb have (got).
  e.g. Mary has (got) a car.
◆ in certain expressions when we want to show how often we do something.
  e.g. She goes shopping twice a month.

a/an is not used:

◆ with uncountable nouns or plural countable nouns. We use some instead of a/an.
  e.g. We need some flour and some sugar.
  They bought some stamps.
◆ before an adjective if it is not followed by a noun. However, if the adjective is followed by a noun, we use a if the adjective begins with a consonant sound and an if the adjective begins with a vowel sound.
  e.g. It’s a house. It’s big. It’s a big house.
  This is John’s car. It’s new. It’s also an expensive car.

8 Fill in the gaps with a or an.

1    an    open door
2    .................  apple
3    .................  large box
4    .................  building
5    .................  old man

6    .................  computer
7    .................  unusual picture
8    .................  cat
9    .................  elephant
10   .................  tall woman

9 Fill in the gaps with a, an or some.

1 A: I saw some... nice trousers and ................. lovely dress in a shop today.
   B: Did you buy anything?
2 A: Would you like ................. fruit?
   B: Yes, please. I’ll have ................. orange.
3 A: Can you give me ................. advice?
   B: Yes. You should take ................. holiday.
4 A: What’s that?
   B: It’s ................. old diary I found.

5 A: That’s ................. unusual ring.
   B: I know. It’s ................. antique.
6 A: Did you get ................. card for Bob?
   B: Yes, I got him ................. present, too.

One/Ones

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 new car is much faster than my old one. (=my old car)
  I don’t usually wear silver earrings. I wear gold ones.
  (=gold earrings)

A(n)/One

◆ We use a/an to refer to an unspecified thing. It means any one.
  e.g She bought a blouse. (We are not talking about a specific blouse.)
  We use one when we are counting, to put emphasis on number.
  e.g. She bought one blouse. (She didn’t buy two blouses.)
◆ We use a/an + adjective + one.
   e.g. I’m looking for a flat. I want a big one.
   (NOT: I want a flat.)
◆ We use one with the words night/morning/day/time, etc., usually in narration.
   e.g. One night there was a terrible storm.
◆ We use one or one of ... when we mean one person/thing out of many. It usually contrasts with other.
  e.g. One book was about history, but the others were about geography.
  One of my friends is a vet.
◆ We use a/an or one with no difference in meaning when counting or measuring time, distance, weight, etc.
  e.g. He paid a/one hundred pounds for the ring.
  We need a/one kilo of potatoes.
  Sandra will be away for a/one year.

10 Fill in a, an, one or ones.

1 I’m looking for a/an... book about animals. Do you have any?
2 There was ................. book about animals, but the others were adventure stories.
UNIT 12
Nouns - Articles

3 They saw ............ old film at the cinema yesterday.
4 I don’t like these boots, but I really like the ............. you’re wearing.
5 Tom found .............. mouse in the kitchen, so he put mousetraps everywhere.
6 ..................... morning there was a power cut.
7 I’m looking for .............. bag. I need a large ..............
8 There were two dresses in the shop I liked, but I only bought ..............

11 Fill in the gaps with a, an or some.

A: It’s your birthday soon. What would you like as 1) ........... gift?
B: Actually, there are lots of things I want, so I’ll give you 2) ............. list.
A: Alright, I’ll write it down.
B: First, I need 3) .................. new bike. I would also like 4) .................. clothes and 5) .................. money.
A: A bike is 6) .................. expensive gift, and we bought you 7) .................. good one two years ago.
B: Well, you could buy me 8) .................. guitar instead!
A: But you can’t play the guitar!
B: I know, but I want to learn.
A: So, you mean you want me to pay for 9) .................. lessons too?
B: Yes, please!

12 Fill in a, an or one.

A I bought 1) ........... set of plates yesterday, but I have broken 2) ............. of them already. I can’t have 3) .................. dinner party without 4) ............. full set of plates.
B 1) .................. day, I will buy 2) .................. cottage in the country. It will have 3) .................. big garden so I will be able to keep 4) .................. dog.
C I need 1) .................. car. I want 2) .................. with power steering and 3) .................. sun roof. I can afford 4) .................. second hand car, but I’d rather buy 5) .................. new 6) ..............
D Suddenly there was 1) .................. knock at the door. 2) .................. old man stood outside. He was wearing 3) .................. suit and carrying 4) .................. suitcase in 5) .................. hand and 6) .................. umbrella in the other.
E There were 1) .................. dozen people in the room and not 2) ............. of them knew how to use 3) .................. computer.
F ‘I have 1) .................. terrible headache. I think I will take 2) .................. tablet and lie down for half 3) .................. hour.’ ‘I hate headaches. I had 4) .................. yesterday at work.’

13 Look at the table. In pairs, ask and answer questions using a suitable verb from the list, as in the example.

mine, produce, grow, find

e.g. SA: Are diamonds mined in China?
SB: No, they aren’t. They’re mined in South Africa.

1 diamonds/South Africa
2 Edam cheese/Holland
3 tea/India
4 silk/China
5 bananas/West Indies
6 timber/North America
7 pandas/Tibet
8 olive oil/Italy

14 Rewrite the sentences in the passive.

1 You need a lot of experience for this job.
   A lot of experience is ............. needed for this job....
2 The hairdresser washed my hair.
   My hair ................................................................
3 Paul’s mother bought him some trousers.
   A pair of trousers .............................................
4 Many children catch measles.
   Measles ................................................................
5 They gave me very good advice.
   The advice ........................................................
6 They paid a hundred pounds for the table.
   A hundred pounds ............................................
7 All children study mathematics at school.
   Mathematics ........................................................
8 It is reported that the weather is fine in London today.
   The weather ........................................................
9 They called the police when they discovered the burglary.
   The police ........................................................
10 He showed us the accommodation before we booked it.
   The accommodation ...........................................
11 They gave us some good news.
   The news ................................................................
12 We do research in this laboratory.
   Research ................................................................
13 The porter took their luggage to their rooms.
   Their luggage ........................................................
14 Where do you keep the scissors?
   Where ....................................................................
15 The policeman directed the traffic past the accident.
   The traffic ........................................................
The definite article **the** is used with countable and uncountable nouns.

**e.g.** the music, the woman, the trees

---

**The is used:**

- 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 received a letter and the postcard on my birthday.
  
The letter was from my parents and the postcard was from my friend.

- with nouns which are unique (the sun, the moon, the Earth, etc.).

- with the names of rivers (the Nile), seas (the Black Sea), oceans (the Indian Ocean), mountain ranges (the Pyrenees), deserts (the Gobi), groups of islands (the Canary Islands) and countries when they include words such as state, kingdom, republic, etc. (the United States).

- with the names of musical instruments (the piano, the saxophone) and dances (the tango).

- with the names of hotels (the Sheraton Hotel), theatres/cinemas (the Odeon Theatre), ships (the Queen Mary), organisations (the UN), newspapers (The Times) and museums (the Louvre).

- with nationality words (the Belgians) and names of families (the Johnsons).

- with titles when the name of the person is not mentioned (the Duchess of Kent, the Queen) but: Queen Mary.

- with the words morning, afternoon and evening.
  
e.g. He goes home in the evening.

- with the words station, shop, cinema, pub, library, city, village, etc.
  
e.g. She went to the station to meet Jim.

- with historical periods/events (the Stone Age, the Middle Ages, the First World War) but: World War I.

- with the words only, last, first (used as adjectives).
  
e.g. He was the last person to arrive.

- with adjectives/adverbs in the superlative form.
  
e.g. She is the most intelligent woman I've ever met.
  
Bob drives the most carefully of all.

---

**The is not used:**

- 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. Trees produce oxygen. (Which trees? Trees in general.)

- with proper nouns. e.g. This is Tom.

- with the names of countries (Egypt), cities (Rome), streets (Oxford Street), parks (Hyde Park), mountains (Mont Blanc), railway stations (Victoria Station), bridges (Tower Bridge), individual islands (Rhodes), lakes (Lake Ontario) and continents (Asia).

- 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 speak French. but: The French language is spoken in some parts of Canada.

- with the words this/that/these/those (this bag, those cars) NOT: the this bag

- with possessive adjectives or the possessive case. e.g. That isn’t my car — it’s Keith’s.

- with titles when the person’s name is mentioned (Prince Charles, President Reagan).

- with two-word names when the first word is the name of a person or place (Luton Airport) but: the White House.

- with names of pubs, shops, banks and hotels named after the people who started them and end in -s or -’s. Harrods, Lloyds Bank, Emma’s pub
  
but: the Black Bull (pub) (because ‘Black’ is not a name of a person or place)

- with the words school, church, bed, hospital, college, university, court, prison or home when we refer to the purpose for which they exist.
  
e.g. Jack was in prison. (He was a prisoner.)
  
Jack’s mother went to the prison to see him.
  
(He went to the prison as a visitor.)

- with the words home, father/mother when we talk about our own home/parents.
  
Father is at home.

- with means of transport: by bus/car/train/plane, etc. e.g. She travelled by plane.

- with the names of illnesses. e.g. He’s got malaria.
  
but: flu/the flu, measles/the measles, mumps/the mumps
Look at the pictures and the prompts and write the names of the nationalities, as in the example.

1) the Mexican
2) ........................................
3) ........................................
4) ........................................
5) ........................................
6) ........................................
7) ........................................
8) ........................................

We use the + adjective (without a noun) to refer to a group of people usually with these adjectives: poor, rich, sick, injured, elderly, unemployed, homeless, disabled, young, old, dead, blind, deaf, handicapped, mentally ill.

- e.g. We should respect the elderly.

- When we want to refer to a group of people, animals or things, we can use:
  1) a/an or the with singular countable nouns.
     - e.g. A/The lion is a wild animal. (We mean all lions.)
  2) plural countable nouns without a/an or the.
     - e.g. Lions are wild animals.
     (NOT: The lions are wild animals.)

Fill in the gaps with the and one of the adjectives from the list.

| disabled, poor, sick, injured, young, rich, blind, unemployed, elderly, homeless |

1) In my opinion, the government do not do enough to help ... the poor ... . They should provide more help for those who don’t have much money.
2) Sometimes, ... can’t find food and shelter and often have to sleep in the streets.
3) The government gives money to ... , providing they are looking for a job.
4) I would like to work as a nurse in a hospital and look after ... .
5) Life must be easy for ... , as they can buy whatever they like without worrying about how much they spend.
6) Paramedics took ... to hospital where they were treated.
7) There are many choices these days for ... , as education has improved so much over the years.
8) ... are often helped through daily life by trained guide dogs.
9) There are many charities which provide care for ... by visiting them, taking them out and bringing them meals.
10) Town planners should give more thought to the needs of ... .

Fill in the gaps where necessary.

1) Europe is the second smallest continent in
2) ............. world and is home to one seventh of 3) ............. world’s population.
4) ............. longest river there is 5) ............. River Volga and 6) ............. largest freshwater lake is 7) ... Lake Ladoga, in 8) ............. north-western 9) ............. Russia.
10) ............. highest mountain peak is 11) ............. Mount Elbrus in 12) ............. Caucasus Mountains.
13) ............. Europe is bordered towards the north by 14) ............. Arctic Ocean, the south by 15) ............. Mediterranean Sea and 16) ............. Black Sea, the west by 17) ............. Atlantic Ocean and the east by 18) ............. Asia.
19) ............. Europeans are 20) ............. people who live in 21) ............. Europe. 22) ............. association which has been formed to unite 23) ............. countries of 24) ............. Europe is called 25) ............. European Union.

1) I wanted to do a degree, so I went to ... university to ask for some information.
2) Kevin is 18 years old and goes to ... university. He is studying History.
3 In my country, all children over the age of five go to .......... school.
4 His father went to .......... school to see his teacher.
5 The Prime Minister visited .......... prison and spoke to some of the prisoners there.
6 The man was sent to .......... prison because he had robbed a bank.
7 People with serious injuries are taken to .......... hospital in an ambulance.
8 Amanda went to .......... hospital to visit Paul.

---

19 Fill in a, an or the where necessary.

Yesterday was 1) ...a... terrible day. I woke up 2) .......... hour later than usual, so I was late for 3) .......... work.
4) .......... manager was angry with me and said I was 5) .......... bad employee. On the way home that evening, I missed 6) .......... bus and had to take 7) .......... taxi. When I got home, I found 8) .......... invitation to 9) .......... party. I went to 10) .......... party, but it was 11) .......... disaster. I didn’t know any of 12) .......... people there and I felt bored. I went home again, but I had left 13) .......... keys to my house at 14) .......... party, so I had to climb in through 15) .......... open window. I went to 16) .......... bed in 17) .......... very bad mood.

---

20 Fill in a, an or the where necessary.

1 A: Can you tell me the way to ...the.. nearest post office, please?
   B: Of course. Turn left here and you’ll find it on .......... Maple Street.
2 A: Would you like .......... ice cream?
   B: No, thanks. I’d rather have .......... sandwich.
3 A: What shall we have for .......... dinner tonight?
   B: Don’t make dinner. I’ll take you to ...... restaurant.
4 A: Where’s .......... nearest phone box?
   B: I think there’s .......... phone box on the corner.
5 A: We went to .......... theatre yesterday.
   B: Really? What was the name of .......... play you saw?
6 A: Shall we go to .......... Paris for the weekend?
   B: Oh, yes. I’d love to have .......... weekend away from home.
7 A: Can I have .......... apple, please?
   B: Yes. There are some apples on .......... table.
8 A: Is this .......... Peter’s book?
   B: No. .......... book over there is Peter’s.
9 A: What time does .......... train leave?
   B: It leaves in .......... few minutes.
   B: What was .......... story about?

---

21 Look at the map and the prompts below and, in pairs, ask and answer questions, as in the example. Use the where necessary.

e.g. SA: Where is the City Library?
SB: The City Library is in Leeman Street.

---

22 Fill in a, an or the where necessary.

A 1) .......... life is hard for 2) .......... elderly. Sometimes they need 3) .......... help to get about and do 4) .......... things that 5) .......... younger people take for granted.

B We went to 1) .......... London by 2) .......... train. 3) .......... train was late, so 4) .......... we had to wait at 5) .......... station for 6) .......... hour. I bought 7) .......... magazine to read and we sat in 8) .......... waiting room.

C I can’t remember 1) .......... name of 2) .......... hotel, but it was 3) .......... large building by 4) .......... sea. It had 5) .......... swimming pool and 6) .......... restaurant. 7) .......... staff were friendly and we had 8) .......... lovely holiday.
UNIT 12
Nouns - Articles

D She went to 1) .......... doctor's because she had
2) ................ pain in her stomach. She was given
3) ............ tablet to take and 4) ............ next day
5) ............ pain had gone. She thinks 6) ............
modern medicine is wonderful, now.

E I live on 1) .......... top floor of 2) ............ new block
of flats in 3) ............ city centre. There is 4) ............
lift to all floors and 5) ............ security guard at
6) ............ entrance. I have 7) ............ view of
8) ............ fields beyond 9) ............ city. In winter,
though, 10) ............ flat is very cold.

F It was 1) ............ sunny day, so 2) ............ children
decided to go to 3) ............ beach. They packed
4) ............ bag full of 5) ............ food and drinks
and they took 6) ............ ball to play with. At
7) ............ lunchtime, they had 8) ............ picnic
and in 9) ............ evening, they arrived 10) ............
home, tired and happy.

G Mary is at 1) ............ university, studying 2) ............
art. In 3) ............ morning, she goes to lectures
and in 4) ............ afternoon, she spends 5) ............
hour or two painting or drawing. She painted 6) ............
picture of 7) ............ horse yesterday. She
is going to give it to her friend as 8) ............ present.
Mary hopes to be 9) ............ famous artist one
day, so she practises all 10) ............ time, even
on 11) ............ Saturdays and 12) ............ Sundays.

23 Underline the correct word(s).

1 Katie speaks Spanish/the Spanish fluently.
2 All clothes/the clothes in that bag need to be washed.
3 Life/The life will be very different in a hundred
year's time.
4 Swimming/The swimming is a good way to keep
fit.
5 Jane has gone to library/the library to do some
work.
6 He was only/the only person who remembered my
birthday.
7 Potatoes/The potatoes grow underground.
8 I always have a cup of coffee in morning/the morn-
ing.
9 Her children bought her those flowers/the flowers.
10 I have been playing piano/the piano since I was
eight years old.
11 Our plane leaves from Gatwick airport/the Gatwick
airport at six o'clock.
12 Her husband is in hospital/the hospital, having an
operation.

24 Underline the correct preposition.

1 My dentist is always nice to/with me.
2 What was the reason about/for his behaviour?
3 The damage at/to his car could not be repaired.
4 I'm fed up to/with staying in — let's go out.
5 His reaction about/to the news was surprising.
6 There has been an increase to/in temperature.
7 I rely to/on my friends if I have a problem.
8 There will be a rise in/of school fees next year.
9 Janet was scared at/of her French teacher.
10 How much did you pay Jason for/about the bike?
11 She was very fond of/to her niece and nephew.
12 There is very little demand for/about typewriters
these days, now that computers are so popular.

25 Fill in the correct particle.

1 My father set up his business in 1978.
2 As they set off, it started to rain.
3 Luke was happy. He had done what he set out
to do.
4 We'll set off early to avoid the traffic.
5 The police had set roadblocks to prevent
the criminals leaving the area.
6 If I set off on my bicycle every week I will be able
to afford a holiday next year.
7 The problems set us back, so we didn't finish the
project until November.
26 There are fourteen unnecessary words in the text below. Cross them out.

1 On 8th August 1963, a man was named Bruce Reynolds and fourteen of his friends were held up on a mail train which it was on its way to Glasgow.
2 They stole 120 mail bags which containing £2,600,000, and took them to a one secret house in the country. They had shared out the money and then separated. Six of other men were being paid to burn down the country house for to destroy any evidence, but they didn’t succeed. The police were found the fingerprints of the train robbers and managed to catch twelve of the fifteen men.
3 The men were sent to the prison, but one of them (a man who named Ronnie Biggs) escaped in 1965. He had a plastic surgery and moved to the Brazil.

27 Change the following into reported speech.

1 Anne said to me, ‘I’m having a party on Saturday.’
   ...Anne told me (that) she was having a party on Saturday...
2 ‘I’ll speak to you later,’ she said to me.
3 ‘Where have you been?’ he asked her.
4 They said to us, ‘Don’t go near the water.’
5 ‘Don’t be late,’ the man said to them.
6 ‘Are you feeling better?’ he asked me.
7 ‘Let’s go out,’ she said.
8 He said to me, ‘You should go to bed early.’
9 The boss asked Mary, ‘Can you type?’
10 ‘I might go to Spain next year,’ he said to Bill.
11 ‘Do you need any help?’ he asked her.
12 Mother said to me, ‘Go to bed.’

Hans recently went on holiday to Switzerland. While he was there, he visited three different places and bought some souvenirs. Look at the pictures and the prompts below and say what Hans did, using a, an, some or the where necessary.

e.g. Hans went to Lake Thun.

28 Hans is writing a letter to his friend. He is telling him what he did on his holiday. Look at the Oral Activity again and complete the letter.

Dear Max,

I’ve just come back from Switzerland and I had a fabulous time. I visited three different places and I bought some souvenirs.

I went to Lake Thun, which was beautiful ...


Revision 3 (Units 1 - 12)

1. Choose the correct answer.

1. Danny ... a party at nine o'clock tonight.
   A have       B has       C is having

2. Kate pretended ... when her father came into the room.
   A studying   B to be studying   C study

3. It's no use ... for Mr. Green. He isn't here.
   A to wait     B wait       C waiting

4. The patient ... for his illness and recovered.
   A was treated  B treated   C treats

5. I'll take my umbrella ... it rains later today.
   A so that    B in case  C in order to

6. They ... for an hour now, so they're tired.
   A have been exercising   B exercise   C are exercising

7. The office ... I work is very large.
   A where       B which       C that

8. You ... get up early tomorrow. You don't have to go to work.
   A can't     B mustn't   C needn't

9. Jack ... whether he was late for the meeting.
   A said     B asked    C told

10. This time next week, I ... on a sandy beach.
    A am lying   B lie       C will be lying

11. ...... River Nile flows through Egypt.
    A An       B a        C The

12. We ... the lock before we went on holiday.
    A had had  B will be having  C have had

13. The bank ... into during the night.
    A was broken   B broken       C broke

14. They can't afford ... house this year.
    A moving   B move       C to move

15. My brother ... eighteen years old next year.
    A will be   B is being   C was

16. We may ... to the beach at the weekend.
    A to go    B go         C going

17. I can ride a bicycle, but I ... drive a car yet.
    A could    B couldn't     C can't

18. I found ... money under my bed this morning.
    A an       B a       C some

19. The manager ... his coffee made for him every morning.
    A has       B had had   C is having

20. I met a woman ... I found very interesting.
    A whose   B whom      C which

21. ... he was tired, Andy went to the party.
    A Although   B Despite  C However

22. I ... Adam to help me with the project.
    A said   B wondered   C asked

23. Sharon ... at Kim's house last night after the party.
    A is staying   B stayed  C stays

24. The girl ... at that desk is my best friend.
    A sit      B to sit   C sitting

25. Terry had difficulty in ... foreign languages at school.
    A learning  B learn      C to learn

26. ... I ask you a personal question, please?
    A Could   B Must    C Should

27. If people exercise regularly, they ... fit.
    A would get   B gets     C get

28. Would you like ... omelette for dinner?
    A –       B an       C a

29. You should always ... the doors at night.
    A to lock   B lock        C locking

30. Mother Teresa ... a lot of poor people.
    A helped    B was helping C helps

31. That's the boy ... father is my teacher.
    A whose     B who's     C who

32. I think I ... my hair cut next Saturday.
    A have     B have had   C will have

33. ...... Dead Sea is very salty.
    A The       B a        C An

34. She ... them that she was leaving the following day.
    A asked    B told      C said

35. I wish I ... buy a computer of my own.
    A can     B would     C could

2. Turn the following sentences into reported speech.

1. The policeman said to the man, 'Don't move!'
   ...The policeman ordered the man not to move...

2. Jim said, 'Are you coming to my party tonight?'
   ...Jim asked me if I was coming to his party tonight...

3. Dad said, 'I'm leaving for work now.'
   ...Dad told me he was leaving for work.

4. Helen said, 'Let's go for a walk in the country.'
   ...Helen suggested we go for a walk in the country.

5. The commander said to the soldiers, 'Listen to me!'
   ...The commander told the soldiers to listen to him.

6. Jeff said to me, 'I've got a lot of work to do.'
   ...Jeff told me he had a lot of work to do.

7. She asked him, 'Did you make the sandwiches?'
   ...She asked him if he had made the sandwiches.
8 Steve said, ‘Please, come with me.’

9 Colin said to Tom, ‘Bring those boxes, please.’

10 Edna said, ‘How about getting a taxi home?’

---

3 **Rewrite the sentences using have something done.**

1 We must mend the lawnmower.
   ...We must have the lawnmower mended....

2 She will make the cake.

3 We deliver the newspapers.

4 They were recording a cassette.

5 I have changed the telephone number.

6 You will iron the clothes.

7 She has cut her hair.

8 We prepare the meals.

9 You must write the report today.

10 I was checking my contract.

---

5 **Fill in the gaps with the correct particle from the list.**

- across, off, through, on, into, down, out, for

1 You shouldn’t run people **....down....**. Nobody’s perfect.

2 They put **.................** the meeting till a later date because the reports weren’t ready.

3 The plans for the surprise party fell **.................** because very few guests could attend.

4 They set **.................** late and so they got caught in traffic.

5 Put **.................** your suggestions on paper and I’ll look at them later.

6 The secretary fell **.................** her boss and they got married.

7 By the end of the day, Anna had done everything she had set **.................** to do.

8 Jake looked great when he put **.................** his costume for the party.

9 They aren’t friends now. They fell **.................** a month ago.

10 I ran **.................** an old school friend when I went to the meeting.

11 Tom ran **.................** a valuable book at an antiques fair yesterday.

12 The secretary answered the phone and put me **.................** to the manager.

---

4 **Underline the correct preposition.**

1 That girl reminds me of/for my older sister.

2 The children were delighted in/with their test results.

3 They couldn’t decide for/on which car to buy.

4 There has been an increase on/in the price of these cars recently.

5 I have to translate this letter to/into French for my teacher.

6 There is no reason for/of leaving early. Let’s stay.

7 Dad was furious in/about the cancellation of the football match.

8 Everyone blamed Tony with/for crashing the car.

9 I haven’t heard from/of my cousins in America for months.

10 There is no demand on/for big cars in this country now.

11 We took photographs of/at the animals at the zoo.

12 The main disadvantage to/of this plan is that it is expensive.
UNIT 13
Adjectives - Adverbs - Comparisons

Adjectives

It's a pleasant warm day. There is a woman sitting on a wooden bench. She is young.

◆ Adjectives describe nouns. They have the same form in the singular and plural.
  e.g. a cheap watch — cheap watches

◆ Adjectives go:
  a) before nouns.
  e.g. a clever child
  b) after the verbs: be, look, smell, sound, feel, taste, seem, appear, become, get, stay, etc.
  e.g. She is thin. He seems tired.

◆ There are opinion adjectives and fact adjectives.
  Opinion adjectives such as smart, bad, etc. show what a person thinks of somebody or something. Fact adjectives such as short, big, old, etc. give us factual information about age, size, colour, origin, material, etc.

ORDER OF ADJECTIVES

◆ Opinion adjectives go before fact adjectives.
  e.g. a handsome young man

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

<table>
<thead>
<tr>
<th>Size</th>
<th>Age</th>
<th>Shape</th>
<th>Colour</th>
<th>Origin</th>
<th>Material</th>
<th>Noun</th>
</tr>
</thead>
<tbody>
<tr>
<td>a big</td>
<td>old</td>
<td>round</td>
<td>white</td>
<td>French</td>
<td>china</td>
<td>plate</td>
</tr>
</tbody>
</table>

◆ 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. an expensive Italian leather bag

1 Fill in the gaps with the correct adjective from the list.
  loud, warm, narrow, dark, hot, strong, tired, old, comfortable, bright, long

It was a cold, ... dark ... night. There was a ... wind blowing and it was starting to rain. James was driving home after a ... day at work and he was very ... The road he was driving along was ... and winding, but it was the quickest way home. Suddenly, there was a ... flash of lightning and a ... crash of thunder as the storm broke. James' car was ... , but he put his foot down because he wanted to get home quickly. He wanted to sit in his ... chair by the ... fire and drink a cup of ... coffee.

2 Put the adjectives in the correct order.
  e.g. an old black telephone

1 a(n) black / old telephone
2 a rectangular / brass / lovely picture frame
3 two white / porcelain / pretty statues
4 some English / old / valuable books
5 a(n) antique / interesting clock
6 a wooden / traditional rocking chair
7 a glass / small / blue dish
8 a(n) English / wooden / old desk
9 a(n) china / oval / lovely plate
Adverbs describe verbs, adjectives or other adverbs.

An adverb can be one word (slowly) or a phrase (in the street).
Adverbs can describe manner (how), place (where), time (when), frequency (how often), degree (to what extent), etc.

E.g. He speaks slowly. (How does he speak? Slowly.
- adverb of manner)
Your hat is there. (Where is it? There.
- adverb of place)
They’ll come tomorrow. (When will they come?
Tomorrow.
- adverb of time)
She seldom visits us. (How often does she visit us?
Seldom.
- adverb of frequency)

Adverbs usually go after verbs. They can also go before verbs (adverbs of frequency).

E.g. Simon always drives carefully.

Adverbs go before adjectives, other adverbs and past participles.

E.g. The test was surprisingly easy.

He speaks incredibly quickly.

English is widely spoken.

Formation of Adverbs

We usually form an adverb by adding -ly to the adjective.

E.g. soft - softly

Adjectives ending in -e drop the -e and take -ly.

E.g. probable - probably

Adjectives ending in consonant + y drop the -y and take -illy.

E.g. heavy - heavily

Adjectives ending in -ly take -ly.

E.g. careful - carefully

Adjectives ending in -tle usually take -ally.

E.g. tragic - tragically

But: public - publicly

Some adverbs have either a totally different form or the same form as the adjective.

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>good</td>
<td>well</td>
</tr>
<tr>
<td>fast</td>
<td>fast</td>
</tr>
<tr>
<td>hard</td>
<td>hard</td>
</tr>
<tr>
<td>early</td>
<td>early</td>
</tr>
<tr>
<td>late</td>
<td>late</td>
</tr>
</tbody>
</table>

Order of Adverbs

Adverbs of frequency go after auxiliary verbs and the verb to be, but before main verbs.

E.g. She has always been loyal.
Tim is usually prepared.
Helen often goes to the cinema.

Adverbs of manner go before the main verb, after the auxiliary or at the end of the sentence.

E.g. He quickly ran up the stairs.
She is anxiously waiting for an answer.
They responded politely.

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 in a sentence.

E.g. He was extremely helpful.
We quite enjoyed the trip.
I didn’t quite understand what you said.

Adverbs of place and time usually go at the end of the sentence.

E.g. Shall I wait outside? I met him last year.

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. He soon realised that he was wrong.
She is now ready to talk to you.

We can put an adverb at the beginning of a sentence if we want to emphasise it.

E.g. Carefully, he opened the letter. (manner)
In Paris we fell in love. (place)
Tomorrow I’ll sign the contract. (time)

When there are two or more adverbs in the same sentence, they usually come in the following order: manner — place — time.

E.g. He worked quietly at his desk all day 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. She went home by taxi last night.
UNIT 13
Adjectives - Adverbs - Comparisons

3 Write the adverbs of the adjectives in the list in the correct box.
cheerful, dramatic, quiet, probable, systematic, easy, noisy, quick, possible, lazy, simple, happy, hopeful, pretty, energetic

-ly

|x| -ly

| -ic | -ally

Identify the adjective or the adverb in each sentence, as in the example.

1 Tom is very clever. (adjective)
2 He slowly left the room.
3 The exam was difficult.
4 Sue’s house is always tidy.
5 Laser beams are used extensively in surgery.
6 Sarah smiled happily.
7 The teacher was angry.
8 Sad songs make me cry.
9 She quietly closed the door.
10 It’s easy to make mistakes.

4 Some adverbs have the same form as adjectives. These include: hard, fast, high, low, deep, early, late, long, near, straight, right, wrong.
e.g. This is a fast car. (adjective)
George drives fast. (adverb)

There is a difference in meaning between the following pairs of adverbs:
• She tried hard but she failed. (hard = with effort)
  He can hardly see without his glasses. (hardly = scarcely)
• Jessica lives quite near. (near = close)
  They nearly missed the bus. (nearly = almost)
• Tim arrived late. (late = not early)
  She’s been going out a lot lately. (lately = recently)
• The kite rose high in the sky. (high = at a high level)
  He’s highly respectable. (highly = very)
• You can visit the museum free. (free = without charge)
  EU citizens can travel freely within Europe. (freely = without restraint)

The following words end in -ly, but they are adjectives: friendly, likely, lively, lonely, lovely, silly, ugly.
e.g. He’s a friendly person.

We use the word way/manner to form their adverbs.
e.g. He talked to me in a friendly way/manner.
(NOT: He talked to me friendly.)
He gave a silly laugh. (NOT: He laughed silly.)

5 The adverbs loud(ly), cheap(ly), quick(ly) and slow(ly) are often used without -ly in everyday English.
e.g. Don’t talk so loud/loudly.

Underline the correct item.

The house was 1) quiet/quietly. It had been snowing 2) heavy/heavily all day and the ground was covered in a 3) soft/softly white blanket. 4) Suddenly, there was a 5) loud/loudly knock at the door. I jumped up 6) nervous/nervously. ‘Who is it?’ I called 7) anxious/anxiously. There was no reply. I 8) slow/slowly opened the door and looked outside. A rush of 9) cold/coldly air entered the house. I 10) quick/quickly shut the door and turned around, then I saw the most 11) horrible/horribly creature I had ever seen standing in front of me.

Underline the correct item.

1 She lives very near/nearly to the school.
2 Jack near/nearly crashed his car yesterday.
3 The prisoners can move around free/freely.
4 I got this pen free/freely with a magazine.
5 His story sounds high/highly unlikely.
6 We could see the bird’s nest high/highly up in the tree.
7 Roger was late/lately for work everyday last week.
8 I haven’t been feeling very well late/lately.
9 He tried hard/hardly to solve the problem, but he couldn’t do it.
10 The music was so loud that I could hard/hardly hear what he was saying.
Adjectives - Adverbs - Comparisons

7 For each gap, choose an adjective from the list given and turn it into an adverb.

soft - immediate - sad

A I was passing the pet shop when I saw the most beautiful kitten in the window. She looked 1) ...eagerly... up at me with her big green eyes and mewed 2) ............... . I knew 3) .................. that I had to buy her.

quiet - loud - cheerful

B Claire called to her mum 1) .................. as she ran into the house. The door slammed 2) .................. behind her. 'Why do you have to make so much noise?' shouted her mum. 'Sorry,' said Claire, and 3) .................. crept upstairs.

8 Fill in good, well, bad, badly and ill.

A: Did you get your exam results?
B: Yes. I didn’t do very 1) ...well... though. I got a very 2) .................. mark in History.
A: Your History exam didn’t come at a 3) .................. time though, did it?
B: No. I was very 4) .................. when I had that exam. I’m sure I wouldn’t have done so 5) .................. if I had been 6) .................. .
A: Never mind, perhaps they will let you do the exam again if you explain what the problem was.

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

1 They will clean the house. (tomorrow)
   Tomorrow they will clean the house. / They will clean the house tomorrow.
2 Fiona has been making cakes with her mum. (all morning)
3 They have been talking. (for an hour / quietly / in the office)
4 She read the paper. (on the train / carefully)
5 I bought some bread. (today / in the supermarket)
6 James has been playing on his computer. (all evening / in his room)
7 They arrived. (safely)
8 She ran. (quickly / out of the house / after dinner)
9 He knew he had made the right choice. (then)
10 His plan was brilliant. (absolutely)
11 She was confused. (totally)

Quite and rather are adverbs of degree.

Quite goes before a/an.
   e.g. She is quite a pretty woman.
   ♦ We usually use quite in favourable comments
     meaning 'less than very.'
     e.g. This watch is quite cheap. (It's not very cheap.)
   ♦ We use quite before adjectives such as horrible, dreadful, ridiculous, brilliant, perfect, amazing, extraordinary, useless, impossible, right, true, sure, exhausted, certain, false, wrong, alone, different, etc. meaning 'completely' / 'totally'.
     e.g. The idea was quite extraordinary. (totally extraordinary)

Rather goes before or after a/an.
   e.g. I'm afraid it is rather a boring story.
       I'm afraid it is a rather boring story.
   ♦ We usually use rather in unfavourable comments.
     e.g. Those clothes are rather old.
   ♦ We can also use rather in favourable comments
     when it means 'to an unusual degree'.
     e.g. I didn’t know Peter could cook. The meal was rather good. (The meal was better than we expected.)
   ♦ Rather can be used with comparative forms.
     e.g. The second exercise was rather more difficult than the first.

10 Fill in quite or rather.

1 A: What was their new house like?
   B: It was ...quite... perfect.
2 A: Have you had a busy day?
   B: Yes, I have. I’m ......................... exhausted.
3 A: What’s the weather like in England at the moment?
   B: Actually, it’s ......................... warm.
4 A: Do you believe in life on other planets?
   B: No, I think the existence of aliens is.................. impossible.
5 A: I heard that David was going to emigrate to Australia.
   B: It’s ....................... true. He’s been planning it for some time.
6 A: How much was your new car?
   B: Well, it was .................. more expensive than I had expected.
7 A: Do you like this red skirt?
   B: I'm not sure — it's ...................... short.
Comparisons

For comparison, adjectives have got two forms: the comparative and the superlative.

We use the **comparative form** + than to compare two people or things.
- e.g. Alec is taller than Jim. My house is more attractive than yours.

We use the **superlative form** + of/in to compare one person or thing with more than one person or thing in the same group. We use in when we talk about places.
- e.g. Alec is the tallest of all. New York is the most exciting city in the USA. (NOT: the USA)

### Comparative and Superlative Forms of Adjectives

- The comparative of one-syllable and two-syllable adjectives is formed by adding -er, and the superlative by adding **-est**.
  - e.g. small - smaller - smallest

- The comparative of adjectives of three or more syllables is formed with **more** and the superlative with **most**.
  - e.g. difficult - more difficult - most difficult

- The comparative and the superlative of some two-syllable adjectives, such as clever, stupid, narrow, gentle, friendly, etc. are formed either with -er/-est or with more/most.
  - e.g. friendly - friendlier - friendliest friendly - more friendly - most friendly

### Spelling Rules

- One-syllable adjectives ending in -e take -r in the comparative form and -st in the superlative.
  - form, nice - nicer - nicest

- Two-syllable adjectives ending in -y turn the -y into -i and then take -er/-est.
  - busy - busier - busiest

- Adjectives ending in a stressed vowel between two consonants double the final consonant and take -er/-est.
  - big - bigger - biggest
  - but: strong - stronger - strongest

### Compare the following items, as in the example.

1. a pebble / a stone / a rock (big)
   - A stone is bigger than a pebble. ........................................
   - A rock is the biggest of all. .............................................

2. cotton / wood / iron (heavy)
   - .........................................................................................

3. bronze / silver / gold (expensive)
   - .........................................................................................

4. a bicycle / a car / a train (fast)
   - .........................................................................................

5. a cheetah / a cat / a snail (slow)
   - .........................................................................................

6. a sheep / a horse / a giraffe (tall)
   - .........................................................................................

7. steel / wood / wool (soft)
   - .........................................................................................

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**Comparative and Superlative Forms of Adverbs**

The comparative and superlative forms of adverbs are formed in the same way as those of adjectives.

- Adverbs which have the same form as the adjective usually take -er in the comparative and -est in the superlative.
  e.g. fast - faster - fastest  early - earlier - earliest
- Adverbs formed by adding -ly to the adjective take more in the comparative and most in the superlative form.
  e.g. smart - more smartly - most smartly

**12. Write the comparative and superlative forms of the following adverbs.**

1. efficiently  more efficiently  most efficiently
2. hard
3. quietly
4. peacefully
5. early
6. satisfactorily

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

- **very + adjective**
  e.g. This is a very expensive gift.
- **much/a lot/far/a little/a bit/slightly + comparative**
  e.g. It’s much hotter today than yesterday.
- **by far + superlative**
  e.g. He’s by far the best student in the class.

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

1. That house is too small for our family. We need something much ...bigger... (big).
2. I can’t understand you. Could you speak a bit ...... ........................................ (slowly), please?
3. This coffee is bitter. I prefer to drink it a little ...........
4. That dress is very ..................................... (expensive). I can’t afford to buy it.
5. Fiona is by far ...................................... (intelligent) girl in the class.
6. It was very cold yesterday, but it’s slightly ............... ........................................ (warm) today.
7. I don’t go to that supermarket any more. This one is far ....................................................... (far)
8. I like living near the city. It’s a lot ................................................................. (convenient).

**Irregular Comparatives and Superlatives**

<table>
<thead>
<tr>
<th>adjective</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/l</td>
<td>more</td>
<td>most</td>
</tr>
<tr>
<td>a lot</td>
<td>less</td>
<td>least</td>
</tr>
<tr>
<td>little</td>
<td>further/farther</td>
<td>furthest/farthest</td>
</tr>
</tbody>
</table>

Note: further/farther (adv) = a longer distance
  e.g. His house is further/farther away from the post office than ours.

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

1. A: Why are you crying?
   B: I’ve just read ...the saddest... (sad) book ever written.
2. A: Do you like crisps?
   B: Yes, but I think chocolate is much .............................................. ........................................ (tasty) crisps.
3. A: This must be ............... (hot) day of the year.
   B: I agree. Let’s go swimming.
4. A: Kate is a lot ........................................ (pretty) Anne.
   B: Yes. She’s ........................................ (pretty) girl I know.
5. A: Is this ladder ................................ (long) the other one?
   B: They look the same to me.
6. A: That was by far ........................................ (good) cake you’ve ever made.
   B: I’m glad you enjoyed it.
7. A: Do you like this dress?
   B: Oh, yes. It’s ........................................ (beautiful) dress I’ve ever seen.
8. A: Mount Everest is ........................................ (high) mountain in the world.
   B: Everyone knows that!
9. A: Mr Smith is ........................................ (old) Mr Jones.
   B: Well, he looks good for his age.
10. A: Did that coat cost a lot of money?
    B: Yes, it was by far ........................................ (expensive) coat in the shop.
11. A: Thank you for your help.
    B: That’s okay. If you need any ........................................ (far) advice, come and see me.
Fill in the gaps with the comparative or superlative form of the adjectives in brackets, adding any necessary words.

Yesterday was 1) ...the coldest... (cold) day of the year. It had been snowing all night and everything was white. The children woke up 2) ......................... (early) usual. They were excited because the snow was 3) .......................... (deep) ever before and they wanted to go outside and play. We dressed them in 4) ........................................ (warm) clothes we could find, then they went out into the garden. We watched from the window as they built 5) ......................... (big) snowman I have ever seen. As the snow was falling 6) ........................................ (hard) ever, the children soon came inside to warm up. They were laughing as if they had heard 7) ......................... (funny) joke ever told. They said that they thought winter was 8) ........................................ (good) season of all.

The sofa is as comfortable as the armchair.
The stool is not as/so big as the sofa.
The armchair is less expensive than the sofa.

- We use as + adjective + as to show that two people or things are similar in some way. In negative sentences, we use not as/so ... as.
e.g. Paul is as old as Richard.
    Alison is not as/so clever as Cynthia.

- We use less + adjective + than for two people or things. It is the opposite of more...than.
e.g. This film is less exciting than the other one we saw. (=The other film we saw was more exciting than this one.)

- We use the least + adjective + of/in for more than two people or things. It is the opposite of the most...of/in.
e.g. The game we played yesterday was the least interesting of all we've played so far.

- We use comparative + and + comparative to show that something increases or decreases.
e.g. He tried harder and harder until he opened the door.
    As time went by, he got more and more impatient.

- We use the + comparative ..., the + comparative to show that two things change together or that one thing depends on another thing.
e.g. The longer he talked, the more confused they became.

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

A: Well Mr Jones, we've interviewed the three 1) most likely... (likely) candidates. Who do you think would be 2) ......................... (good) person for the job?

B: I have to say, I thought Mrs Shaw was 3) ......................... (intelligent) of the three, but Mr Peters was a little 4) ......................... (nice) her.

A: That's true, and we do need someone who can work with people. However, I thought Miss Brown would be 5) ......................... (popular) the others with our clients.

B: I also thought that she was by far 6) ......................... (responsible) candidate.

A: Good. Thank you for your help, Mr Jones. Choosing who to employ is 7) ......................... (difficult) part of my job. It's always 8) ......................... (easy) when I hear someone else's views.

B: I'm glad I could help.
Adjectives - Adverbs - Comparisons

17 Complete the sentences, using one of the adjectives from the list and comparative + and + comparative.

1 hot, hard, heavy, tired, cold, tall, pretty

1 As I ran, my legs got ...more and more tired...
2 Over the years, the trees grew .................................................................
3 As we lay on the beach, we got ..............................................................
4 Emma’s work is improving because she’s studying ..................................
5 While I was walking in the snow, I got ......................................................
6 As she did her shopping, her bags got ....................................................
7 As Jane grows up, she just gets ..............................................................

18 Complete the sentences using the + comparative, as in the example.

1 The children got noisy. The teacher got angry. ...
The noisier... the children got, ...
2 We worked hard. We earned lots of money. ...........................................
3 I pushed the swing high. The little boy laughed a lot. ................................
4 If you eat lots of chocolate, you’ll get fat. .............................................
5 If a car is new, it is valuable. .................................................................
6 It grew dark. I became scared. ............................................................... I became.

19 Compare the following pets using the adjectives from the list.

noisy, quiet, expensive, cheap, playful, messy, obedient, easy to look after, loyal

E.g.: The dog is the noisiest of all.
The cat isn’t as/so noisy as the dog.

20 Put the adjectives in brackets into the comparative or superlative form.

Dear Leo,

I’m writing to tell you about my new house. It’s 1) ...the biggest... (big) house I’ve ever lived in, but also 2) .......... (expensive). Still, it’s much 3) ................................................. (nice) than my last house. Although the garden is a little 4) ........................................ (spacious) and there is much 6) ................................................... (little noise). The area I live in now is 7) .................................................. (peaceful) place I’ve ever lived in. The neighbours are 8) ........................................... (quiet) here than anywhere else, and they are 9) ................................................................. (friendly) people you will ever meet.

There are lots of flowers here, so it’s much 10) ................. (colourful) than my previous home, and there is a bus stop near my house, so it’s 11) ........................................... (convenient) than before because I don’t have to take my car to work. All in all, I can say that finding this house is 12) ... (good) thing that’s ever happened to me! I hope you will visit me here soon.

Love,
Helen

21 Cross out the unnecessary word.

1 Mark’s voice is very much louder than Alan’s.
2 Mrs Garrison is the most oldest teacher in the school.
3 This village is by far quieter than the one we live in.
4 Playing golf isn’t as more tiring as playing football.
5 As time went by, it got darker and the darker.
6 The more you study, the better than your marks will be.
7 This task is the less difficult than the others.
8 He drives the far fastest of all.
9 Jane is as much tall as Sarah.
10 It was a quite an exciting film.
UNIT 13
Adjectives - Adverbs - Comparisons

IN OTHER WORDS

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

1 Alan is friendlier than Brian.
   as Brian isn’t as friendly as Alan.
   less Brian is less friendly than Alan.
2 I’ve never seen such a beautiful painting.
   the It’s the most beautiful painting I’ve ever seen.
3 Ellen has got the same number of CDs as Peter.
   many Ellen has got as many CDs as Peter.
4 Can’t you sing any louder than that?
   loudest Is that the loudest you can sing?
5 As he grows older, he becomes more mature.
   the The older he grows, the more mature he becomes.
6 Susan behaved very kindly to her guests.
   kind Susan behaved in a kind way manner to her guests.

Complete the sentences with two to five words, including the word in bold.

1 Jeff has read the same number of books as Carol.
   many Jeff has read as many books as Carol.
2 As she works harder, she gets more tired.
   the The harder she works, the more tired she gets.
3 Amanda is wealthier than James.
   as James is wealthier than Amanda.
4 I’ve never heard such beautiful music.
   the It’s the most beautiful music I’ve ever heard.
5 Colin spoke very politely to his boss.
   polite Colin spoke politely to his boss.
6 Gary talks more quietly than Anne.
   less Anne talks less than Gary.
7 Can’t you run any faster than that?
   fastest Is that as fast as you can run?
8 As it gets later, it gets darker.
   the The later it gets, the darker it gets.
9 Tony has eaten the same number of cakes as Ben.
   many Tony has eaten as many cakes as Ben.
10 I’ve never seen such a pretty child.
    the It’s the most beautiful child I’ve ever seen.

Prepositions

cheque for shocked at by sth
clever of sb to do sth talk to sb about sth
contact with sb live on
jealous of sbsth throw sth at sb/sth
know of/about sth throw sth to sb
protect sb/sth from against (no) hope of sth

Fill in the correct preposition.

1 At the fair, John threw a ball ...at... a coconut to win a prize.
2 He threw the car keys ................. Alan.
3 I always talk ................. my best friends ................. my problems.
4 We were shocked ................. the damage caused by the storm.
5 She wears a hat ................. protect her hair ................. the rain.
6 Cathy was jealous ................. her sister, who was very pretty.
7 She didn’t know anything ................. the surprise party.
8 I lost contact ................. my friend after she emigrated.
9 I wrote a cheque ................. £100.
10 It was clever ................. Sam to find this restaurant.
11 I manage to live ................. about £50 a week.
12 There was no hope ................. escape for the terrified prisoners.

Phrasal Verbs

stand by sb: support sb, esp in a difficult situation
stand for: hold an opinion
stand in for: replace sb temporarily
stand up: rise to one’s feet
stand up to: defend oneself against sb

Fill in the gaps with the correct phrasal verb.

1 It takes courage to ...stand up to... a bully. (defend yourself against)
2 That group ................. animal rights. (represents)
3 I know that my parents ................. always ................. me. (will support me in a difficult situation)
4 Claire ................. me while I was on holiday. (replaced me temporarily)
5 The children ................. when their teacher enters the room. (rise to their feet)
Choose the correct answer.

1. 'Where's Melanie?'
   'She ...B ... in her bedroom, I think.'
   A studied  B is studying  C studies

2. 'Did you see James yesterday?'
   'Yes. He ............ me that he's having a party on Saturday.'
   A says  B said  C told

3. 'I think I'm getting a cold.'
   'You ............. take plenty of vitamin C.'
   A ought to  B can  C may

4. 'Who's that?'
   'It's the man ............ I asked to fix my TV.'
   A which  B who  C whose

5. 'That's an unusual tablecloth.'
   'Yes. It ............. by my grandmother.'
   A makes  B is made  C was made

6. 'Where is Dad?'
   'He's in the garden, ............. some apples from the tree.'
   A picking  B pick  C to pick

7. 'What are your plans for the future?'
   'Well, by the time I'm thirty, I hope I ............. my own house.'
   A will have been buying  B will have bought  C have bought

8. 'They have finished building the new theatre.'
   'I know. It ............. by the mayor next month.'
   A will be opened  B is opened  C is opening

9. 'When did you call Simon?'
   'I called him ............. I had put the shopping away.'
   A after  B by the time  C while

10. 'I wish I ............. to buy a new car.'
    'You ought to save some money then.'
    A afford  B would afford  C could afford

11. 'I ............. finish that computer game yesterday.'
    'Well done. It's a really difficult game.'
    A can  B was able to  C could

12. 'You look nice today. What's different?'
    'Actually, I ............. my hair cut.'
    A was having  B have  C have had

---

You are doing some research for your boss concerning women's magazines. Look at the information below and make comparisons using the adjectives in the list, as in the example.

cheap, expensive, thick, thin, old, popular

---

e.g. S1: Woman's World is the cheapest of all.
S2: Internationale is more expensive than Modern Woman.
UNIT 14
Pronouns - Possessives - Demonstratives - Quantifiers

Fill in the gaps with the correct subject or object pronoun.

1 A: Do your brothers play football?
   B: Yes, they play all the time. They think it’s a brilliant game.

2 A: Does Susan eat chocolate?
   B: Yes, she eats all the time. She says it’s her favourite food.

3 A: Do your parents know Mr Jones?
   B: Yes, they know very well. He lives next door.

4 A: Does Claire like David?
   B: No, he doesn’t like very much. He says it’s too noisy.

5 A: Do you listen to rock music?
   B: Yes, I listen to all the time. I think it’s fantastic.

6 A: Does Tony enjoy fishing?
   B: Oh, yes. He enjoys very much. He says it relaxes him.

Fill in the gaps with there or it.

1 By the time I got home, it was nearly ten o’clock.
2 'Is your birthday today?' ‘No, it was last week.’
3 Come here, Simon. Someone is someone to see you. I think is your friend, Rod.
4 wasn’t warm enough to go to the beach, so we went to the cinema.
5 wasn’t very much money left after I had paid for the shopping.

Fill in the gaps with one or it.

1 A: I need a loaf of bread.
   B: I’ll buy this afternoon.

2 A: Is the phone ringing?
   B: I can’t hear .

3 A: ‘Titanic’ is an amazing film.
   B: I know. I’ve seen twice.

4 A: When was the last time you read a book?
   B: I haven’t read for months.

5 A: Have you got a car?
   B: No, I can’t afford .

6 A: Do you like the new Rolling Stones CD?
   B: I haven’t heard yet.

7 A: I need a dress for the party.
   B: I’ll lend you .
4. Fill in the correct possessive adjective or pronoun.

1. A: Have you met ...your... new neighbours yet?
   B: No, I’ve seen ................ children in the garden, though.
2. A: You took ....................... coat home last night.
   B: I know, I’m sorry. I thought it was ....................... because they’re both black.
3. A: What’s wrong with Rosie?
   B: Oh, she’s been having problems with .......... back recently.
4. A: James is doing well at school.
   B: I know. ......................... teacher says he’s very advanced for his age.
5. A: Is this bag ......................
   B: Oh, yes, thank you. I nearly forgot it.
6. A: Julie and Frank are so lucky. ................. house is beautiful.
   B: Yes, and it’s so much bigger than ...................... I envy them.
7. A: I like ......................... shirt. It’s like Sandra’s.
   B: Actually, it is ...................... I borrowed it from her yesterday.
8. A: Why did you lend Tom ......................... car?
   B: Because ......................... is being repaired at the moment.

5. Fill in its or it’s.

1. The car is nice to drive, but I don’t like ...its ... colour.
2. This town is wonderful. ................. got lots of shops!
3. I’m staying at home today because ............... cold outside.
4. Let’s go in here. ................. my favourite restaurant.
5. A bird has built ................. nest in our garden.
6. The company I work for has changed ................. name.

6. Fill in a possessive adjective or the.

1. A dog bit him on ...the... leg.
2. I banged ................. head on the cupboard door.
4. Don’t put ................. feet on the table!
5. You shouldn’t have punched Tom in ......... stomach.
6. Paul patted Lisa on ................. shoulder.

7. Fill in the gaps with of where necessary, and my, your, etc. own.

1. John doesn’t live with his parents any more. He’s got a flat ...of his own...
2. She doesn’t travel by bus any more because she’s got ................. car.
3 I don’t need to borrow your umbrella. I’ve got one
4 Haven’t you got ...................... pen? You’re always
    borrowing mine.
5 My job includes doing research in ......................
    time.
6 Sam is tired of using his friend’s computer, so he is
    going to buy one ...................... .
7 The couple moved into ...................... house after
    they got married.
8 Don’t let the dog sleep on your bed. It’s got a bed
    ...................... .

Connect the nouns using -’s, -’ or ...of...
1 car/Helen ...Helen’s car ......................
2 the manager/the restaurant ................................
3 shoes/women ......................................
4 the results/the test ................................
5 bicycles/my daughters ................................
6 secretary/the assistant manager ........................
7 the corner/the room ................................
8 house/their parents ................................
9 the back/the classroom ................................
10 shoes/William ......................................
11 walk/an hour ........................................
12 partner/Jim ...........................................
13 Rome/the streets ....................................
14 UN/headquarters .....................................

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. Jim’s pen
   - plural nouns ending in -s ’
     e.g. the boys’ hats, the cats’ tails
   - plural nouns not ending in -s ’s
     e.g. the children’s toys
   - compound nouns + ’s e.g. my father-in-law’s house
   - We use ’s after the last of two or more names to show common possession.
     e.g. John and Helen’s house. (The house belongs to both of them.)
   - We use ’s after each name to show individual possession. e.g. Mary’s and Diana’s bags. (Each girl has her own bag.)

2. with of for inanimate things
   - of + inanimate thing or abstract noun
     e.g. the windows of the house
     the cost of living
   - a/the/this/that + noun + of + possessive
     e.g. He’s a friend of Jack’s. That friend of yours.

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 baker’s (we mean the shop) / at Dave’s (flat)
- phrase showing length of time/specific moment or event + ’s/
  e.g. an hour’s delay / two days’ work
  last Sunday’s paper
- We can use either ’s or of when we talk about places or organisations.
  e.g. NASA’s headquarters or the headquarters of NASA

Rewrite the sentences using the correct possessive form.
1 Nobody went to the meeting last week.
   ...Nobody went to last week’s meeting....
2 The drive to the airport takes two hours.
3 They will get their exam results six weeks from now.
5 I received the letter in the post — yesterday.
6 It’s autumn. The tree - the leaves are falling off.
7 Graham never listens to his doctor - the advice.
8 Are you going to Jane - Paula - the party?
9 He has never done a hard day of work in his life.
10 At the moment I’m staying with a friend - my.
11 I think I’ll order the special of today.
12 The man knocked on the house - the door.
13 The ticket inspector looked at the people - the tickets.
14 Mrs Jones - Miss Smith - cars are being serviced.
15 The sales target this month is two million pounds.
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. First Peter shaved and then dressed. Although Mrs Harrison’s arm was bandaged, she managed to wash herself. But we always say dry myself.

Each other means one another. Study the following examples:

Janet and Beth are looking at themselves in the mirror. They are looking at each other.

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.
  e.g. Jill (subject) has burnt herself. (object)
  You (subject) should take care of yourself. (object)

- with the preposition by when we mean alone/without company or without help (on one’s own).
  e.g. Ben repaired the car by himself/on his own.
  (= Nobody helped Ben repair the car.)
  She likes being by herself/on her own sometimes.
  (= She likes being 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 myself posted the letter. (= I posted the letter, nobody did it for me.)
  Alice met the President himself. (=She met the President, not somebody else.)

Note: 1) We do not normally use reflexive pronouns with the verbs concentrate, feel, meet and relax.
  e.g. You need to concentrate.
  (NOT: You need to concentrate yourself.)
In pairs, ask and answer questions using the prompts, as in the example.

SA: Did you buy that bag for your sister?
SB: No, I bought it for myself.

1. Did you buy that bag for your sister?
2. Did Susan paint that picture for Lee?
3. Did Mum and Dad book these tickets for us?
4. Is John making that table for you?
5. Did you find a dress for Jackie?

Fill in the appropriate reflexive pronoun or each other/one another.

1. A: Shall I prepare Jerry’s lunch?
   B: No, it’s alright. He’s preparing it ...hímself...
2. A: Did Helen have her car repaired at the garage?
   B: No. She repaired it .....................
3. A: What a beautiful dress! Where did you buy it?
   B: I didn’t buy it. I made it ....................
4. A: Who decorated your house for you?
   B: No one. We decorated it .....................
5. A: Are Beth and Jim working on the same project?
   B: Yes, they have decided to help ..................
6. A: Did you help Lucy and Greg to finish their homework?
   B: No. They finished it ....................
7. A: Charles and Bill are always fighting.
   B: I don’t think they like ................................
8. A: Should I switch off the kettle?
   B: No. It will switch ........................ off when the water’s boiled.
9. A: Can you iron this shirt for me, please?
   B: Don’t be so lazy! Iron it ........................
10. A: Stuart and I are so happy with the garage we built.
    B: I’m glad. I can’t believe you built it ................!!
11. A: Emma and Cath are good friends.
    B: Yes. They phone ...................... every day.
12. A: Why are the children shouting?
    B: Oh! They’re just teasing ................................
13. A: Paul is only two years old.
    B: I know, but he can dress ................................
    B: Well, behave ............................... at the party.
15. A: Sam is pleased to see Alan, isn’t he?
    B: Yes. They don’t see each other ........ very often.
16. A: What have you done to your finger?
    B: I cut .............................. with a sharp knife.
17. A: Help ........................ to more orange juice.
    B: Thanks. I will.
18. A: Shall I come to the dentist’s with you?
    B: No, I’d rather go by ................................
19. A: How did you get my sister’s book?
    B: She gave it to me .................................

We use this/these:

- for people or things which are near us.
  - This is a flower, Jimmy.
- for present or future situations.
  - e.g. I’ll talk to the manager this week.
- to refer to an idea we are about to mention.
  - e.g. I’m sorry to say this, but you have to leave the flat.
- to introduce people, or to introduce oneself on the phone.
  - e.g. ‘Hello? This is Jack Kerns.’
    ‘Helen, this is Jeff and these are his lovely children.’
- when the speaker is in or near the place he/she is referring to.
  - e.g. This office is very dark.
  - Look at that! It’s a deer.

that/those are used:

- for people or things which are not near us.
  - e.g. This is really nice.
    ‘That is all I have to say.’

for past situations.
- e.g. We had a bad experience that day.
- to refer back to something mentioned before.
  - e.g. ‘She got the job.’ ‘That’s great.’
- when speaking on the phone to ask who the other person is.
  - e.g. Who’s that speaking? Who’s that, please?’

This, these, that and those are not always followed by a noun.
- e.g. This is really nice.
  ‘That is all I have to say.’

Fill in the gaps with this, that, these or those.

1. What are you doing ...this... afternoon?
2. Who is ............... man over there?
3. I’m really busy .............. days.
4. Hello? ............... is Emily. Can I speak to Joan?
5. In ............... days, people didn’t have cars.
6. ‘Jim got married last week.’ ‘.............., ‘s wonderful!’
Some/Any/No

There is some nice furniture in the room. There are some books on the table. There is nobody in the room. There isn’t anything under the table.

<table>
<thead>
<tr>
<th>Countable/Uncountable</th>
<th>Affirmative</th>
<th>Interrogative</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>someone/somebody</td>
<td>anyone/anybody</td>
<td>nobody/not anybody</td>
</tr>
<tr>
<td>Things</td>
<td>something/something</td>
<td>anything/anything</td>
<td>nothing/not anything</td>
</tr>
<tr>
<td>Places</td>
<td>somewhere/anywhere</td>
<td>anywhere/anywhere</td>
<td>nowhere/not anywhere</td>
</tr>
</tbody>
</table>

- Some, any and no are used with uncountable nouns (coffee, sugar, etc.) and plural countable nouns (cars, flowers, etc.).
  e.g. some coffee, some cars
- Some and its compounds (someone/somebody, something, somewhere) are normally used in affirmative sentences.
  e.g. He’s got some friends. There is somebody at the door.
- Any and its compounds are usually used in interrogative sentences. Not any is used in negative sentences.
  e.g. Have you got any money? He is not anywhere.
  Any and its compounds are also used with negative words such as without, never, seldom, rarely, hardly, etc. e.g. He left without any excuse. She has hardly any money left.
- No and its compounds are used instead of not any in negative sentences.
  e.g. They haven’t got any time. They’ve got no time.
  He didn’t say anything. He said nothing.
- We use a singular verb with compounds of some, any and no.
  e.g. Someone is calling for help.
  There is nothing on the table.
- Some and its compounds are also used in interrogative sentences when we make an offer or a request.
  e.g. Would you like some orange juice? (offer)
  Can I say something? (request)
- When any and its compounds are used in affirmative sentences, there is a difference in meaning. Study the following examples:
  a) You can take any sweets you like.
     (It doesn’t matter which.)
  b) Anyone/Anybody can enter this competition.
     (It doesn’t matter who.)
  c) I can give you anything you need.
     (It doesn’t matter what.)
  d) We can go anywhere you like.
     (It doesn’t matter where.)
- Every is used with singular countable nouns.
  e.g. Every citizen must pay taxes.
- 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 wants to be happy.
    (NOT: ... want to be happy)
    Everything is ready for the wedding.

14 In pairs, ask and answer questions using the prompts, as in the example.
SA: Did you get any sugar?
SB: No, I didn’t. Will you get some for me?
1 sugar 2 vegetables 3 fruit 4 envelopes 5 stamps
6 coffee 7 milk 8 strawberries

15 In pairs, ask and answer questions using the prompts, as in the example.
SA: Are there any plants in the room?
SB: Yes, there are some.
UNIT 14
Pronouns - Possessives - Demonstratives - Quantifiers

16
Frank and Kim are having a picnic by a lake. Read the dialogue and underline the correct item.

A: There's 1) nothing/something I like more than having a picnic here by Lake Tahoe.
B: Yes, it's 2) anything/something I really enjoy, too. It's great to go 3) anywhere/somewhere where there is no noisy traffic and 4) anything/nothing to disturb us from our lunch. I can't think of 5) somewhere/anywhere I'd rather be than here.
A: I know. There's 6) no one/somebody else here, so we can enjoy the peace and quiet.
B: Well, I'd like 7) any/some more of that chicken. Is there 8) no/any left?
A: Yes, there's plenty in this basket. But, there's 9) some/no mayonnaise. I'm afraid.
B: That's okay. Wait a minute. Did you hear 10) something/nothing?
A: Don't be silly. It was 11) anything/nothing.
B: No, look! A group of school children are coming for a picnic, too!
A: Oh no! I can't think of 12) something/anything worse! Let's go home!

18
Fill in the gaps with any, anyone/anybody, anything or anywhere.

1 A: Shall we sit in the corner or by the window?
   B: ....Anywhere... you want.
2 A: Who can I bring to the party?
   B: ..................... you like.
3 A: What do you want to watch on TV?
   B: Oh, ..................... . I don't really mind.
4 A: What time shall we go out tonight?
   B: ..................... time you like.
5 A: Where can I buy this book?
   B: At ..................... good bookshop in town.
6 A: Where shall I sit?
   B: ..................... at this table.
7 A: Can I join that club, too?
   B: Of course! ..................... can join the club.

17
Fill in the gaps with some, any, no or one of their compounds.

1 A: Is ...anything... the matter with Dawn? She looks upset.
   B: She had an argument with her friend today.
2 A: I think ..................... is trying to break into that house.
   B: You're right. We should call the police.
3 A: We've got ..................... time to make a cake before the party!
   B: I'll go out and buy one then.
4 A: I'm thinking of moving to London.
   B: Really? My boss has a house ..................... near London.
5 A: It was very busy in town today.
   B: I know. There was hardly ..................... to park.
6 A: I suppose I should make ..................... for dinner.
   B: I'll help you if you like.
7 A: What's on TV tonight?
   B: I looked in the TV guide. There's hardly ..................... good on tonight.
8 A: Do you like living in Brighton?
   B: Yes, but ..................... will ever mean as much to me as my home town.
9 A: Did you have a good holiday in England?
   B: Yes. There was hardly ..................... rain all week.
10 A: Did you call Sarah this evening?
    B: Yes, but ..................... was at home, so I left a message on the answering machine.

19
In pairs, ask and answer questions using the prompts, as in the example.

1 Who / stay / at home tonight?
   SA: Who's staying at home tonight?
   SB: Everyone is staying at home tonight.
2 What / bother / Mary?
   SA: What's bothering Mary?
   SB: Everything is bothering Mary.
3 Who / watch / TV at the moment?
4 Who / take / the exam today?
5 What / need / to be typed?
6 Who / come / to dinner tomorrow?
7 What / the matter / with Anne?
8 What / must / be cleaned?

20
Fill in the gaps with every or one of its compounds, and the correct form of the verb in brackets.

1 The meal is wonderful. ...Everything tastes... (taste) delicious!
2 The party is a great success! ..................... (enjoy) themselves!
3 The photograph is lovely because ..................... (smile) in it.
4 My uncle brings me a present ..................... time he ..................... (visit) us.
5 Yesterday was terrible. ..................... (go) wrong!
UNIT 14

Pronouns - Possessives - Demonstratives - Quantifiers

21 Choose the correct answer.

1 ‘Did you buy a new skirt?’
   ‘No, I looked in ...C... shop in town, though.’
   A everything    B everywhere    C every

2 ‘Who is coming to your party?’
   ‘I’ve invited ................. I know.’
   A everything    B everyone    C everywhere

3 ‘Have you found your keys yet?’
   ‘No, I’ve looked ................. but I can’t find them.’
   A everywhere    B everywhere    C every

4 ‘The children must have been hungry.’
   ‘I know. They ate ................. on their plates.’
   A every    B everywhere    C everything

5 ‘Where shall I put the shopping?’
   ‘Put ................. in the kitchen, please.’
   A everything    B everywhere    C everybody

6 ‘How often do you go to the gym?’
   ‘I usually go ................. day.’
   A everything    B everywhere    C every

7 ‘Do I have to tidy my room?’
   ‘Yes. There are clothes and toys .................!’
   A everyone    B everywhere    C every

8 ‘Is there a problem?’
   ‘No, don’t worry. ................. is fine.’
   A anywhere    B every    C everything

9 ‘Has Jim gone out again?’
   ‘Yes. He’s been out ................. night this week.’
   A every    B everywhere    C everywhere

22 Fill in the gaps with any, every or one of
t heir compounds.

1 He is rich. He can buy ................. anything........... he wants.
2 You can choose ................. dress you like.
3 Luckily, ................. passed the French exam.
4 My sister takes her dog ................. she goes.
5 ................. can learn to play a musical instrument.
6 ................. in this shop is half price.
7 I would do ................. for my best friend.
8 On New Year’s Eve, there was snow .................
9 If you have a car, you can go ................. you like.
10 ................. song I hear reminds me of you.
11 I feel nervous. I don’t know ................. here.
12 Have you got ................. you need?

23 Fill in the gaps using each or every.

1 In a basketball match, ...each... team has five players.
2 She has a piano lesson ................. Wednesday.
3 The Jones’ house has ten rooms and they have a television in ................. room.
4 The teacher told us to spend five minutes on ................. question.
5 He visits us ................. weekend.
6 My aunt gave ................. one of us a present.
7 I love this group. I’ve got ................. record they’ve ever made.
8 There are three glasses, but ................. one is a different shape.
9 I think about him ................. moment of the day.
10 ................. of these two bottles holds one litre.
A lot of - Much - Many

Kelly has decided to make a chocolate cake, but she doesn’t know the quantities of the ingredients she must use. Fill in the gaps with how much or how many to complete Kelly’s questions.

1. ........ how much ........ flour do I need to use?
2. .................................. sugar shall I put in?
3. .................................. eggs do I need to use?
4. .................................. cocoa shall I add to the mixture?
5. .................................. butter shall I use?
6. .................................. milk do I need to put in?
7. .................................. tins shall I put the mixture in?

Fill in many, much or a lot of.

1. A: Let’s go for a walk.
   B: I can’t. I’ve got ...a lot of... work to do.
2. A: Do you want to come in for a while?
   B: No, thank you. I haven’t got ................. time.
3. A: Mr Brown looks very happy.
   B: Yes. He won .................... money last week.
4. A: You’ve got .................................. pets!
   B: Yes, three dogs and four cats!
5. A: I must go to the bank today.
   B: I’ll come with you. I haven’t got ................... money either.
6. A: Have you got ........................... lessons today?
   B: No. I’ll be home at three o’clock.
7. A: Have you seen ........................... horror films?
   B: No. I don’t like horror films.
8. A: There isn’t ............................. coffee left.
   B: I know. I’ll buy some today.
9. A: Are there ............................... children in your class?
   B: Yes; about twenty-five.

Fill in the gaps with too much or too many.

1. A: Don’t eat ...too much... ice cream before dinner.
   B: Don’t worry, I won’t.
2. A: There are ........................... books in that bag.
   B: Don’t worry. I can carry it.
   B: Yes, we’ve already got some at home.
4. A: This tea is horrible.
   B: I put ......................... milk in it, didn’t I?
5. A: Can you see David?
   B: No, there are ..................... people in front of me.
6. A: I don’t feel very well.
   B: Well, I told you not to eat .................. chocolates.
7. A: Don’t spend ......................... time watching television.
   B: I’ll turn it off after the news.
A few/Few - A little/Little

Jim has got a few stamps. He can post all the letters.
Ben has got (very) few stamps. He can't post all the letters.

Alice has got a little sugar. She can make a cake.
Diana has got (very) little sugar. She can't make a cake.

- A few/Few are used with plural countable nouns (books, plates, etc.).
  A few means not many, but enough.
  e.g. We've got a few eggs. We can make an omelette.
  Few means hardly any, almost none and can be used with very for emphasis.
  e.g. There are (very) few apples in the box. It is almost empty.

- A little/Little are used with uncountable nouns (tea, money, etc.).
  A little means not much, but enough.
  e.g. She's got a little money. She can go shopping.
  Little means hardly any, almost none and can be used with very for emphasis.
  e.g. We've got (very) little time. We must hurry.

UNIT 14
Pronouns - Possessives - Demonstratives - Quantifiers

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

SA: Did you buy much milk?
SB: No, just a little.
SA: Did you buy many eggs?
SB: No, just a few.

1 milk  4 flowers  7 butter
2 eggs  5 magazines  8 napkins
3 flour  6 coffee  9 bread

28 Fill in the gaps with a few, very few, a little or very little.

1 A: How was your exam today?
   B: Actually, I would have liked ...a little... more time to finish it.
2 A: How do you like your tea?
   B: With no sugar and just ................. milk, please.
3 A: Are you ready to take your driving test?
   B: No, I think I need ................. more lessons.
4 A: Do you want me to bring anything for the party?
   B: Well, I've got ......................... glasses. Could I borrow some of yours?
5 A: Did you get that job?
   B: No. I didn't get it because I've got ......................... experience.
6 A: Why didn't Alan's business succeed?
   B: Unfortunately, he had ......................... clients.
7 A: Shall we go shopping this evening?
   B: I'm sorry, I've got ......................... time today.
8 A: Have you finished your garden yet?
   B: Not yet, but I've planted ......................... trees.
9 A: Are you hungry?
   B: Not really. I'll just have ......................... soup for lunch.
10 A: How was your first day at work?
   B: Not very good, really. I made ......................... mistakes.

29 Fill in many, few, much or little.

Elham is a small village and there are not 1) ....many... houses there. There are a 2) ......................... shops in the village, but they do not sell 3) ......................... products. There isn't 4) ......................... to see or do there, so there is 5) ......................... chance of the village becoming a tourist attraction, but a 6) ......................... people take picnics there and enjoy the peace and quiet of a village where there is very 7) ......................... traffic.
Both/Neither - All/None - Either

BOTH / NEITHER

Both of them live in water.
Neither of them makes/make a lot of noise.
Both the dolphin and the turtle are friendly animals.
Neither the dolphin nor the turtle is dangerous.

ALL / NONE

All of them are wild animals.
None of them eats/eat vegetables.
All of them have got sharp teeth.

Both refers to two people, things or groups. It has a positive meaning and is followed by a plural verb.
e.g. Both cats and dogs are affectionate pets. Both of these books belong to my father. Both of them are typists.

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 teams is/are playing well this year. Neither of them is/are married. Neither of the boys is/are short. BUT: Neither candidate is suitable for the job.

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 students are present. All of them are young. All of these pens are red.

None refers to more than two people, things or groups. It has a negative meaning and is followed by either a singular or plural verb in the affirmative.
e.g. None of these shirts fits/fit me. None of them has/have got a sister.

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 happy. They have both/all passed the test.

Either refers to two people, things or groups and is followed by a singular countable noun.
e.g. We could stay at the Plaza Hotel or the Star Hotel. Either place 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 cars is/are suitable for you. BUT: Either car is suitable for 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 looked at two watches, but I did not buy either of them.
John doesn’t like coffee, and I don’t either.

Both ... and is followed by a plural verb.
e.g. Judy is British. Laura is British. Both Judy and Laura are British.

Neither ... nor/Either ... or take either a singular or plural verb, depending on the subject which follows nor or or.
e.g. Neither Daniel nor Mark drinks coffee. (NOT: Neither Daniel nor Mark don’t drink coffee.) Either my parents or John’s parents are going to take us to the airport.
30 Respond to each question using either and both, as in the example.

1. Shall we watch a comedy or a horror film?
   Well, we could watch either.\textbackslash{}Well, we could watch both.
2. Shall I make tuna or cheese sandwiches?
3. Shall I buy brown bread or white bread?
4. Shall I plant roses or tulips in the garden?
5. Shall we take flowers or fruit to the hospital?
6. Shall I paint the ceiling or the walls this afternoon?
7. Shall we have toast or cereal for breakfast?
8. Shall I get a doll or a puzzle for Kim?

31 Fill in the gaps with either or neither.

1. I looked at two sweaters, but I didn’t buy .................. of them.
2. .................. of my parents wanted to see the film.
3. I’ll buy .................. flowers or chocolates for Mother.
4. .................. Bill nor Ted has seen this play.
5. I have got two watches, but .................. of them works properly.

32 Fill in the gaps with both, all, neither, either or none.

Dear Beth,

Thank you for your letter. It was good to hear 1) .................. your news. I get lots of letters, but 2) .................. of them cheer me up as much as yours.

Bill and I are 3) .................. very tired at the moment. He’s very busy because he’s been promoted to manager of his firm. I’ve started a new job, so I don’t have much spare time. 4) .................. I love my job and 5) .................. of the people I work with are friendly, but the long hours seem to take up 6) .................. of my energy.

My parents are coming to visit us tomorrow. 7) .................. of them have seen the new house yet, so I’ll have to show them 8) .................. around. Bill has decorated 9) .................. of the rooms, so 10) .................. of them looks the way they did when we moved in. I hope 11) .................. you and Toby will be able to visit us again soon, then you can see 12) .................. the changes.

Write soon. I’m looking forward to 13) .................. hearing from you or seeing you soon.

With love,
Chloë

33 Choose the correct answer.

1. ‘Why didn’t you go to the party?’
   ‘Because …C… of my friends was invited.’
   A both \hspace{1cm} B either \hspace{1cm} C none
2. ‘Have you got any brothers?’
   ‘I’ve got two. ................. of them are older than me.’
   A Either \hspace{1cm} B Both \hspace{1cm} C All
3. ‘You don’t need to buy a new skirt. You have lots already.’
   ‘I know, but ................. of them fits me any more.’
   A none \hspace{1cm} B all \hspace{1cm} C both
4. ‘Mum, did you make a chocolate cake today?’
   ‘Well, I made two cakes, but ................. of them was chocolate.’
   A neither \hspace{1cm} B both \hspace{1cm} C either
5. ‘There are some very nice shoes in that shop.’
   ‘I know, but ................. of them are very expensive.’
   A all \hspace{1cm} B neither \hspace{1cm} C either
6. ‘How many people do you work with?’
   ‘Only two, but ................. of them have more experience than I do.’
   A either \hspace{1cm} B all \hspace{1cm} C both

34 Rewrite the sentences using both … and, neither … nor or either … or.

   .................. John nor Paul has got any money…
2. Marion likes swimming. Linda likes swimming, too.
3. Carol doesn’t go to the gym. Anne doesn’t, either.
4. Fiona has got curly hair. Angela has got curly hair, too.
5. John will go to the shop, or else I will.
6. Claire is going to pick the children up, or else Simon is going to.
7. Colin doesn’t know how to drive. Jane doesn’t, either.
8. My sister is making dinner, or else my father is.
9. Ben wants to buy a bicycle. Adam wants to buy one, too.
10. Sam cut the grass, or else Paul did.
11. Mary is going to take the dog for a walk, or else I will.
UNIT 14
Pronouns - Possessives - Demonstratives - Quantifiers

35 Fill in the gaps with the correct pronoun.

1 A: This food is wonderful.
   B: Yes, but don’t eat so fast. You’ll make .......... yourself .......... ill.

2 A: What shall we do tonight?
   B: Well, Caroline has invited .......... to her house. Shall .......... go?

3 A: Is that Mary and Alex’s car?
   B: No. ........................................ is blue.

4 A: Is that bird alright?
   B: No. I think ................................ wing is broken.

5 A: Is that your sister’s new leather jacket?
   B: Yes. And those black leather trousers are ................................., too.

6 A: Should I leave my job?
   B: Well, the decision is ......................, but I wouldn’t advise it.

7 A: Has Adam gone out?
   B: Yes, I told ...................... not to come home late.

8 A: Is this David’s jacket?
   B: No, it’s ....................... I bought it yesterday.

9 A: Do you tidy John’s and Peter’s rooms?
   B: No, they tidy their rooms .......................

10 A: Where did Emily go yesterday?
    B: I don’t know. .......................... didn’t tell me.

11 A: Did you get the cake from the baker’s?
    B: No, I made it .......................... .

12 A: Is that my lunch?
    B: No. ................................. is on the kitchen table.

13 A: Where is Adam?
    B: ........................................ is playing golf today.

37 Underline the correct preposition.

1 My grandfather is perfectly capable .......... of/at looking after himself.

2 Nobody seems to care .......... for/about good manners these days.

3 Nurses care .......... for/about the sick and injured.

4 The difference .......... among/between Carl and Matthew is that Matthew has dark hair and Carl has fair hair.

5 The cause .......... for/of the fire was a gas leak.

6 I didn’t approve of his attitude .......... in/towards his work.

7 He was not aware .......... of/about the strike.

8 My family consists .......... of/from myself, my parents and my sister.

9 He insisted .......... in/on having a telephone in his bedroom.

10 Martha takes good care .......... of/for her children.

36 Fill in the gaps with the correct missing word(s).

A: Can I borrow (1) .......... some .......... money, please?
B: Well, I haven’t got (2) ...................... money at the moment, but I can lend you (3) ...................... later on.
A: Thanks, Ruth. I’ll give it back to you in (4) ...................... days.
B: Alright. Actually, can you do (5) ...................... for me?
A: Yes, what is it?
B: Well, I’m moving house tomorrow and I’ve got (6) ...................... of boxes and furniture to move. Could you help me, please?
A: Yes, we can use my van. How (7) ...................... boxes are there?
B: About twenty, I think.
A: That’s no problem. Is there (8) ...................... else I can help you with?
B: No, there’s (9) ...................... else. Thanks, Andy.

38 Fill in the correct particle.

1 I’m going to take my parents .......... out .......... tonight.

2 Find some paper and take .......... these details.

3 Sarah took .......... jogging in order to lose weight.

4 Norman takes .......... his father in appearance.

5 As the plane took .........., all the lights went out.

6 The new manager will take .......... next week.

7 Charlie took .......... his coat and sat down.

8 The dustmen are coming to take .......... the rubbish.
Revision Box

Choose the correct answer.

1. I know someone ...C... lives on a farm.
   A which     B whose     C who
2. We will go to the restaurant ............ the play is over.
   A while     B whenever    C when
3. .......... I got home, the children were already asleep.
   A By the time     B Until     C By
4. They left early ............... be late for the competition.
   A in order that     B so as not to    C in case
5. I didn’t sleep very well ............... the storm last night.
   A because of     B because     C as
6. Take your umbrella ............... it rains later.
   A in order not to     B so that    C in case
7. He had ............... much experience that they gave him the job.
   A so     B such an     C such
8. ............... she went to bed late, she wasn’t tired the next day.
   A But     B Although     C Despite
9. She is ............... pretty child!
   A such a     B so     C such an

Rewrite the sentences using have something done.

1. Jane’s shoes were cleaned yesterday.
   ..........Jane had her shoes cleaned yesterday............
2. Mr Brown’s house has been decorated recently.
   .................Mr Brown’s house has been decorated recently.
3. Simon’s book is being published next month.
   .................Simon’s book is being published next month.
4. Cindy’s kitchen window was broken in the storm.
   .................Cindy’s kitchen window was broken in the storm.
5. Mrs Andrews’ car is being repaired at the moment.
   .................Mrs Andrews’ car is being repaired at the moment.
6. Daniel’s new CD will be released soon.
   .................Daniel’s new CD will be released soon.
7. Celia’s flat is cleaned every week by Mrs O’Donnell.
   .................Celia’s flat is cleaned every week by Mrs O’Donnell.
8. Anna’s purse was stolen while she was shopping.
   .................Anna’s purse was stolen while she was shopping.
UNIT 15
Questions and Answers

Questions with Yes/No Answers

‘Is she a typist?’ ‘Yes, she is.’
‘Does she work for a company?’ ‘Yes, she does.’
‘Has she finished her work?’ ‘No, she hasn’t.’

◆ 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 tired?’ ‘Yes, I am.’
  ‘Can you drive a car?’ ‘No, I can’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 Marie own a house?’ ‘Yes, she does.’
  ‘Did you post the letter?’ ‘No, I didn’t.’

Isn’t it a lovely place!
Wouldn’t it be nice to come here more often?

◆ 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. Do you not like their new house?

Short form: auxiliary + n’t + subject + verb
  e.g. Don’t you like their new house?

◆ We use negative questions in speech
  a) to ask for confirmation e.g. Didn’t Kim come back yesterday? and b) to express:
    • surprise. e.g. Don’t you know how to boil an egg?
    • admiration. e.g. Isn’t he a great cook!
    • annoyance. e.g. Can’t you be quiet for one minute!

1 Write questions and answers for the following statements, as in the example.

1 Paul was tired when he got home.
   Was Paul tired when he got home? Yes, he was...

2 They live in London.

3 She can’t play the piano.

4 The film starts at nine o’clock.

5 You had an English lesson last night.

6 She has got blue eyes.

7 We didn’t want to go to the beach.

8 He should follow the doctor’s advice.

2 Write the short form of the following negative questions.

1 Can they not decide where to go on holiday?
   Can’t they decide where to go on holiday?...

2 Did Claire not invite you to her party?

3 Do you not enjoy watching horror films?

4 Have you not finished your homework yet?

5 Can she not go to town on her own?

6 Does he not know where we live?

7 Has Sue not done the shopping for you?

8 Did he not give you any details?
Questions and Answers

• How is used alone or before an adjective/adverb.
  e.g. a) ‘How did you get here?’ ‘By train.’
        b) ‘How old is Jane?’ ‘She’s twenty.’
        c) ‘How fast can you run?’ ‘Not very fast.’
• how long
  e.g. ‘How long have you been studying here?’
       ‘Three weeks.’
• how long ago
  e.g. ‘How long ago did you get married?’
      ‘Two years ago.’
• how often
  e.g. ‘How often does Keith go to the gym?’
       ‘Three times a week.’
• How much is used with uncountable nouns.
  e.g. ‘How much sugar do you need?’ ‘Very little.’
• How many is used with countable nouns.
  e.g. ‘How many eggs do you want?’ ‘Ten.’

3. Fill in the gaps with the correct question word(s).

A: Now for the general knowledge part of the quiz.
  1) ...What... is the capital of Egypt?
B: Cairo.
A: That’s correct. 2) ..................... can you see the Mona Lisa?
B: In the Louvre, in Paris.
A: Well done, that’s right. 3) ..................... wrote ‘Romeo and Juliet’?
B: Charles Dickens.
A: No, that’s incorrect. It was Shakespeare. 4) .............. are the Olympic Games held?
B: Every four years.
A: Correct. 5) ..................... did the Second World War begin?
B: I think it was in 1939.
A: Yes, you’re right. And the final question in this round is: 6) .............. players are there in a hockey team?
B: Eleven.
A: Correct. Well, at the end of that round, Contestant 2 has the most points, so he goes through to the final round to play for our star prize.

4. Fill in who, whose, what, which, where, when, how long, how often, what time, why, how much or how many.

1 ‘...Which... is your jacket?’ ‘It’s the red one.’
2 ‘......................... is your birthday?’ ‘It’s next week.’
3 ‘......................... is Mary?’ ‘She’s in her bedroom.’
UNIT 15

Questions and Answers

4  ‘_______________ have you been waiting?’
   ‘Only five minutes.’
5  ‘_______________ party are you going to tonight?’
   ‘Alison’s.’
6  ‘_______________ do you go shopping?’
   ‘Once a week.’
7  ‘_______________ are you doing at the moment?’
   ‘I’m watching TV.’
8  ‘_______________ are you writing to? ‘Uncle Tom.’
9  ‘_______________ do you start work?’
   ‘At nine o’clock in the morning.’
10  ‘_______________ pieces of toast do you want?’
    ‘Two, please.’
11  ‘_______________ isn’t she at work today?’
    ‘Because she’s ill.’
12  ‘_______________ did you spend last month?’
    ‘About £500.’

5  Fill in the gaps with what, which or how.

1  A: ...What... do you want to do when you leave school?
   B: I’m not really sure. I’d like to be a vet.
2  A: ................. bag do you prefer — the black one or the brown one?
   B: I like the black one best.
3  A: ................. old are you?
   B: It was my birthday last week. Now I’m fifteen.
4  A: ................. did you get my telephone number?
   B: I looked in the staff address book.
5  A: ................. shall we do on Saturday?
   B: Let’s just stay at home and watch a video.
6  A: ................. house did you prefer — the one we saw first or second?
   B: I didn’t like either. We’ll have to keep looking.
7  A: ................. many pairs of shoes did you buy last year?
   B: Only two. One in the summer and one in the winter.
8  A: ................. is your favourite food?
   B: Roast chicken.

6  Write questions to which the words in bold are the answers.

1  The tiger is the largest member of the cat family. ..........Which is the largest member of the cat family?........
2  A mature male tiger weighs between 160 and 230 kg. ................
3  Tigers are usually orange with black stripes. ................
4  Tigers live in Russia, China, India and South-East Asia. ................
5  The Javan tiger, the Bali tiger and the Caspian tiger are extinct. ................
6  Tigers eat a variety of smaller animals, including deer. ................
7  Tigers can produce young at any time of year. ................
8  Tigers usually have two or three cubs at a time. ................
9  Tigers live for an average of eleven years. ................
10  Tigers are hunted for sport or for their fur. ................

7  Write questions to which the words in bold are the answers.

Claudette is 32 years old. She lives in Paris, France, and has lived there since she was 5 years old. Claudette works as a lawyer for a successful law firm, and she travels to work by car every day. Claudette is married. Her husband’s name is Jean. They have two dogs. She loves to take the dogs for long walks every evening after work. Claudette has several hobbies, such as reading and playing the piano, but her favourite hobby is cooking. Jean thinks this is good, too, because he gets to eat the wonderful meals she makes.

1  ..........How old is she?..............................................
2  ..............................................................
3  ..............................................................
4  ..............................................................
5  ..............................................................
6  ..............................................................
7  ..............................................................
8  ..............................................................
9  ..............................................................
10 ..............................................................
11 ..............................................................
12 ..............................................................
Questions and Answers

7 Dad broke the window.

8 Dad broke the window.

9 Mother will make a birthday cake.

10 Mother will make a birthday cake.

11 Robin is going to bake some biscuits.

12 Robin is going to bake some biscuits.

9 Write questions to which the words in bold are the answers.

1 Wendy doesn’t agree with her friend’s decision. ...What doesn’t Wendy agree with?...

2 James is listening to some old records. ...What are James listening to?...

3 Sharon is waiting for the bus. ...Who is waiting for the bus?...

4 The boys were talking about football. ...What did the boys talk about?...

5 She has got a letter from her pen-friend. ...Who has got a letter from?...

6 Martin is thinking about his holiday. ...What is Martin thinking about?...

7 This jacket belongs to Stacey. ...Who does this jacket belong to?...

8 Pauline was married to Nigel. ...Who was married to?...

10 Complete the questions.

1 There are two books. The one on the table is Sue’s.
   a) ‘Which book is Sue’s?’ ‘The one on the table.’
   b) ‘Whose book is on the table?’ ‘Sue’s.’

2 Steven wrote four letters.
   a) ‘Who wrote four letters?’ ‘Steven.’
   b) ‘How many letters did Steven write?’ ‘Four.’

3 Teresa is going to wash the car.
   a) ‘Who is going to wash the car?’ ‘Teresa.’
   b) ‘What is Teresa going to do?’ ‘The car.’

4 Kate visited John in hospital yesterday.
   a) ‘Who visited John in hospital yesterday?’ ‘Kate.’

5 David has taken Frank’s new CD.
   a) ‘Whose new CD has David taken?’ ‘Frank’s.’
   b) ‘Who has taken Frank’s new CD?’ ‘David.’

6 Alice is going to the cinema tonight.
   a) ‘Who is going to the cinema tonight?’ ‘Alice.’
   b) ‘Where is Alice going tonight?’ ‘The cinema.’
Unit 15
Questions and Answers

Indirect Questions

Indirect questions are introduced with: Do you know ...?, Can/Could you tell me ...?, Have you any idea ...? We use indirect questions when we ask for information politely. The word order in indirect questions is the same as in statements (subject + verb).

Compare:

a) Where is Helen?
   Do you know where Helen is?
   (NOT: Do you know where is Helen?)

b) Did he phone?
   Have you any idea if/whether he phoned?

11 Turn the following into indirect questions.

1 Where's the police station?
   Do you know where the police station is?

2 Why are there no buses today?
   Have you any idea ........................................

3 Who won the star prize?
   Can you tell me ...........................................

4 Did the window cleaner come today?
   Do you know .............................................

5 How much does this vase cost?
   Could you tell me ........................................

6 How do they know the results already?
   Have you any idea ........................................

7 What's the time?
   Could you tell me ........................................

8 Are the shops open tomorrow?
   Can you tell me ..........................................

12 Turn the girl's questions into indirect ones.

1 Are there any tickets available?
   Could you tell me if there are any tickets available?

2 What time does it start?

3 How much are the tickets?

4 Can I collect the tickets later?

13 Write answers to the questions using the words in brackets and any other necessary words.

1 A: Is Jane coming to the party?
   B: .............................................. (No/think). She's got flu

2 A: Have you got a spare pen I can borrow?
   B: ............................................. (No/think). I've only got one.

3 A: Is it going to snow today?
   B: ........................................... (Yes/believe). It's very cold.

4 A: Is Frank coming to work today?
   B: ............................................ (No/think). He would have been here by now.

5 A: Are you going out to dinner on your birthday?
   B: ........................................... (Yes/expect). I usually do.

6 A: Are you ready to leave?
   B: ............................................ (Yes/suppose). Let's go.

7 A: Is Mary at home?
   B: ............................................ (No/suppose). No one is answering the telephone.

8 A: Are you going on holiday this summer?
   B: ........................................... (Yes/hope). I've been saving money since January.
Questions and Answers

Question Tags

It isn’t a dog, is it?
They are peacocks, aren’t they?

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.

e.g. Karen is learning to drive, isn’t she?
Mark can’t ride a horse, can he?

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. John doesn’t like golf, does he?
They left for Milan, 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. He won the prize, didn’t he?
She didn’t tell the truth, did she?

When the sentence contains a word with a negative meaning like never, hardly, seldom or rarely, the question tag is positive.

e.g. They hardly ever go to the theatre, do they?

Some verbs/expressions form question tags differently. Study the following examples:

I am • aren’t I?
Imperative • will/won’t you?

Don’t • will you?
Let’s • shall we?
I have (got) • haven’t I?
(=I possess)
I have • don’t I?
(other meanings)
There is/are • isn’t there?
aren’t there?
This/That is • isn’t it?

Stop talking, will won’t you?
Don’t talk, will you?
Let’s go out, shall we?
She has got a bike, hasn’t she?
You have lunch at three o’clock, don’t you?
There is an envelope on the desk, isn’t there?
This is Pam’s shirt, isn’t it?

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 sparrow, 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 turtle, isn’t it?

14. Underline the correct answer.

1 A: You haven’t seen my bag anywhere, haven’t you/ have you?
   B: No. You didn’t leave it in the car, did you/didn’t you?
   A: Oh, I remember. I put it under the seat, didn’t I/did I?
   B: I see. Take the keys and go and get it.

2 A: You know about cars, don’t you/do you?
   B: I know a little bit, but not very much.
   A: Oh. You haven’t got the phone number of a good mechanic then, haven’t you/have you?
   B: No, I’m sorry. You’ll have to ask someone else.

3 A: I’ll see you at Christmas, Tony.
   B: You won’t forget to write, won’t you/will you?
   A: Of course not. I’ve got your address have I/haven’t I?
   B: Yes. I gave it to you yesterday, didn’t I/did I?

15. Fill in the correct question tags and short answers.

1 ‘Diana has got blonde hair, …hasn’t she…?’
   ‘Yes, …she has…’

2 ‘Don’t be late, ………………?’
   ‘No, ………………’

3 ‘Julie is a hairdresser, ………………?’
   ‘Yes, ………………’

4 ‘You’ve been to France, ………………?’
   ‘Yes, ………………’

5 ‘She doesn’t work here, ………………?’
   ‘No, ………………’

6 ‘They went out, ………………?’
   ‘Yes, ………………’

7 ‘That’s Mike’s car, ………………?’
   ‘Yes, ………………’
UNIT 15
Questions and Answers

8 ‘They’ve gone on holiday, ..................?’
   ‘No, .................. . They’re at home.’
9 ‘You don’t like coffee, ..................?’
   ‘No, .................. .’
10 ‘Simon lives in Spain, ..................?’
    ‘No, .................. . He lives in Italy.’
11 ‘Jane doesn’t look happy, ..................?’
    ‘No, .................. .’
12 ‘That film was terrible, ..................?’
    ‘Yes, .................. .’
13 ‘Beth’s got a new job, ..................?’
    ‘Yes, .................. .’
14 ‘She works in a school, ..................?’
    ‘Yes, .................. .’
15 ‘There’s a book on the table, ..................?’
    ‘No, .................. . There’s one on the chair.’
16 ‘She isn’t going out tonight, ..................?’
    ‘Yes, .................. . She’s going to the cinema.’
17 ‘Sally has got a dog, ..................?’
    ‘Yes, .................. .’
18 ‘Your father is a dentist, ..................?’
    ‘No, .................. . He’s a vet.’
19 ‘They used to spend a lot of time together, ..................?’
    ‘Yes, .................. .’

Fill in the question tags, then read the sentences aloud with the correct intonation.

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Prepositions

charge sb for sth  consciousness of sth
charge sb with sth  unconscious of sth
die of sth  divide sth into sth
in connection with sth  grateful to sb for sth

Fill in the correct preposition(s).

1 There is no connection .................. the two crimes.
2 Caroline was very grateful .................. Rob helping her with her homework.
3 He charged me .................. two coffees when I had only had one.
4 The men were charged .................. manslaughter.
5 They divided the cake .................. two pieces.
6 He was arrested in connection .................. the attack.
7 The old man died .................. a heart attack.
8 The lecturer spoke to the class .................. art.
9 He was unconscious .................. being watched.

Phrasal Verbs

turn down: 1) refuse sb’s offer
            2) reduce (volume, heat, etc.)
          (opp: turn up)
turn on: switch on (lights, a radio, etc.)
        (opp: turn off)
turn to: go to sb for help
turn up: 1) (of an opportunity) arise
          2) arrive
          3) increase (volume, heat, etc.)
turn sth out: produce sth

Fill in the gaps with the correct phrasal verb.

1 I .................. my parents in times of trouble. (go to for help)
2 I waited for an hour, but nobody .................. . (arrived)
3 Jim invited me to dinner, but I had to .................. him ............... . (refuse his invitation)
4 This company .................. the best equipment on the market. (produces)
5 She .................. the lights and saw her husband asleep. (switched on)
6 He is working as a waiter until a better job .................. .......... . (arises)
7 Jim .................. the volume .................. so he could listen to the news. (increased)
8 It’s hot! Can you .................. the heating? (reduce)
19. **Put the verbs in brackets into the correct tense.**

1. A: If they had been on time we ... **wouldn't have missed**... (not/miss) the play.
   B: Well, there's no point worrying about it now.

2. A: If Janet ...................... (not/pass) the exam, what .................... (she/do)?
   B: She'll probably take it again next month.

3. A: If you ...................... (find) some money, what ...................... (you/spend) it on?
   B: Nothing. I would take it to the police station.

4. A: She wouldn't have invited me if I ...................... (not/meet) her in town.
   B: Well, it's a good thing you saw her.

5. A: What ...................... (we/say) if John ...................... (ask) about the party?
   B: We'll pretend we don't know anything about it.

6. A: If you ...................... (not/work) on Saturday, what ...................... (you/do)?
   B: I would spend the day relaxing at home.

7. A: If I ...................... (not/stop) to talk, I wouldn't have missed the bus.
   B: Don't worry. Another bus is coming soon.

8. A: Politicians have very public lives.
   B: Yes. If I ...................... (work) as a politician, I ...................... (want) some privacy.

20. **Underline the correct answer.**

1. A: How **may/must** I help you, sir?
   B: I'd like to buy a new sports car, please.

2. A: You **needn't/couldn't** buy any milk today.
   B: I know. There is plenty in the fridge.

3. A: We **may/must** hurry up. The meeting starts soon.
   B: Okay. I'm coming now.

4. A: **Can/Shall** I borrow your pen, please?
   B: Yes, of course.

5. A: You **will/mustn't** be late for your interview.
   B: Don't worry. I'll be there early.

6. A: **Shall/Will** I mow the lawn today?
   B: Yes, the grass is very long.

7. A: What shall we do tonight?
   B: **We have to/could** go out for dinner.

8. A: **Will/Shall** you do something for me, please?
   B: I'm busy now. I'll help you in a moment.

---

Mrs Peterson is the manager of a large firm. Today, she is interviewing Miss Lamport for the position of Accounts Manager. Use question words from the list and the prompts below to ask and answer questions, as in the example.

**where, how much, which/what, how many, why, when, how long, how**

**e.g. SA: Where did you study?**
**SB: I studied at Bristol University.**

---

Mrs Peterson also asked Miss Lamport a few more questions. Look at the prompts and write out her questions and Miss Lamport's answers.

- drive / car?
- speak / foreign languages?
- use / computer?
- where / live?
- enjoy doing in your spare time?
- work well under pressure?
There is a vase on the table. There are some flowers in the vase. The cat is under the table. There are some books next to/beside the vase. The keys are on top of the books.

The dentist is above/over the travel agent’s. The travel agent’s is below the dentist’s. A man is walking past the travel agent’s. A woman is walking across the street. A boy is cycling along the pavement.

The bus is going from London to Heathrow Airport. The bus driver is leaning against the bus. There is a man at the bus stop. He’s taking some money out of his pocket.

A car is going through the gateway. The guards are standing opposite each other. The building is beyond the gateway.

There are some people inside the restaurant. A man is sitting between two women. A woman is waiting outside the restaurant.

The man is standing in front of the woman. The woman is standing behind the man. The dog is running towards them.

The clown is standing among the children. They are all running round/around him.

The woman is going up the steps and the man is coming down the steps.

He’s taking the letters off the trolley and putting them onto the desks.
Prepositions – Linking Words

But, we do not use the preposition by when there is an article (a/an/the), a possessive adjective (my, your, etc.) or the possessive case before the means of transport.

on the train (NOT: by the train)
in your car (NOT: by your car)
on the eight o’clock bus / in a taxi / on the plane / in Richard’s car

1 Fill in the gaps with in, at or on.

1 I have to be ...at... the airport two hours before my flight leaves.
2 Simon called while you were ................ the theatre.
3 I went to visit Joanne, but she wasn’t ............. home.
4 I wouldn’t like to be ............ sea in weather like this.
5 There were so many dishes .......... the menu, I couldn’t decide what to have.
6 I’d love to stay ........... a beautiful hotel near the sea.
7 I got several autographs ............ the rock concert.
8 Jason is .............. hospital with a broken leg.
9 Mum, can I stay ............ Sarah’s house tonight, please?
10 The weather ......... Ireland is often cold and wet.
11 My grandparents live .......... a farm and we often visit them there.
12 She waited ............. the platform to see the train come in.
13 I get off the train ............ Baker Street and then walk to work.
14 It must be wonderful to live ............. an island, surrounded by water.
15 What did you learn ............. school today?
16 Suki is the girl sitting ........... my left.
17 Tony is ............. the dentist’s having a tooth taken out.
18 After dinner, Grandad fell asleep .......... his armchair.
19 I lived ............. India until I was twelve years old.

2 Fill in the gaps with at or in and one of the places from the list.

the café, the theatre, the park, the police station, the garage, the library

1 My car broke down on the way to work. I’ve left it ...at the garage... to be repaired.
2 I fell asleep ................ today as I haven’t been sleeping so well lately.
3 Jackie loves watching plays. She is .................... now, watching ‘Romeo and Juliet’.
4 Tony was buying a coffee when it started to rain. He waited .................... until the rain stopped.
5 The man who stole Jane’s handbag has been found. He is being questioned ....................
6 I hate it when people leave their rubbish .................... ; it looks so ugly.
UNIT 16
Prepositions - Linking Words

Look at the picture and fill in the gaps with a suitable preposition from the list.
behind, among, down, round, between, up, in, under, towards, on

11 You will see the post office on your right when you go through/round the corner.
12 She looked along/into her crystal ball and told the girl her fortune.

Fill in the gaps with the correct preposition.

1 There is a man standing ...at... the entrance to the museum.
2 There was a note .................. the top of the page I was reading which I couldn’t understand.
3 The phone rang .................. the middle of the night, waking everyone in the house.
4 It’s very tiring to spend eight hours checking information .................. a computer screen.
5 Yesterday was a lovely day and we could see children playing ................. the beach.
6 I can’t find the place you’re talking about ............... the map.
7 There’s a new shop ............. the corner of the street.
8 Jenny is coming .................. the six o’clock bus. I’m meeting her .................. the bus station.

Fill in the gaps with opposite, in, on, under, over, next to, in front of or between.

Mrs Shaw has a beautiful living room. There is a large fireplace 1) .................. two lamps. 2) .................. the fireplace there is a bronze plate. 3) .................. the fireplace there is a low table with a plant 4) .................. it. There is a colourful rug 5) .................. the table. 6) .................. the long sofa there is a comfortable armchair. There is another table 7) .................. the armchair. There is a fire 8) .................. the fireplace, so the room is nice and warm.

Underline the correct preposition.

1 The children climbed under/over the wall to escape from the angry gardener.
2 She walked quickly past/along the shops without looking in the windows.
3 The current is very strong. It would be dangerous to swim through/across this river.
4 She got dressed quickly and ran up/down the stairs to the kitchen.
5 Fiona is going to come to the party by/in her car.
6 I saw a man walking from/towards me smiling, but I didn’t recognise him.
7 We tried to push our way through/towards the crowds to see our favourite singer.
8 There was no way to cross the lake, so we had to walk through/round it.
9 The boy got over/out of bed and went to the window.
10 I put the bags onto/into the table, then I put the shopping away.
Look at the picture and fill in the gaps with a suitable preposition from the list.

out of, along, below, across, above, at, past, from ... to, against, outside

1. There is a man waiting ...at... the bus stop.
2. The bus is going ........ London ........ Manchester.
3. Two girls are walking ................ the pavement.
4. Two men are walking ................ the street.
5. A woman is coming ................ the post office.
6. The post office is .................... the hairdresser's.
7. The hairdresser's is .................... the post office.
8. A man is leaning .................... the lamp-post.
9. A girl is standing .................... the shop.
10. An old woman is walking ................ the post office.

Underline the correct preposition.

1. Put the table among/between the sofa and the TV, please.
2. Mum keeps the saucepans over/in the cupboard above/towards the cooker.
3. I've already put clean sheets on/above your bed.
4. Someone hid the newspaper in/under the armchair.
5. Spending too much time on/in front of the TV is bad for your eyes.
6. Dinner's ready. We can all sit to/at the table.
7. I always end up sitting behind/between tall people at the cinema. That's why I can never enjoy the film.
8. There's a newsagent's in/on the corner of Lowther Street and Simpson Road.
9. My school is near/through my house. It only takes five minutes to walk there.
10. The train from England to France goes across/through the Channel Tunnel.

Fill in the correct preposition.

A. This morning I heard a knock 1) ...on... the door. When I went to look, someone had pushed an envelope 2) ................ the letterbox. I opened it to see what was 3) ................ it. There was a birthday card from my friend.
B. Tom enjoys going 1) ................ the airport. He loves standing 2) ................ the window, watching the planes taking off and landing. He would love to travel 3) ................ a plane.
C. Susan was standing 1) ................ the street when the bus came 2) ................ the corner. The driver drove 3) ................ a puddle and Susan was covered in water!
D. While Terry was tidying his bedroom yesterday he looked 1) ................ the bed and found his favourite toy. He put it 2) ................ the toy box which was 3) ................ the wardrobe and the desk.
E. I sit 1) ................ my desk every afternoon. I keep all my papers 2) ................ the drawers, along with some pens. Hanging from the ceiling 3) ................ the desk is a very bright light. The chair that I sit 4) ................ is soft and comfortable.

Look at the picture and fill in the gaps with a suitable preposition from the list.

off, through, onto, opposite, next to, in

1. A lion is jumping ...onto... the trapezium.
2. A woman has fallen ...................... the horse.
3. There are two children standing .................. each other.
4. The lion is jumping ...................... the hoop.
5. The lion-tamer is standing .................. the lion.
6. The lion-tamer has a whip .................. his hand.
**Prepositions of Time**

### AT
- the time: at two o’clock
- holidays: at Christmas, at Easter, at the weekend
- in the expressions: at the moment, at present, at dawn, at noon, at lunchtime, at night, at midnight

### IN
- months: in March/July, etc.
- seasons: in (the) winter, spring, autumn, etc.
- years: in 1998, 2004, etc.
- centuries: in the 21st century
- in the expressions: in the morning, afternoon, evening, in an hour, in a minute, in a week, few days, month, year

### ON
- days: on Monday, on New Year’s Day
- dates: on 3rd June
- specific part of a certain day: on Friday morning
- adjective + day: on a cold day

---

**NOTE:**

1) **We use the prepositions from ... to/till/ until to show duration.**
   - e.g. She works from 9 to/till/until 5 every day.
2) **We use the preposition in when we want to say how long it takes to do something.**
   - e.g. He finished the test in half an hour.
   - Our new flat will be ready in a month.
3) **Prepositions of time are not used:**
   a) with the words today, tomorrow, tonight and yesterday.
   - e.g. I’ll see you tomorrow morning.
   b) with the words this, last, next, every, all, some, each, one and any.
   - e.g. He has a music lesson every Tuesday.

---

**11 Fill in the gaps with in, on or at and one of the phrases from the list.**

- the weekend, the morning, 1066, Easter, Tuesdays, prehistoric times, ten minutes, my birthday, the moment, lunchtime, eight o’clock, the 60’s

1. My favourite programme starts … **at eight o’clock** … every Wednesday night.
2. I’m having a party ____________________________ . I’ll be twenty-five years old.
3. I’m going to bed. I have to get up early ____________________________.
4. ____________________________, we eat chocolate eggs to symbolise new life.
5. William of Normandy conquered Britain ____________________________.
   - at the Battle of Hastings.
6. Tim and I are going away ____________________________ . We’ll be spending Saturday and Sunday in the mountains.
7. I have to work late ____________________________ because that’s the day we order new stock.
8. ____________________________, the hippies went to peace rallies and wore flowers in their hair.
9. I’ll meet you ____________________________ . Come to my office at twelve o’clock.
10. The bus leaves ____________________________ and you’re still not ready!
11. ____________________________, people lived in caves and hunted wild animals for food.
12. I’m rather busy ____________________________ but I’ll call you later this evening.

---

**12 Fill in the gaps with the correct preposition where necessary.**

1 A: It took me half an hour to walk home.
   B: What? You shouldn’t be walking home alone … **at** … night!
2 A: How did you meet Sandra?
   B: We met at a party … ____________ New Year’s Eve.
3 A: Where is Paul? We’re supposed to be going out.
   B: He’ll be here … ____________ a minute. He’s just gone to the shops.
4 A: When shall I visit you next?
   B: Oh, … ____________ any Tuesday will be fine.
5 A: When is Terry’s birthday?
   B: I’m not sure. I think it’s … ____________ September.
6 A: I don’t want to have my tooth taken out.
   B: Don’t get upset. It will be over … ____________ a second.
7 A: You’ll have to let me know how the meeting goes.
   B: Yes. I’ll call you … ____________ tomorrow evening.
8 A: Are the banks open on Saturdays?
   B: Yes. They’re open … ____________ nine … ____________ twelve.
9 A: What’s wrong with Sally?  
B: She’s got flu. She’ll be better ............... a few  
days.
10 A: When are you going on holiday?  
B: We’re leaving ............... Friday evening.

13 Underline the correct preposition.

Jeff and Celia are walking 1) in/at the  
village. They often do  
this 2) at/in the weekend. They walk from  
their house 3) against/to the park, and then  
they go back again.  
Today, it is very  
sunny. Jeff and Celia  
have stopped to look  
at the flowers. They  
are standing 4) under/over the branches of  
a large tree. They  
have just walked 5) above/across the small white  
bridge 6) in/among the park. There is a wooden  
bench 7) near/behind the flowers, which Celia likes  
to sit 8) at/on when she gets tired.

14 Choose the correct answer.

1 They moved to this town ............... 1992.  
A at B on C in  
2 I found my keys ............... the sofa.  
A under B between C among  
3 It’s very dark when you drive ............... a tunnel.  
A onto B down C through  
4 The thief climbed ............... the wall and escaped.  
A into B over C near  
5 Mr Jones has a meeting ............... three o’clock  
this afternoon.  
A at B in C on  
6 They are having a party ............... Saturday night.  
A at B in C on  
7 There is a secret door ............... the bookcase.  
A across B at C behind  
8 The woman walked ............... the house and got  
into her car.  
A out of B over C along

15 Fill in the gaps with out of, towards,  
through, along, past, to or over.

Gary and Anita are walking 1) ............... the pave- 
ment side by side as they go 2) ............... the bridge 3) ............... their office. They  
are walking 4) ............... a man who is  
working on his laptop computer. Anita enjoys walking  
5) ............... the city, but Gary doesn’t like the  
traffic or the noise. He tries to get 6) ...............  
the city every weekend and go 7) ...............  
his house in the country.

16 Choose the correct answer.

1 My uncle and aunt live ............... a farm in Norfolk.  
A in B on C at  
2 The girl ............... this picture is my cousin.  
A in B on C at  
3 There were many delicious dishes ............... the menu.  
A in B on C at  
4 I met some interesting people ............... the party  
last night.  
A in B on C at  
5 Jim is ............... hospital with a broken ankle.  
A in B on C at  
6 She lives ............... 37, Milfield Road.  
A in B on C at  
7 We stopped ............... a roadside café for some-  
thing to eat.  
A on B at C to  
8 Dad likes to relax ............... his favourite armchair  
when he comes home from work.  
A in B on C at  
9 I saw the job advertised ............... today’s newspaper.  
A in B on C at  
10 His office is through the door ............... the right.  
A in B on C at
UNIT 16
Prepositions - Linking Words

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.
He’s both handsome and rich.

Negative Addition
neither ... nor, nor, neither, either
Neither Helen nor Laura speaks German.

Contrast
but, although, in spite of, while, whereas, despite, even though, on the other hand, however, etc.
Roger is talented, but not experienced.

Giving Examples
such as, like, for example, for instance, especially, in particular, etc.
All the students passed the test, but the girls in particular performed well.

Cause/Reason
as, because, because of, since, for this reason, due to, so, as a result (of), etc.
She took a taxi because she was late.

Condition
if, in case, provided (that), providing (that), unless, as/so long as, otherwise, or (else), etc.
He took his credit card with him in case he ran out of cash.

Purpose
to, so that, so as (not) to, in order (not) to, in order that, in case, etc.
Cindy wrote down Mary’s phone number so that she could call her the following week.

Time
when, whenever, as, as soon as, while, before, until/till, after, since, etc.
Diana did not set up her own business until/till she felt she was ready for it.

Place
where, wherever
She couldn’t remember where she had parked her car.

Exception
except (for), apart from
We had a lovely holiday, apart from the time we got lost and had to ask for directions.

Relatives
who, whom, whose, which, what, that
That’s the ring which once belonged to a member of the Royal Family.

Listing Points/Events
to begin: initially, first, at first, firstly, to start/begin with, first of all
First of all, I prepared the menu.
to continue: secondly, after this/that, second, afterwards, then, next
Then, I bought the food.
to conclude: finally, lastly, in the end, etc.
Finally, I cooked the meal.

Summarising
in conclusion, in summary, to sum up, on the whole, altogether, in short, etc.
In conclusion, it is obvious that the environment must be protected by each and every one of us.

17  Read the sentences and underline the correct linking word/phrase, as in the example.

1  She went to bed because/ in short she felt ill.
2  It’s John’s birthday, so/ for example he is having a party.
3  This car is fast. In addition to/ However, it is very expensive.
4  She phoned her friend in case/ in order to tell her the news.
5  All in all/ Although Simon is young, he is very sensible.
6  I screamed when/ then I saw the spider in the bath.
7  Some animals, such as/ moreover bears, hibernate during the winter months.
8  Afterwards/ In conclusion, I believe that all weapons should be banned.
9  I can’t help you, but/ as I know someone who can.
10  You can borrow my car apart from/ as long as you drive carefully.
11  I washed the dishes despite/ while Sam made the beds.
12  We all enjoyed the film, whereas/ apart from James, who was bored.

18  Join or link the sentences using the word(s) in brackets.

1  Claire cleaned the windows. Lucy washed the car. (while)
... Claire cleaned the windows while Lucy washed the car....
2 He put on his coat. He went outside. (then)
3 She started to make the dinner. He got home. (as soon as)
4 They had lunch. They watched television. (after that)
5 Susie is very beautiful. She is extremely intelligent. (what is more)
6 Mark missed the bus. He got to work on time. (although)
7 It was cold. We lit a fire. (so)
8 Jane works very hard. Carol is lazy. (whereas)
9 He went to the doctor’s. He had the flu. (because)
10 I like Martin. He can be annoying at times. (however)

Underline the correct linking word/phrase.

Doreen is 77 years old. She has white hair 1) and/also blue eyes. She is a kind, friendly lady 2) who/which likes talking to people 3) and/but making new friends. 4) As well as/in addition, she enjoys going shopping. 5) However/Moreover, she cannot walk very far 6) as a result/due to her age, 7) in case/so her daughter takes her into town every Saturday. They look in the shops, 8) then/after this go for a coffee together.

Join or link the sentences using the correct word(s) in the brackets.

1 Jane lives in London. Sue lives in Manchester. (too/whereas)
   ...Jane lives in London, whereas Sue lives in Manchester...
2 We decided to go to the beach. It was a lovely day. (because/in addition)
3 I went to work today. I felt ill. (and/even though)
4 Many people own computers these days. They are very useful machines. (for example/since)
5 Ice hockey is an exciting sport. It can be very dangerous. (on the other hand/then)

Join or link the sentences using a suitable word or phrase from the list.

although, because, so, as, before, even though, as well as, furthermore

1 He brushed his teeth. He went to bed. ...
   He brushed his teeth before he went to bed....
2 She is very friendly. She is kind.
3 Tom is studying hard. He has to take his exams next week.
4 They were wearing T-shirts. It was cold outside.
5 It was raining. I took my umbrella with me.
6 Our new house is big. It is very beautiful.
7 He put the kettle on. He wanted a cup of tea.
8 She has a lot of problems. She is always cheerful.

Fill in the correct word/phrase from the list.

a) furthermore, finally, first of all, which, and, on the whole

There are many disadvantages to having a car. 1) First of all..., cars cause pollution, 2) ...damages the environment. 3) ...there is so much traffic that the roads are blocked 4) ...there is never anywhere to park. 5) ...cars are expensive to run. 6) ...I think that public transport is far more efficient.

b) and, because, moreover, to begin with, however, after that

Yesterday was my first day at my new job. 1) ...I was very nervous 2) ...I didn’t know anybody. 3) ...I had heard that the boss was very impatient. 4) ...when I met the boss, I discovered that he was an old school friend of mine. 5) ...everything went very well 6) ...I enjoyed my first day after all!
UNIT 16
Prepositions - Linking Words

23. Underline the correct word/phrase.

A There are a number of reasons for moving the business. 1) In spite of/First of all, the building it is in now is too small for the number of staff working there. 2) Furthermore/For instance, the new offices are nearer to the centre of town, 3) so/but they are easier for customers to find. 4) As a result/Finally, the new building is modern and attractive. 5) so that/whereas the offices used now are in need of repair.

B The play was not a great success. 1) Although/To begin with, the actors had not rehearsed properly. 2) As a result/Afterwards, they kept forgetting their lines. 3) Moreover/After that, we could hardly see the actors 4) all in all/due to the poor stage lighting. 5) Next/To sum up, the whole evening was a disaster, 6) even though/apart from the interval, when delicious ice creams were on sale.

C 1) Because of/Such as his pleasant nature, John Rangeley is an asset to the company. 2) In addition/in order that, he is both hard-working and ambitious. 3) On the whole/Although his job is very demanding, he never complains. 4) because of/since he is a truly good-natured person.

24. Replace the words in bold with appropriate synonyms from the list.

for instance, due to the fact that, as long as, while, in order that, until, apart from, that, at last, in short

1 Jim works hard, whereas his brother, Phil, doesn't. _Jim works hard while his brother, Phil, doesn't_.

2 I'll help you _provided_ I have enough time.

3 They were tired _because_ they had been working hard all day.

4 Don't open the oven door _before_ the cake is cooked.

5 _Finally_, they reached the top of the mountain.

6 They all enjoyed the party _except for_ Alice, who had a headache.

7 _In summary_, the day was a huge success.

8 That's the book _which_ you gave me for my birthday.

9 Jim is very generous. _For example_, he often gives his family presents.

10 I got some money from the bank _so that_ I could pay the bills.

25. Choose the correct answer.

There are several advantages to owning a dog.

1) _..._B_, dogs are obedient animals. 2) _..._A_, they come when called and can be trained to obey their owner's commands. 3) _..._C_, dogs are very loyal animals. They love their owners and 4) _..._A_, can be very good company. 5) _..._C_, dogs help their owners to keep fit 6) _..._B_, they need regular exercise. 7) _..._B_, keeping a dog can be expensive, as there are frequent vet's bills. 8) _..._B_, if you want to go on holiday, you have to pay to put your dog in kennels. 9) _..._C_, I believe that, 10) _..._B_, dogs are expensive pets, they can provide a lot of happiness.

26. Correct the mistakes in bold.

A There are many reasons why people watch television. 1) Finally, it is very relaxing, 2) _but_ viewers don't have to make an effort. 3) _Whereas_, television is entertaining 4) _but_ there are many different shows to watch. 5) _Firstly_, television provides useful up-to-date information.

B The tourist industry has several good points. 1) _Then_, it brings money to a country and improves its economy. 2) _Firstly_, tourism creates jobs 3) _in case_ staff are needed in hotels, restaurants, shops and so on. 4) _Moreover_, tourism can lead to peaceful areas being destroyed 5) _and_ make space for hotels or amusement parks.
Prepositions

amazed at/ by sth  
bored with sth  
disappointed with sth  
extimated about sth  
impatient with sb/sth  
(un)friendly to sb  
change sth for sth  
escape from sb/sth  
forgive sb for sth  
 happen to sb/sth

27 Fill in the correct preposition.

1 She was very excited ...about... her holiday.
2 She wanted to change her car .......... a motorbike.
3 The explorers escaped .................. the savage lions.
4 Nobody knows what happened ............... my jacket. It’s just vanished.
5 My English teacher is very impatient ............... students who don’t do their homework.
6 He was bored .................. his work, so he applied for a new job.
7 He was disappointed .................. his new computer game. It was very easy.
8 He was amazed .................. the beautiful scenery.
9 Peter couldn’t forgive Tom ............... breaking his new toy.
10 My History teacher is very friendly ............... the class.

28 Fill in the correct particle.

1 The police were called .......... after the burglary was discovered.
2 Owning a pet calls ............... a lot of responsibility.
3 They called ............... the meeting because the manager couldn’t attend.
4 Emma called ............... for help when she fell and hurt her leg.
5 Brian called ............... on his way home from work.
6 Mother called the children ............... , saying it was time to go home.

29 Fill in a, an or the where necessary.

Dear Gail,
Choose the correct answer.

1. At eight o’clock this morning, they …… B … breakfast.
   A have been having  B were having  C have had

2. You ……. tidy your room more often.
   A didn’t need to  B mustn’t  C must

3. I often ……. games with my sister when I was a child.
   A have played  B was playing  C played

4. Can I have ……. envelope, please?
   A an  B a  C –

5. The lesson starts ……. three o’clock this afternoon.
   A on B at  C in

6. If you ……. the money, where would you go?
   A have  B had  C would have

7. I’ve got time tomorrow, so I ……. the shopping if you like.
   A will do  B am doing  C have done

8. Hang the picture on the wall, ……. the fireplace.
   A between  B under  C above

9. You ……. me!
   A criticise always  B are always criticising  C always are criticising

10. The boys are playing football ……. Saturday.
    A on  B in  C at

11. I bought ……. bread at the baker’s this morning.
    A an  B some  C a

12. ……. sugar shall I add to the cake mixture?
    A How often  B How many  C How much

13. Are these your chocolates? May I have ……. please?
    A it  B ones  C one

    A where  B wherever  C when

15. ……. my bedroom and the bathroom are painted white.
    A Both  B All  C Neither

16. It was a ……. idea to have a party for your birthday.
    A best  B good  C well

17. They insisted on their photographs ……. immediately.
    A developed  B be developed  C being developed

18. James is by far ……. athlete in the school.
    A the good  B best  C the best

19. ……. , they painted the ceiling, then they did the walls.
    A First of all  B Then  C Finally

20. John fell ……. his bicycle and hurt his knee.
    A off  B around  C down

21. There are ……. letters on the table. They’re for you.
    A no  B any  C some

22. The sea is ……. in this area.
    A quite a clean  B quite clean  C clean quite

23. It’s getting ……. colder. I think it’s going to snow.
    A coldest and  B cold and  C colder and

24. If you are ready, we can ……. now.
    A leaving  B leave  C to leave

25. There are many guests in the hotel. ……. one has their own room.
    A Each  B Every  C Any

26. He kicked the ball ……. the field.
    A between  B across  C under

27. He’s a very ……. man.
    A interesting old  B old interesting  C old and more interesting

28. They have gone on holiday, …….?
    A they haven’t  B have they  C haven’t they

29. Are these keys …….?
    A yours  B your  C you

30. Her hair is not ……. Catherine’s.
    A so long  B as long as  C long as

31. He acts ……. he was my friend, but he isn’t.
    A as though  B as  C though

32. I’m tired. I’m not going out ……. evening.
    A these  B this  C that

33. They ……. playing a game.
    A said  B told  C suggested

34. It’s no use ……. the hedges cut until next month.
    A have  B to have  C having

35. This is the man ……. dog I look after sometimes.
    A whose  B who’s  C which

Write questions to which the words in bold are the answers.

1. James has written three letters so far today. ……. Who has written three letters so far today?…

2. We have been waiting for three hours. ……..

3. Paul and Tom are going to the bank. ……..

4. The baby is six months old. ……..

5. The Browns have been to France. ……..
6 Sally is in her bedroom.
7 Jack plays chess on Sunday afternoons.
8 Dad listens to the radio in the mornings.
3 **Underline the correct preposition.**

1 Put the bags **on/in** the floor in the kitchen, please.
2 That train goes **for/from** Leeds to Liverpool.
3 My alarm clock is **into/beside** my bed.
4 The play begins **to/at** 7 o’clock this evening.
5 The man climbed **up/on** the ladder to the roof.
6 There was a queue of people **along/outside** the door.
7 It is very dark when you drive **through/behind** a tunnel.
8 We are going on holiday **in/at** August this year.
9 Walk **over/round** the corner and you will see the park.
10 The bed is **between/among** the desk and the wardrobe.

4 **Underline the correct preposition.**

1 The storm was the cause **for/of** the power cut.
2 We gave the assistant a cheque **for/from** £60.
3 Mum divided the pie **into/to** six pieces.
4 I wanted to talk to the teacher **of/about** my homework.
5 Pam threw the ball **at/to** Jim, but he didn’t catch it.
6 There is no hope **of/for** talking to Bill today. He’s too busy.
7 Steve was concentrating so hard that he was unconscious **of/to** the phone ringing.
8 We were disappointed **with/for** the results of the competition.
9 I can’t leave him alone. He isn’t capable **to/of** looking after himself.
10 I would like to change this shirt **for/to** a bigger size, please.

5 **Fill in the gaps with the correct particle from the list.**

* out, for, up, off, down*

1 They called .. **off..** the wedding at the last minute.
2 This organisation stands .. **to** the care of the environment.
3 You must stand .. **for** when you meet your boss.
4 She called .. **to** her brother, but he didn’t hear her.

5 They offered him a job, but he turned it ..**off**.
6 You should take ..**up** swimming. It’s good exercise.
7 The plane took ..**up** an hour ago.
8 Before you leave, take ..**out** the notes from the board.
9 Can you turn ..**off** the oven please because I don’t want the meat to burn.
10 The police have called ..**out** another investigation of the crime.

6 **Complete the sentences using two to five words, including the word in bold.**

1 ‘Don’t forget to phone Bill,’ she said to Ron. **Reminded** She ...reminded Ron to phone... Bill.
2 Joe is happier than William. **As** William .........................
3 Yesterday, we wrote the article. **Was** The article ......................... yesterday.
4 It isn’t necessary for you to help me. **Have** You ......................... me.
5 I’ve never seen such beautiful flowers. **The** They are ......................... I’ve ever seen.
6 I have got the same number of friends as you. **Many** I have got ........................., you.
7 I want to become a doctor, but I haven’t got any qualifications. **Wish** I ......................... the qualifications to become a doctor.
8 Can’t you come to see me any sooner? **Soonest** Is that really ......................... you can come to see me?
9 As they grow older, they grow taller. **The** The older they grow, ......................... they grow.
10 Take your gloves. It might get cold. **Case** Take your gloves ......................... gets cold.
11 He’s never flown a plane before. **First** It’s the ......................... a plane.
12 It’s a long time since we went on holiday. **Have** We ......................... on holiday for a long time.
13 The dishes need washing. **Washed** The dishes need .........................
14 The skirt is so long that I can’t wear it. **Too** The skirt is ......................... to wear.
## Irregular Verbs

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APPENDICES
Appendix 1

**Present Simple**

1) Most verbs take -s in the third person singular.
   I believe - he believes
2) Verbs ending in -ss, -sh, -ch, -x and -o, take -es.
   I kiss - he kisses, I blush - he blushes, I reach - he reaches, I fax - he faxes, I do - he does
3) Verbs ending in a consonant + y, drop the -y and take -ies.
   I fly - he flies
4) Verbs ending in a vowel + y, take -s.
   I pray - he prays

**Present Continuous**

1) Verbs ending in -e, drop the -e and take the -ing suffix.
   leave - leaving but see - seeing
2) Verbs ending in one stressed vowel between two consonants, double the last consonant and take the -ing suffix.
   put - putting but open - opening
3) Verbs ending in -l, double the -l and take the -ing suffix.
   travel - travelling
4) Verbs ending in -ie, drop the -ie and take -y + ing.
   lie - lying

**Past Simple**

1) Verbs ending in -e, take only -d.
   believe - believed
2) Verbs ending in a consonant + y, drop the -y and take -led.
   fry - fried
3) Verbs ending in a vowel + y, take -ed.
   play - played
4) Verbs ending in one stressed vowel between two consonants, double the last consonant and take -ed.
   bare - banned but open - opened
5) Verbs ending in -l, double the -l and take -ed.
   quarrel - quarrelled

Appendix 2

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PROGRESS TESTS
Progress Test 1 (Units 1-2)

1. Choose the correct answer.

1. Computers .......... more and more efficient.
   A are becoming  B become  C is becoming

2. Paul .......... to Tina when I saw him.
   A is talking  B was talking  C talks

   A is working  B works  C has worked

4. Sam .......... to school every day.
   A was walking  B is walking  C walks

5. We .......... to Austria last winter.
   A have gone  B went  C go

6. The bank .......... by the time I got there.
   A closes  B closed  C had closed

7. Tina .......... while Bob was watering the plants.
   A cooked  B was cooking  C has been cooking

8. I .......... Italian for three years now.
   A learn  B am learning  C have been learning

9. Jason .......... Amanda since he was five years old.
   A has known  B knows  C have known

10. They .......... for three hours when they stopped for a rest.
    A have been driving  B had been driving  C were driving

    A out  B up  C down

12. The River Amazon .......... into the Atlantic Ocean.
    A is flowing  B flows  C flowed

13. Dad .......... to work by the time I woke up.
    A is going  B has already gone  C had already gone

    A to  B on  C for

15. Fay .......... every day for the last six months.
    A exercises  B is exercising  C has been exercising

16. They often .......... on holiday abroad when they were single.
    A went  B go  C have gone

17. It’s hard to concentrate .......... your work when there is a lot of noise.
    A in  B on  C to

18. They .......... in that house for five years.
    A have lived  B are living  C live

19. Mary .......... to Singapore at 3:00 tomorrow morning.
    A flies  B was flying  C is flying

20. She’s never baked a cake before.
    first  It’s .......... baked a cake.

21. When did you order the book?
    since  How long .......... ordered the book?

22. I’ve never heard such a funny story.
    ever  It’s the funniest .......... heard.

23. I haven’t eaten fish for a few months.
    time  The last .......... was a few months ago.

24. When did he start his training course?
    ago  How long .......... his training course?

25. She started learning Japanese six months ago.
    been  She .......... for six months.

26. They haven’t finished playing the game yet.
    still  They .......... the game.

27. We didn’t start eating until all the people had arrived.
    before  We waited until all the people .......... eating.

28. When did you last see Christopher?
    since  How long is it .......... Christopher?

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

29. Sam and Fred .......... (often/go) fishing together.

30. The team .......... (practise) every day.

31. We .......... (play) on the beach when it started to rain.

32. She .......... (take) the exam last year.

33. Mr Johnson .......... (open) a new shop in the village next month.

34. By the time I arrived, the lesson .......... (already/start).

35. I’m lost. I .......... (drive) around here for an hour.

36. They .......... (stand) on the platform for an hour when the train came.

37. They .......... (show) a new comedy at the cinema this week.

38. Lilian .......... (seldom/be) late for work.

39. The mechanic .......... (repair) my car at the moment.

40. My parents .......... (just/move) to a beautiful house in the country.
Progress Test 2 (Units 3-4)

1. Choose the correct answer.

1. 'What are your plans for the summer?'
   'I ............. with my cousins in the country.'
   A will have stayed  B will stay  C am going to stay

2. 'Did you see Jason yesterday?'
   'No, but I ............. him this evening.'
   A will probably see  B will have seen  C will have been seeing

3. 'Are you ready to go?'
   'Yes. I ............. in a few minutes.'
   A will be leaving  B am leaving  C will leave

4. 'What are you thinking about?'
   'My holiday. This time next week I ............. in the Seychelles.'
   A will be relaxing  B will relax  C am relaxing

5. 'I would like ............. for a picnic tomorrow.'
   'That's a good idea.'
   A going  B go  C to go

6. 'Please knock before ............. the room.'
   'I will.'
   A to enter  B entering  C enter

7. 'You had better ............. your homework before dinner.'
   'Okay. I've almost finished it.'
   A finish  B to finish  C finishing

8. 'Where have you been?'
   'I went to the bank ............. some money.'
   A getting  B to get  C get

9. 'How long has Sarah worked for that company?'
   'She ............. there for two years by the end of this month.'
   A has been working  B will work  C will have been working

10. 'I saw the lightning ............. the tree last night.'
    'Yes, it was a terrible storm. wasn't it?'
    A hitting  B hit  C hit

11. 'I'm exhausted.'
    'You'll soon get used to ............. long hours.'
    A have worked  B working  C work

12. 'The children's party finishes at 6 o'clock.'
    'Okay. I ............. them up on my way home.'
    A will be picking  B will pick  C pick

13. 'I listen ............. the radio every morning.'
    'Do you? I read the newspaper.'
    A in  B at  C to

14. 'How do I get to the ice-rink from here?'
    'Get ............. a number 7 bus. It will take you there.'
    A on  B from  C in

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

15. They managed ................. (open) the door.

16. The boys were too tired ................. (play) football.

17. You must ................. (listen) carefully.

18. I fancy ................. (go) to a nightclub later tonight.

19. ................. (walk) is a good form of exercise.

20. I went to the post office ................. (buy) some stamps.

21. Penny mentioned ................. (go) to the cinema at the weekend.

22. You had better ................. (phone) your parents now.

23. There's no point in ................. (complain) about it.

24. They ran outside only ................. (find) that the car had gone.

25. I haven't decided where ................. (put) the picture yet.

26. They usually go ................. (shop) on Fridays.

27. She advised us ................. (speak) to the boss.

28. Joe went to work without ................. (have) breakfast this morning.

29. He wants to know how ................. (build) a wall.

30. My parents let me ................. (have) a party for my friends.

31. They are glad ................. (be) home again.

32. Jim would like ................. (start) his own business.

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

33. Playing football near the road is dangerous.
   to  It is ................. football near the road.

34. This coat is too small for me to wear.
   enough  This coat ................. for me to wear.

35. The exercise is so difficult that I can't do it.
   too  The exercise is ................. to do.

36. The man made us tidy the garden.
   made  We ................. the garden by the man.

37. Talking is not allowed during the exam.
   talk  Nobody ................. during the exam.

38. The house needs tidying.
   tidied  The house needs .................

39. Saving some money for the future is useful.
   to  It is ................. some money for the future.

40. The teacher made them do the exercise again.
   made  They ................. the exercise again by the teacher.
Progress Test 3 (Units 5-6)

1. Choose the correct answer.

1. They have got a huge house. They ............ be rich.
   A needn’t   B can   C must

2. ............ you open the window, please?
   A Shall   B Can   C Must

3. The new stadium ............ last month by the mayor.
   A was opened   B is opened   C is opening

4. Jim has applied ............ a new job.
   A for   B to   C from

5. They are giving ............ a CD with that magazine this month.
   A away   B off   C back

6. You ............ walk on the grass in the park.
   A needn’t   B must   C mustn’t

7. They teased Colin ............ his new haircut.
   A of   B for   C about

8. Your report must ............ by Friday evening.
   A have finished   B being finished   C be finished

9. They ............ have given me a lift home, but they did.
   A should   B needn’t   C must

10. The windows ............ once a month.
    A clean   B are cleaned   C are being cleaned

11. The fire went ............ very quickly last night.
    A after   B out   C off

12. Tom ............ run very fast when he was twenty.
    A can’t   B could   C can

13. The bills ............ by Friday.
    A will have been paid   B are paid   C are being paid

14. My teeth ............ by the dentist tomorrow.
    A are being checked   B are checked   C will have checked

15. I ............ tidy my room today. My mother said so.
    A can   B must   C have to

16. ............ you help me with the cooking, please?
    A Should   B Shall   C Will

17. I insist on my money ............ immediately.
    A to be refunded   B be refunded   C being refunded

18. We were surprised ............ his reaction to the news.
    A of   B at   C for

19. The test papers ............ now.
    A were handed out   B are being handed out   C is handed out

20. Did Molly paint this picture?

21. They didn’t buy that house.

22. Sophie has made all of these cakes.

23. Must you write those letters tonight?

24. I felt as though someone was watching me.

25. Did someone send you a parcel?

26. People say that he is very rich.

27. We won’t tidy the garden this afternoon.

28. Cathy had bought a present for Mike.

29. Have you cut the grass yet?

30. You aren’t allowed to open this envelope.
    You ............ this envelope.
    A mustn’t

31. Perhaps Jane has gone out.
    A may
    B Jane ...................... out.

32. Yesterday, we elected the new chairman.
    A was
    B the new chairman ...................... yesterday.

33. Tom wrote the poem which won the competition.
    A by
    B the poem which won the competition ...................... Tom.

34. I advise you to go to bed early tonight.
    You ............ early tonight.
    A should

35. They will fire you if you continue to come in late.
    A be
    B You ...................... if you continue to come in late.

36. Eric doesn’t like people pointing at him.
    A being
    B Eric ...................... pointed at.

37. It’s possible that they left early this morning.
    A could
    B They ...................... this morning.

38. I lost my keys while I was shopping.
    A were
    B My keys ...................... while I was shopping.

39. It isn’t necessary for you to work late tonight.
    A have
    B You ...................... late tonight.

40. She covered the cake with icing.
    A with
    B The cake ...................... icing.
Progress Test 4 (Units 7-8)

1. Choose the correct answer.

1 'Do you like my new jacket?'
   'Yes. It's very similar ............ mine, actually.'
   A at B with C to

2 'Can I go to the park?'
   'You can't go ............ you have done your homework.'
   A while B until C after

3 'I depend ............ public transport to get to work.'
   'You ought to save up and buy a car.'
   A on B to C in

4 'You had better ............ to John this week.'
   'I've already written him a letter.'
   A write B wrote C to write

5 'Did you enjoy your stay in the hotel?'
   'Yes. They were ............ friendly people that we felt very welcome.'
   A such a B so C such

6 'If I ............ enough time, I would visit you every day.'
   'Don't worry. Once a week is enough.'
   A have B had C have had

7 ............ you are tired, I'll wash the dishes.'
   'Thank you.'
   A Because of B Since C Due to

8 'Paul is ill at the moment.'
   'Yes. He's suffering ............ a very bad cold.'
   A of B for C from

9 'I got lost on the way to the theatre.'
   'If you had taken the map, you ............ lost.'
   A wouldn't have got B won't get C wouldn't get

10 'Do you like your new job?'
    'Yes, I'm enjoying it ............ it is very tiring.'
    A whereas B even though C despite

11 'Let's have pizza for lunch.'
    'Actually, I would rather ............ a burger.'
    A had B to have C have

12 'I can't find my history textbook.'
    'I'll help you look ............ it.'
    A for B to C after

13 'What are you doing tonight?'
    'I don't know. I can't make ............ my mind!'
    A up B out C in

14 'Suppose you ............ a million pounds, what would you do with it?'
    'I'd spend it all!'
    A win B won C had won

2. Underline the correct word(s).

15 I will have made the coffee by the time/no sooner you've cleared the table.

16 A lot of snow fell by/during the night.

17 She called me as soon as/until she got back.

18 He phoned to/so that ask me a question.

19 They ran in order not to/in case miss the bus.

20 We took our umbrellas so that/in case it rained.

21 They will be in the meeting before/until three o'clock.

22 You must be back by/until nine o'clock tonight.

23 They opened the window to/for let in some fresh air.

24 It started to rain as/during they were walking home.

25 They spoke quietly so as not to/in case disturb us.

26 Check your work carefully before/ago you hand it in.

27 She is training a lot so as to/to/so that she can win the competition.

28 We went to the café to/for a cup of coffee.

29 I can't go out as long as/unless I ask my mum first.

30 I'll make dinner providing/supposing you do the washing-up.

3. Rewrite the sentences using the word(s) in brackets.

31 She got up early because it was a beautiful day. (since)

32 Were I you, I would ask for some help. (if)

33 She laughed because the joke was funny. (as)

34 He was shy and, as a result, he didn't make friends easily. (as)

35 If you don't call me, I'll get the bus home. (unless)

36 It was very cold, so they stayed indoors. (because)

37 He was late, therefore he didn't have time for breakfast. (the reason why)

38 He couldn't go to work because he was ill. (due to)

39 Had he not been late, he would have heard the news. (if)

40 She was tired, so she went to bed early. (the reason for)

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Choose the correct answer.

1. She .......... him that she would be late.
   A tells   B said   C told

2. He ran .......... the thieves, but they got away.
   A after   B across   C away

3. Excuse me, could you .......... me the way to the bank, please?
   A tell   B told   C say

4. I can't decide .......... which outfit to wear.
   A from   B of   C on

5. They .......... to hit us if we didn't give them the money.
   A offered   B threatened   C suggested

6. This is the man .......... car was stolen last week.
   A which   B who   C whose

7. I .......... good morning to him, but he ignored me.
   A say   B said   C told

8. My pen has run .......... ink, so I can't finish this letter.
   A away   B into   C out of

9. If we can't find a hotel, I'm sure Bill will put us .......... .
   A out   B up   C down

10. Mark put .......... some good ideas at today's meeting.
    A up   B back   C forward

11. She was astonished .......... the number of presents she received.
    A about   B at   C with

12. He .......... for breaking the window.
    A admitted   B apologised   C accused

13. The table .......... he bought had been damaged.
    A who   B where   C that

14. He asked her .......... she had any experience in banking.
    A why   B that   C if

15. The security guards prevented us .......... entering the building.
    A from   B to   C of

16. She .......... that he was always taking her things.
    A complained   B denied   C boasted

17. The girl .......... lives next door wants to be a singer.
    A which   B who   C where

18. The reason .......... he left is that he felt ill.
    A why   B who   C when

19. I haven't heard .......... Katie since she moved away.
    A of   B to   C from

20. This record reminds me .......... my youth.
    A of   B into   C with

Change from direct into reported speech.

21. Mike said to me, ‘I'm going to a party tonight.’

22. ‘Are you busy right now?’ Chris asked Terry.

23. ‘Put your hand down,’ the teacher said to John.

24. ‘Don't move!’ the police officer said.

25. Gillian said, ‘Let's go for a walk.’

26. ‘Give me the box, please,’ Alison said to the girl.

27. Barbara said, ‘I've booked a table at the restaurant.’

28. ‘Why are you hiding?’ the old woman asked her.

29. Lisa said, ‘Shall we go out tonight?’

30. ‘Please, please let me go,’ he said to them.

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

31. ‘I feel very ill,’ he said to her.
   complained He ......... very ill.

32. The woman sold me the car. She was very helpful.
    who The ......... the car was very helpful.

33. ‘I'll punish you if you misbehave again,’ she told me.
    threatened She ......... if I misbehaved again.

34. London is the city he was brought up in.
    where London is ......... brought up.

35. ‘You took my best dress!’ she said to her sister.
    of She ......... her best dress.

36. This is Michael. His parents run a hotel.
    whose This is Michael ......... a hotel.

37. ‘Don't forget to take your keys,’ Mum said to me.
    reminded Mum ......... my keys.

38. He can't swim. This explains why he is scared of water.
    which He can't swim, ......... scared of water.

39. ‘Let's go for a walk,’ he said.
    going He ......... for a walk.

40. This is the book. My friend wants to borrow it.
    that This is ......... my friend wants to borrow.
Progress Test 6 (Units 11-12)

1 Choose the correct answer.

1 ‘Tomorrow’s game is very important.’
   I know. The team ........... training hard at the moment.’
   A were  B is  C was
2 ‘I thought you didn’t have any money.’
   ‘Actually, I found ........... money in my jacket pocket.’
   A some  B an  C a
3 ‘I don’t like to rely ........... other people.’
   ‘No. It’s important to be independent.’
   A to  B on  C at
4 ‘Why have you taken a second job?’
   ‘I need the money. I’ve fallen ........... with my mortgage payments.’
   A out  B for  C behind
5 ‘That was a wonderful meal.’
   ‘Yes. I’m impressed ........... the quality of the food in this restaurant.’
   A about  B of  C by
6 ‘Do you like these trousers?’
   ‘No. I prefer the black ...........’
   A one  B ones  C an
7 ‘I don’t like the shed in our garden.’
   ‘Why don’t you ........... it taken down?’
   A having  B had  C have
8 ‘Where would you like to go on holiday?’
   ‘I would love to go to ........... Egypt.’
   A the  B a  C –
9 ‘Your hair is too long.’
   ‘I know. I ........... it cut tomorrow.’
   A will be having  B am having  C have
10 ‘John is recovering from his injuries.’
    ‘Yes. I went to ........... hospital to visit him yesterday.’
    A the  B a  C the
11 ‘Why are you so late?’
    ‘I was helping my brother to set ........... his tent in the garden.’
    A out  B up  C back
12 ‘I’m fed up ........... my job.’
    ‘Why don’t you find something else, then?’
    A of  B with  C for
13 ‘You are good friends with Sue, aren’t you?’
    ‘Oh, yes. We’ve never fallen ........... about anything.’
    A out  B in with  C for
14 ‘Yellow ........... my favourite colour.’
    ‘I prefer blue.’
    A is  B are  C were
15 ‘I’m thinking of ........... a new bath installed.’
    ‘That’s a good idea.’
    A have  B to have  C having

2 Underline the correct word.

16 My hair is/are too long. I must have it cut as soon as possible.
17 My shoes is/are falling apart.
18 These scissors is/are broken.
19 Claire speaks – /the Russian very well. She has been studying it for six years.
20 Kate’s earrings is/are beautiful. They were given to her by her sister.
21 My best trousers is/are in the wash.
22 Peter hasn’t been to the/ — bank yet.
23 The police is/are questioning the suspect at the moment.
24 The stairs is/are slippery because they have just been mopped.
25 Bob went to the/ — Rome last month. He liked it because it is an amazing city.
26 Would you like a/ — sandwich?
27 A/The nearest bus stop is at the end of the street.
28 She has just bought a/an amazing outfit. It must have cost her a fortune.
29 I need a book about the/ — animals.
30 The/ — moon is very bright tonight. You don’t need to take a torch with you.

3 Rewrite the sentences using ‘have something done’.

31 Jim’s dog has been treated for fleas.
32 Sarah’s clothes have been mended.
33 Helen’s wedding dress will be made by a famous designer.
34 The Browns’ new furniture is being delivered this afternoon.
35 Tom’s computer has just been repaired.
36 Sam’s teeth are checked twice a year.
37 My hair is cut every five weeks.
38 Jason’s house will be painted next week.
39 Caroline’s book was published last year.
40 Tina’s car is being serviced at the moment.
Progress Test 7 (Units 13 - 14)

1. Choose the correct answer.
   1. By the time they came, ........... was too late to go out.
      A they      B it      C there
   2. The pillows on my bed are very ........... .
      A soft      B softly      C softer
   3. He wrote out a cheque ........... £200.
      A to      B of      C for
   4. Have you seen ........... wallet? I can’t find it anywhere.
      A your      B my      C our
   5. She is always jealous ........... other people.
      A to      B of      C for
   6. The ball hit me in ........... eye.
      A my      B the      C one
   7. I woke up so late that I ........... had time for breakfast.
      A harder      B hard      C hardly
   8. David is ........... tall as his father.
      A much      B a lot      C as
   9. I wore the ........... clothes I could find.
      A smart      B smarter      C smartest
   10. I’m standing ........... the manager while she is away.
      A up to      B for      C in for

2. Put the adjectives in brackets into the comparative or superlative form, adding any necessary words.
   21. Belgium is one of .................................. (small) countries in Europe.
   22. Call me if you need any .................................. (far) assistance, won’t you?
   23. I’m laughing because Joe has just told me ........... ........... (funny) joke I’ve ever heard.
   24. That was by far .................................. (good) film I’ve ever seen.
   25. My sister is .................................. (young) me.
   26. I think rock music is much .................................. (good) pop music.
   27. That was .................................. (boring) lecture we’ve ever been to.
   28. Julie is a lot .................................. (clever) Susan.
   29. Is this dress .................................. (pretty) the other one?
   30. This book is far .................................. (interesting) the other one.

3. Complete each sentence with two to five words, including the word in bold.
   31. James is taller than Anthony. 
      as Anthony .................................. James.
   32. Kate likes chocolate. John likes chocolate, too. 
      and .................................. chocolate.
   33. Sam has written the same number of letters as Alan. 
      many .................................. Alan.
   34. Colin is more friendly than Steve. 
      less .................................. Colin.
   35. I’ve never heard such a silly story. 
      the That’s .................................. I’ve ever heard.
   36. She answered the phone nervously when it rang. 
      nervous .................................. when it rang.
   37. I’ve never met such an independent girl. 
      the She’s .................................. I’ve ever met.
   38. Can’t you shout any louder than that? 
      loudest Is that .................................. you can shout?
   39. As we got closer, we got more scared. 
      the The closer we got, .................................. we got.
   40. Sue doesn’t go to school. Lee doesn’t, either. 
      nor Neither Sue .................................. to school.
Progress Test 8 (Units 15 - 16)

1. Choose the correct answer.

1. She’s a very clever woman, .......... ?
   A is she    B isn’t she    C didn’t she

2. The men were walking .......... the street.
   A along    B towards    C over

3. She was very excited .......... her birthday party.
   A about    B with    C for

4. We all like chocolate .......... David, who hates it.
   A although    B but    C apart from

5. I turned .......... the volume to hear my favourite song.
   A on    B up    C down

6. .......... you finished that report yet?
   A Didn’t    B Haven’t    C Hasn’t

7. We were disappointed .......... the hotel. It wasn’t very nice.
   A for    B about    C with

8. He was offered a job in America, but he turned it .......... .
   A down    B up    C off

9. .......... is Claire talking to?
   A What    B Who    C Whose

10. I have got an interview .......... Monday afternoon.
    A at    B on    C in

    A in    B for    C out

12. .......... do you go to the cinema?
    A How often    B How long    C How many

13. I was conscious .......... somebody following me.
    A with    B of    C for

14. The clothes are .......... the washing machine.
    A in    B at    C under

15. I will call .......... at the chemist’s on my way home.
    A in    B at    C over

16. You haven’t seen Paul today, .......... ?
    A have you    B haven’t you    C did you

17. There was no connection .......... the two robberies.
    A of    B with    C between

18. I went to the doctor’s .......... I felt ill.
    A due to    B so    C because

19. Tony made lunch .......... I cut the grass.
    A while    B when    C afterwards

20. Dogs are very loyal pets, .........., they can guard your property.
    A Because    B What is more    C Even though

2. Write questions to which the words in bold are the answers.

21. Paul is riding a bicycle.

22. Paul is riding a bicycle.

23. Stuart goes to the dentist’s .......... a year.

24. Jack stayed at Susan’s house.

25. She is writing a letter to her cousin.

26. I am writing to my cousin because .......... her birthday.

27. Katie is going to work.

28. He has been working here .......... weeks.


30. He went home by bus.

3. Link the sentences using the correct word(s) in brackets.

31. Jack likes football. Terry likes basketball. (too/whereas)

32. Computers are very useful. You can store a lot of information on them. (for example/whereas)

33. She wore a coat. It was warm outside. (and/even though)

34. I studied hard. I wanted to pass the exam. (because/in addition)

35. He locked the doors. He didn’t want to be burgled. (on the other hand/since)

36. I love tea. Sarah loves coffee. (too/whereas)

37. I had a shower. I went to bed. (but/then)

38. He didn’t have much money. He bought me a present. (because/although)

39. Simon is tired. He is ill. (however/as well as)

40. We all had a lovely time. Peter was in a bad mood. (whereas/apart from)
Word List
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Grammarway 3 - Word List

corridor  display  explode
cosy  distance  extensively
cottage  distinguished  extinct
cough  dive  extract
council  dormant  F
count sb in  doubt

countryside  drug

courier  dry cleaner's
course  dust

court  earthquake  fabric


crash of thunder  election campaign  fabulous

creature  emigrate  false


credit card  empty  faulty

creep  engaged  female

crew  entertain  fence

crops  entire  ferment

cruise ship  entrance  file


crusader  environmental  fill


crush  erect  film

cub  evidence  filthy

cure  evil  fingerprints

currently  excel  fireworks

d  deck  execute  fishing rod

decorate  execution  flat tyre

decrease  erupt  float

delicious  eventually  for a while

deposit  evidence  fraud

depressed  evil  fuel

design  excel  generous

destruction  execute  get in shape

develop  execution  getaway

diary  exhausted  giggle

disappointed  exhibition  glamorous

disaster  existence  graduate

disgrace  expand  grin


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reservation
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response
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ripe
roadblock
roommate
royal party
rubbish bin
run a business
rush of air
rusty

scenery
schedule
school report
scissors
script
scrub
seafood
seaweed
security guard
see through
seed
sergeant
serve
shake hands
shed
shell
shelter
shipwreck
shoulder
shower
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significantly
silk
single room
site
skating
slavery
slow down
smash
sneeze
sniff
soapy
soil
soldier
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spicy
spill
spokesman
squeak
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statement
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Key to the Exercises
UNIT 1: Present Forms

1. **+ s**
   - stops, drives, freezes, types
   - ss, sh, ch, x, o + es
   - does, misses, fixes, teaches, crashes

2. **vowel + y + s**
   - plays, stays, prays

3. **consonant + x → ies**
   - fries, cries, flies

4. **+ ing**
   - drinking, throwing, applying

5. **→ y + ing**
   - tying, dying

6. **→ ing**
   - writing, typing

7. **double consonant + ing**
   - running, cancelling, sitting

---

**B**
- 1 boils
- 2 freezes
- 3 drops
- 4 is

Present Simple: general truth and laws of nature

**C**
- 1 is
- 2 has
- 3 is

Present Simple: review

**D**
- 1 kicks
- 2 passes
- 3 runs
- 4 passes
- 5 shoots
- 6 scores

Present Simple: sports commentary

---

8. *(Ss' own answers)*
- 2 No, I never do.
- 3 He never arrives on time.
- 4 I usually do my shopping on Fridays.
- 5 No, he seldom does.
- 6 You should always listen to your parents’ advice.

9. *(Ss' own answers)*
- S3: She normally gets to work by 9 in the morning.
- S4: She usually has dinner at 6 in the evening.
- S5: She often watches TV in the evening.
- S6: She never goes to bed before 11 in the evening.

---

10. *(Ss' own answers)*
- 2 leaves
- 3 goes
- 4 usually has
- 5 often visits
- 6 enjoys
- 7 are /'re
- 8 organising
- 9 is going
- 10 are /'re having

---

A
- 2 are becoming
- 3 is developing
- 4 are learning

Present Continuous: changing or developing situations

---

S3: He has lunch at the / his studio.
S4: He is /'s working outdoors at the moment.
S5: He is /'s flying to Milan on Saturday.
S6: Philip is a teacher.
S7: He works from 9 to 6.
S8: He has lunch at school.
S9: He is /'s practising a new play with the / his students at the moment.
S10: He is /'s getting married next month.
2 am/m seeing 12 am/m just
3 see thinking
4 are/re having 13 feels
5 has 14 am/m feeling
6 does not/doesn’t 15 is
fit 16 is/s being
7 smells 17 love
8 is/s smelling 18 do not/don’t
understand
9 are you looking
10 look 19 are/re having
11 think 20 tastes

2 SA: The fridge is empty. Haven’t you done the shopping?
SB: No, I haven’t done it.
3 SA: There is no electricity. Haven’t you paid the bill?
SB: No, I haven’t paid it.
4 SA: It’s raining. Haven’t you brought your umbrella?
SB: No, I haven’t brought it.
5 SA: The cat is hungry. Haven’t you fed it?
SB: No, I haven’t fed it.
6 SA: The bedroom is a mess. Haven’t you tidied it?
SB: No, I haven’t tidied it.
7 SA: The landlord is on the phone. Haven’t you paid the rent?
SB: No, I haven’t paid it.
8 SA: I can’t see anything. It’s dark. Haven’t you brought your torch?
SB: No, I haven’t brought it.

Alice has taken up tennis. They have hired a butler.
Mrs Parker has lost weight. They have moved to a bigger house.
Mr Parker has grown a beard. They have all bought new clothes.
Chris has joined the pony club. They have bought some nice furniture.

2 SA: Tom and Jerry are swimming.
SB: Yes, they’ve been swimming since 10 o’clock this morning.
3 SA: Miss Houston is reading her book.
SB: Yes, she’s been reading her book since 10 o’clock this morning.
4 SA: Sandra and Helen are talking.
SB: Yes, they’ve been talking since 10 o’clock this morning.
5 SA: Mr Burrows is walking on the deck.
SB: Yes, he’s been walking on the deck since 10 o’clock this morning.
6 SA: Tim and Alan are playing chess.
SB: Yes, they’ve been playing chess since 10 o’clock this morning.

2 has/s been 5 have/ve been
working 3 has/s been 6 has/s been
jogging 4 has/s been
walking trying

2 S3: Kim has/s been cleaning the house since 8 o’clock / for three hours.
S4: She has/s cleaned four rooms so far.
S5: Bob has/s been examining patients since 10 o’clock / for an hour.
S6: He has/s examined three patients so far.
S7: John has/s been delivering parcels since 7 o’clock / for four hours.
S8: He has/s delivered thirty parcels so far.
S9: Helen has/s been drawing pictures since 10 o’clock / for an hour.
10 SA: She has/s drawn four pictures so far.

2 How long, since 8 already, just
3 so far, yet 9 always
4 just, already 10 already
5 for 11 for
6 ever 12 just
7 recently, yet, already

1 ’ve been 7 ’s opened
2 ’s been using 8 haven’t tasted
3 ’ve been working 9 ’ve been looking
4 ’s lost 10 ’ve been
5 ’ve always cleaning believed
6 ’s been teaching/ 11 ’s just drunk
7 ’s taught

2 ’s just received 6 ’s already
3 ’s decided planned
4 ’s been going 7 ’s sold
5 ’s been trying 8 ’s bought

2 ’ve been to 5 ’s gone to
3 Have ... been 6 ’ve gone
4 ’s been

2 A 5 C 8 B 11 B
3 B 6 A 9 C 12 A
4 B 7 A 10 A 13 C
2 has been working 9 arrives
3 is doing 10 have read
4 am leaving 11 are you going
5 has finished 12 have been searching
6 looks 13 haven’t seen
7 has washed 14 speaks
8 has been talking 15 are moving

1 B: ’ve just finished
2 A: have you been
   B: ’ve been cleaning
3 A: Are you doing
   B: haven’t made
4 A: Has she lost
   B: ’s been exercising

2 are you doing,
   ’m writing
3 plays
4 have been
5 has just decorated
6 sing
7 are you speaking
8 has won
9 has drunk
10 is living
11 usually change

2 ’ve been
3 haven’t written
4 ’ve been planning

8 has won
9 has drunk
10 is living
11 usually change

2 ’ve been
3 haven’t written
4 ’ve been planning

2 ’ve been travelling
3 ’m planning
4 ’m leaving
5 Have you arranged

2 A 4 A 6 A 8 C
3 B 5 A 7 B

2 A 4 A 6 A 8 C
3 B 5 A 7 B

1 They have gone to the shops.
2 Joe is playing in the garden at the moment.
3 I go to work by car every day.

4 The builders have finished the block of flats already.
5 He has broken his arm.
6 Sam has just finished reading a very interesting book.
7 Water boils at 100°C.
8 John has been living has lived here since 1986.
9 I have been studying have studied this subject for five years.
10 Who has been using my scissors?

Prepositions

2 at 4 in 6 to 8 from
3 to 5 for 7 at

Phrasal Verbs

2 up 4 into 6 down
3 into 5 down 7 out

Oral Activity

2 S1: Many different species of fish live on coral reefs.
   S2: However, fish are dying because fishermen are destroying coral reefs.
   S1: But, some fishermen have stopped fishing near coral reefs.
3 S1: Many people use coal and oil as fuel for heating in their homes.
   S2: However, coal and oil supplies are decreasing.
   S1: But, many people have changed to other sources of fuel for heating.
4 S1: Ocean life produces 90% of our oxygen.
   S2: However, we are polluting the oceans with rubbish.
   S1: But, we have begun to recycle rubbish instead of throwing it all away.
Writing Activity

(Suggested answer)

... many different species of fish live on coral reefs. However, the fish are dying because fishermen are destroying coral reefs. Fortunately, some fishermen have stopped fishing near coral reefs.

It is also true that many people use coal and oil as fuel for heating in their homes.

However, coal and oil supplies are decreasing. Luckily, many people have changed to other sources of fuel for heating.

Finally, ocean life produces 90% of our oxygen. However, we are polluting the oceans with rubbish. The good thing is that we have begun to recycle rubbish instead of throwing it all away...

UNIT 2: Past Forms

1. -e → d  completed, hired, promised
   double consonant + ed  rubbed, travelled, referred
   consonant + y → ied tried, cried, tidied
   vowel + y + ed prayed, played, destroyed

2. /id/ (after /t/, /d/  presented, started, needed, attracted, protested, pretended
   /t/ (after /k/, /s/, /t/, /d/, /f/, /p/)  attached, jumped, crashed, looked, kissed
   /d/ (after all other sounds) preferred, arranged, watered, cleaned

3. Infinitive  Past  Past Participle
   begin  began  begun
   blow  blew  blown
   creep  crept  crept
   dig  dug  dug
   eat  ate  eaten
   fall  fell  fallen
   feel  felt  felt
   hang  hung  hung
   pay  paid  paid
   ride  rode  ridden
   shake  shook  shaken
   speed  sped  sped
   throw  threw  thrown

(Ss make own sentences)

4. 2 heard  8 was standing
    3 opened  9 saw
    4 was opening  10 was moving
    5 were trying  11 was holding
    6 climbed  12 knew
    7 crept  13 were looking

5. 2 SA: What was Mrs Scott doing?
   SB: She was watching TV.
   3 SA: What was Grandma doing?
   SB: She was knitting.
   4 SA: What was Lisa doing?
   SB: She was writing a letter.
   5 SA: What were Tom and Paul doing?
   SB: They were playing with their toys.
   6 SA: What was the cat doing?
   SB: It was sitting by the fire.

6. A 2 was 3 appeared 4 produced
   Use - 1, 2, 3, 4 - past simple used to talk about the life of a person who is no longer alive

   B 1 happened 4 went out
   2 was sitting 5 became
   3 were watching

   Use - 1 - past simple for an action which happened at a definite past time
   - 2 - past continuous to describe the setting etc. in the introduction to a story
   - 3 - past continuous for an action which was in progress when 2 other actions (4 + 5) interrupted it
C 1 were playing 4 heard
2 were talking 5 rushed
3 was enjoying
Use – 1, 2 - past continuous to describe the setting in the introduction to a story/for 2 simultaneous past actions
– 3 - past continuous for an action which was in progress when another action (4) interrupted it
– 5 - past simple for an action which happened at a definite past time (time implied)

D 1 lived/used to live
2 hunted/used to hunt
3 used
4 made/used to make
5 had
Use – 1, 2, 3, 4, 5 - past simple for actions which happened at a definite past time/for past habits/states which are now finished. It can be replaced by 'used to'.

A S3: Next, he drove to work.
S4: After that, he talked to some clients.
S5: Then, he had a lunch break.
S6: Next, he prepared a speech.
S7: Finally, he drove home.

B SA: What was he doing at a quarter to nine in the morning?
SB: He was driving to work.
SA: What was he doing at half past eleven in the morning?
SB: He was talking to some clients.
SA: What was he doing at a quarter to two in the afternoon?
SB: He was having a lunch break.
SA: What was he doing at half past four in the afternoon?
SB: He was preparing a speech.
SA: What was he doing at six o’clock in the evening?
SB: He was driving home.

2 As/When/While Cathy was washing the dishes, she dropped a glass.
Cathy was washing the dishes when she dropped a glass.
3 As/When/While the children were playing, their father came home.
The children were playing when their father came home.

4 As/When/While Robert was driving home, he got a flat tyre.
Robert was driving home when he got a flat tyre.
5 As/When/While Mick and Charlie were leaving the bank, the police surrounded them.
Mick and Charlie were leaving the bank when the police surrounded them.

9 2 was driving, remembered
Driving to work was the longer action.
3 was cooking, came
Cooking dinner was the longer action.
4 heard, was sitting
Sitting in the garden was the longer action.
5 was typing, arrived
Typing a letter was the longer action.
6 was digging, found
Digging in the garden was the longer action.
7 was riding, noticed
Riding her bicycle was the longer action.
8 was doing, rang
Doing my homework was the longer action.

10 2 saw
3 was walking
4 did you see
5 was driving
6 stepped
7 was
8 Was the driver speeding

11 A 2 pulled
3 was falling
4 was blowing
5 looked
6 was waiting
7 was turning
8 heard
9 was walking
10 smiled
11 said

B 1 picked
2 threw
3 was getting
4 had
5 started
6 heard
7 saw
8 was heading
9 stopped
10 was sitting
11 opened

C 1 stepped
2 closed
3 was
4 was beating
5 were shaking
6 found
7 was looking
8 were following
(S's own answers.)

2 I didn't use to have a dog.
3 I used to eat junk food.
4 I didn't use to go to the gym every night.
5 I used to be shy.
6 I didn't use to live in a big house.
7 I used to have long hair.
8 I didn't use to eat lots of vegetables.

2 A 4 B 6 C 8 A
3 C 5 B 7 A

2 working 6 washing
3 walk 7 playing
4 walking 8 play
5 wash

A 2 met
B 1 has/’s lost 2 did she lose
C 1 was 2 worked
D 1 had 2 enjoyed

2 had been eating 5 had been trying
3 had been screaming 6 had been reading
4 had been watching

A 2 arrived
B 1 got
3 had already rung
2 were dancing
3 was wearing
4 had bought
5 was wearing
6 felt
7 was looking

2 She hung out the washing happened first.
After she (had) hung out the washing, it began to rain.

3 Fiona tidied the house happened first.
Fiona had tidied the house by the time the children arrived home. By the time the children arrived home, Fiona had tidied the house.

4 The guests left happened first.
When the guests had left, she started cleaning.

5 The girls (had) put on their uniforms happened first.
The girls (had) put on their uniforms before they went to school.

6 The meeting started happened first.
The meeting had already started when the lights went out.

1 had been trying 4 had dusted, had put away
2 had been sitting 5 had been cleaning
3 had just started, had only been playing 6 had been waiting

2 went, did you see 6 did, got, set off, had been driving, realised
3 had made 7 have just heard, got
4 were you doing, was watching
5 have been repairing

2 called 10 wanted
3 was working 11 closed down
4 had blown down 12 had been having
5 did you manage 13 decided
6 did 14 had been hoping/was hoping
7 was 8 asked 15 was/had been
9 did you call 16 has now found

2 had been waiting 9 wanted
3 had passed 10 had lost
4 was walking 11 had been working
5 learnt 12 opened
6 hadn’t visited 13 wrote
7 was watching 14 had been raining
8 had been thinking 15 was smiling

2 paid 10 went
3 had already eaten 7 were watching
4 had been snowing 8 had already seen
5 worked/had been working 9 taught
6 was looking 10 was sitting

2 ... since Monica got ...
3 ... had never visited ...
4 ... had fallen asleep before she ...
5 ... have not/haven’t been to ...
6 ... has not/hasn’t called ...
7 ... begin making his ...
8 ... since we played ...
9 ... until after Tom had ...

Prepositions

2 of 5 at 8 of 11 to
3 for 6 for 9 with
4 of 7 in 10 on
Phrasal Verbs

2 bring up
3 have brought about
4 bring ... round
5 has brought ... round
6 brought up

2 Have you ever been
3 had closed
4 have/ve lived/
5 have been living
6 is/s
7 went
8 have/ve lost
9 were
10 have/ve been walking
11 did you buy
12 are you leaving
13 has/s been doing
14 was waiting
15 am/m going
16 was having
17 had not/hadn't flown

UNIT 3: Future Forms

2 Tom Murray will win the elections.
3 The economy will not improve significantly.
4 The number of road accidents will increase.
5 America will establish a colony on Mars.
6 Scientists will not discover a cure for the common cold.

2 SA: Are you going to take the skirt back to the shop?
SB: Yes, that's what I'm going to do.
4 SA: Are you going to buy the jumper?
SB: Yes, that's what I'm going to do.
5 SA: Are you going to ask the bank manager for a loan?
SB: No, that's not what I'm going to do.

2 are you going to buy
3 will/ll ask
4 will/ll get
5 am/m going to spend
6 will/ll probably stay
7 will/ll do
8 is/s going to climb
9 is/s going to become
10 will/ll cut

6 Sheila has typed twenty letters so far this morning.
7 The sun sets in the west.
8 We had been sleeping for an hour when the phone rang.
9 Lydia bought a new car last month.

Oral Activity

2 While he was making breakfast, he spilt the coffee and burnt his fingers.
3 As he was waiting for the bus, it started to rain./He was waiting for the bus when it started to rain.
4 When he was watching TV, his cat knocked over an expensive antique vase and it smashed on the floor./He was watching TV when his cat knocked over an antique vase and it smashed on the floor.

Writing Activity

(Suggested answer)
... Then while I was making breakfast, I spilt the coffee and burnt my fingers. Later, I was waiting for the bus when it started to rain. I felt really depressed. In the evening, while I was watching TV, my cat knocked over an expensive antique vase and it smashed on the floor. It had been such a horrible day that I decided to go to bed early. ...
2 Shall I make a reservation for you?
3 Will you call Barry for me, please?
4 Shall we try this new dish?
5 Where shall I put these flowers?

2 SA: When will you post the letters?
SB: I’ll do it after I’ve bought the stamps.
3 SA: When will you iron the clothes?
SB: I’ll do it after I’ve tidied the bedroom.
4 SA: When will you water the plants?
SB: I’ll do it after I’ve made the bed.
5 SA: When will you do your homework?
SB: I’ll do it after I’ve had my dinner.
6 SA: When will you pay the bills?
SB: I’ll do it after I’ve taken the car to the garage.

1 will/I’ll do
2 Will you call, get
3 comes
4 will come
5 will/I’ll visit, do

10 (Ss’ own answers)
2 Will you be going to the post office?
3 Will you be using your bicycle today?
4 Will you be seeing Jeff soon?
2 will/I’ll be seeing
3 will/I’ll ask
4 will/I’ll pick you up

12 will/I’ll be
2 will/I’ll make
3 will/I’ll give
4 am/I’m going to make
5 will/I’ll read

13 will/I’ll be
2 am/I’m staying/am/
3 will/I’ll go
4 ’m going to stay
5 will/I’ll meet
6 Will/I’ll you help
7 will/I’ll turn up

14 A 2 Mark hopes he will have started his own business by the time he’s thirty.
3 Moira hopes she will have become famous by the time she’s thirty.
4 Kate hopes she will have made her first collection by the time she’s thirty.
5 Jack hopes he will have built his own house by the time he’s thirty.
6 Ted hopes he will have had his first exhibition by the time he’s thirty.
B 2 By the end of next month, Mark will have been running his own business for eight years.
3 By the end of next month, Moira will have been starring in films for six years.
4 By the end of next month, Kate will have been designing clothes for four years.
5 By the end of next month, Jack will have been building houses for ten years.
6 By the end of next month, Ted will have been painting for fifteen years.

9 A • He’s going to advertise in newspapers and magazines.
• He’s going to equip the office with computers.
• He’s going to increase production.
• He’s going to move to bigger premises.
• He’s going to open an office abroad.

15 B He’s giving an interview to The Financial Times on Thursday.
He’s having lunch with (some) sales representatives on Friday.
He’s having a meeting with the Japanese ambassador on Saturday.
He’s playing tennis with Carol on Sunday.
2 will have finished
3 will not/won’t have started
4 will/I’ll have been travelling
5 will/I’ll have bought
6 will have been dining
7 will/I’ll have learnt
8 will/I’ll have been sitting
9 will/I’ll have been working
10 will have moved
11 will have finished
12 will have been sailing
13 will have been sleeping
2 will have completed
3 will have been walking
4 will be performing
5 will have gone

2 will be
3 is/’s going to fall
4 aren’t going/won’t be going
5 will have returned
6 begins/is beginning/will be beginning
7 starts
8 am/’m meeting/am/’m going to meet/ will be meeting

1 This time tomorrow, John will be lying on the beach.
2 Peter will help you when he has finished/finishes his dinner.
3 Will you do the shopping for me, please?
4 Sarah will have finished decorating the Christmas tree by midnight.
5 Where are you spending/going to spend/will you spend your holidays this summer?
6 I’ll turn on the heating. It’s cold in here.
7 The film starts at half past six.
8 Stop making that noise or I’ll take your toy away.
9 Moira can type these reports as soon as she comes/has come back from her lunch break.
10 Perhaps the Jacksons will visit us tonight.
11 By the end of the year, Mrs Evans will have been teaching for thirty years.
12 Jennifer is moving/is going to move to her new flat on Saturday. She has already arranged it.

(Ss’ own answers)

Prepositions

2 for
3 from
4 at
5 to

6 to
7 to
8 to
9 at
10 to
11 at, in
12 about
13 on
Phrasal Verbs

28. 2 back 4 on with 6 up
3 out 5 up

29. 2 C 3 C 4 B 5 A 6 B

30. Did they spend £2,000 on their holiday last year?
... they didn't.
Has Jessica Moore recorded a hundred songs so far?
... she has.
Does she give a big party on her birthday every year?
... she doesn't.
Did Tom see the robbers when they were leaving the bank?
... he did.
Has the train already left?
... it hasn't.
Did they get married twenty years ago?
... they didn't.

31. 2 A 4 C 6 A 8 A
3 B 5 A 7 B

32. 2 have/ve just come back
3 have you been/ did you go
4 have been/went lives

33. 2 How long
3 just
4 next week
5 sometimes
6 always
7 never
8 last night
9 already
10 often
11 yet
12 these days

34. 2 have/ve been looking
3 have/ve seen
4 seems
5 has been practising
6 was skiing
7 had/’d planned
8 will/’ll be flying
9 Will you have completed
10 live

Oral Activity

• They are arriving on Saturn next Tuesday.
• They are returning to Earth in two months.
• They’ll be collecting samples to take back to Earth while they’re there.
• They’ll be searching the planet for signs of life while they’re there.
• They’ll have walked on the surface of the planet.
• They’ll have been in space for about two months.

Writing Activity

(Suggested answer)

... are arriving on Saturn next Tuesday. They are returning to Earth in two months.
While they are on Saturn, they will be doing experiments. They’ll be collecting samples to take back to Earth and they’ll be searching the planet for signs of life.

By the time they come back, they will have taken more than 3,000 photographs. They will also have walked on the surface of the planet and they will have been in space for about two months.

UNIT 4: Infinitive - Too/Enough - The -ing form - Particiles

1. 2 where to have the reception.
3 how many people to invite.
4 how to do my hair.
5 what kind of flowers to order.

2. 2 SA: Did she burn the dinner?
SB: Yes, she seems to have burnt the dinner.
3 SA: Has he been painting?
SB: Yes, he seems to have been painting.
4 SA: Has he won much money?  
    SB: Yes, he seems to have won a lot of money.
5 SA: Is he looking through the keyhole?  
    SB: Yes, he seems to be looking through the keyhole.
6 SA: Has he got a brilliant idea?  
    SB: Yes, he seems to have a brilliant idea.

A She expects to be given some flowers.  
She expects to be driven to the hotel.  
She expects to be photographed for newspapers and magazines.  
She expects to be invited to appear on TV.

B She expected to have been given some flowers.  
She expected to have been driven to the hotel.  
She expected to have been photographed for newspapers and magazines.  
She expected to have been invited to appear on TV.

2 come 7 be lying  
3 be studying 8 have been  
4 be delivered 9 have typed it  
5 have been fired 10 have written it  
6 have been arguing 11 be staying

2 to be getting used to his new job.  
3 to make friends easily.  
4 to have finished the report.  
5 to be raining over there.  
6 to be on a diet.  
7 to have sailed round the world.  
8 to be feeling better.

1 go 5 to be emptying  
2 to be looking 6 to go  
3 to have been offered working  
4 to have met 8 to finish

2 you to be late for work.  
3 Claire to tidy her bedroom.  
4 her to go to the disco.  
5 them to go to school tomorrow.  
6 Gary to make so much noise.  
7 you to make a mess.  
8 him to mend his bike.

2 SA: Is this report too boring for you to read?  
    SB: Yes, it's too boring. I can't read it.
3 SA: Is this exercise too difficult for you to do?  
    SB: Yes, it's too difficult. I can't do it.
4 SA: Are these shoes too tight for you to wear?  
    SB: Yes, they're too tight. I can't wear them.
5 SA: Is this car too expensive for you to buy?  
    SB: Yes, it's too expensive. I can't buy it.
6 SA: Is this dish too spicy for you to eat?  
    SB: Yes, it's too spicy. I can't eat it.
7 SA: Is this suitcase too heavy for you to carry?  
    SB: Yes, it's too heavy. I can't carry it.
8 SA: Is this coffee too hot for you to drink?  
    SB: Yes, it's too hot. I can't drink it.

2 tall enough 6 too slow  
3 too cold 7 too big  
4 too scared 8 bright enough  
5 old enough

2 The bird is too weak to fly.  
3 She's too busy to come out with us.  
4 The car was too expensive for him to buy.  
5 These shoes are too small to fit me.  
6 The book is too boring for her to read.  
7 I was too tired to keep my eyes open.  
8 The coffee was too strong for him to drink.

2 SA: Why do you always chew your pen?  
    SB: Well, I don't enjoy chewing my pen, I just can't help doing it.
3 SA: Why does he blush all the time?  
    SB: Well, he doesn't enjoy blushing, he just can't help doing it.
4 SA: Why does she bite her nails?  
    SB: Well, she doesn't enjoy biting her nails, she just can't help doing it.
5 SA: Why do you shout at the children?  
    SB: Well, I don't enjoy shouting at the children, I just can't help doing it.

2 of doing 9 for working  
3 about going 10 for losing  
4 for being 11 of making  
5 in taking up 12 of buying  
6 from taking 13 for ruining  
7 about missing 14 about opening
2 return 13 making/to make 2 breaking 19 coming
3 to help 14 to speak 3 to look 17 going 4 travelling 5 to finish
4 calling 15 going 5 to speak 6 not to let
5 living 16 leaving 4 travelling 5 to finish
6 robbing 17 watching 2 to buy 7 understanding
7 hurry 18 spending 3 to spend 8 explain
8 to give 19 calling 4 show 9 to operate
9 to become 20 to smoke 5 to use 10 put
10 stay 21 to smoke 6 losing
11 do 22 to forget
12 cleaning
2 get 7 singing 2 B 4 A 2 breaking
3 talking 8 announce 6 B 5 C 3 to look
4 make 9 cutting 7 B 8 C 4 travelling
5 playing 10 put 10 C
6 dry
2 to pay 11 going 2 B 4 A
3 buying 12 to have 3 to look
4 to post 13 to open 4 travelling
5 shouting 14 making 5 to finish
6 to inform 15 to break 6 not to let
7 writing 16 correcting 7 understanding
to take
8 to wash 17 to tidy 8 explain
9 to announce 18 playing 9 to operate
10 missing
2 work 7 getting 2 to buy
3 see 8 trying 3 to spend
4 eating 9 wearing 4 show
5 to help 10 gardening 5 to use
6 doing 11 to do
1 going 4 hurry
2 watching
3 not to make 2 to take
4 to eat 3 to speak
5 to buy 4 to help
1 to stay
2 to take
3 promise
2 to take
3 write
4 Reading
5 learning
6 to finish
7 looking/to look
8 Working
9 looking
10 to stay
11 to try
12 to congratulate
2 to
5 to
8 about
3 at
6 with
9 from
4 for
7 for
10 from
230

Prepositions
**Phrasal Verbs**

| 26 | 2 get through | 4 got on |
| 3 get through | 5 get away |

| 27 | 2 C 5 B 8 B 11 C |
| 3 C 6 C 9 C 12 B |
| 4 B 7 C 10 B |

| 28 | 2 received/had received |
| 3 were driving |
| 4 went off |
| 5 was |
| 6 was sitting |

| 29 | 2 B 5 A 7 A 9 A |
| 3 A 6 B 8 A 10 C |
| 4 B |

**Oral Activity**

- She spends hours trying out new ideas.
- She enjoys working with young people as they are very imaginative.

- She finds it difficult to combine business and family life.
- She can’t stand travelling abroad on business.
- She would like to see more older people in commercials.
- She hopes to win an award for her work at the next advertising awards ceremony.
- She wants to go on working for a number of years.

**Writing Activity**

*(Suggested answer)*

She spends hours trying out new ideas. She enjoys working with young people as they are very imaginative. Edith finds it difficult to combine business and family life and she can’t stand travelling abroad on business. Also, she would like to see more older people in commercials. She hopes to win an award for her work at the next advertising awards ceremony and she wants to go on working for a number of years.

**Revision 1 (Units 1 - 4)**

| 1 | 2 C 10 C 18 C 26 A 34 C |
| 3 B 11 C 19 B 27 C 35 B |
| 4 A 12 B 20 A 28 A 36 C |
| 5 B 13 C 21 B 29 B 37 A |
| 6 C 14 B 22 B 30 B |
| 7 A 15 A 23 C 31 C |
| 8 B 16 B 24 C 32 B |
| 9 A 17 C 25 A 33 A |

| 2 | A 2 stayed |
| 3 had |
| 4 have already decided |
| 5 is looking forward |

| 3 | B 1 was shopping |
| 2 left |
| 3 had put |
| 4 am |
| 5 gave |

| 4 | 2 eat 5 to have 8 breaking |
| 3 learn 6 to repair 9 use |
| 4 working 7 to repair 10 to give |

| 5 | 2 out 6 into 10 through |
| 3 through 7 on 11 on |
| 4 out 8 on 12 out |
| 5 down 9 up |

| 6 | 2 light enough |
| 3 am still painting/still have not/haven’t finished painting |
| 4 were made to do |
| 5 have not/haven’t been out |
| 6 is it/has it been since |
| 7 had arrived before they began |
| 8 are still reading/still have not/haven’t finished reading |

| 7 | 9 first time she has (ever) |
| 10 time I saw Melanie |
| 11 is too high for me |
| 12 ago did they join |
| 13 had never been |
| 14 foolish to go out |
| 15 to be tidied |
UNIT 5: Modal Verbs

1. can’t/may not (The speaker is refusing permission.)
2. can/could (The speaker is making a suggestion.)
3. can’t (The speaker is saying that he/she isn’t allowed to do sth.)
4. can/may (The speaker is giving permission.)
5. Can/Could/Will/Would (The speaker is making a request.)
6. needn’t/don’t have to
7. have to
8. mustn’t
9. mustn’t
don’t

2. You must speak to your parents about your decision.
3. Emma needn’t/doesn’t have to attend tomorrow’s staff meeting.
4. Jack has to wear a suit and a tie at work.
5. Antonio must be from Milan.
6. Roger must/have to find a job soon.
7. You mustn’t use mobile phones inside the hospital.
8. Susan has to work overtime.

2. She needn’t have bought so many oranges.
3. We didn’t need to take an umbrella.
4. We didn’t need to turn on the light.
5. He needn’t have called me today.
6. You needn’t have made sandwiches for me.
7. They needn’t have made reservations at the restaurant.
8. You mustn’t pick these flowers.
9. Sarah has to type her compositions at university.
10. Paula didn’t need to make the beds.

2. I can type fast, I can use computers and I can speak two foreign languages.
3. We could buy her a box of chocolates.
4. I must take my jacket to the dry cleaner’s.
5. Could/May/Can I have a day off work next week, please?
6. Can/Will/Would/Could you open the window, please?
7. You needn’t get anything for me, thanks.
8. ... can’t have arrived yet.
9. ... must be working together.
10. ... can’t have finished her homework.
11. ... must have been having a bath when I rang.
12. ... can’t have won the prize.
13. ... must be looking for a new house.

2. Surgeons have to/must scrub their hands before operating on patients.
3. May/Might/Could/Can I open the window (, please)?
4. Peter didn’t need to/have to wash the dog (so he didn’t).
5 Emily was able to reach the top shelf even though she didn’t have a ladder.
6 You mustn’t/can’t/may not copy files without the manager’s permission.
7 We could/can spend this evening at home. Shall we spend this evening at home?
8 Patrick must have misunderstood my instructions.
9 Helen can’t have known about her surprise party.

2 ... may/might/could be waiting outside.
3 ... may/might/could work late tonight.
4 ... may/might/could have been driving too fast.
5 ... may/might/could have made a mistake.
6 ... may/might/could have missed the bus.
7 ... may/might/could have been playing in the snow.
8 ... may/might/could be leaving tomorrow.
9 ... may/might/could stay there.
10 ... may/might/could have been trying to call you.
11 ... may/might/could have seen the film already.
12 ... may/might/could be studying in the library.

2 Do I have to ... don’t have to 8 Must I ... don’t have to
3 must 9 could
4 Do I have to ... May
5 needn’t 11 must
6 could 12 don’t need to
7 must 13 can

2 Shall 5 Will 8 Shall
3 Will 6 shall
4 shall 7 Will

2 Shall I draw the curtains for you?
3 We could/can/Let’s go to a Japanese restaurant for a change. Shall we go to a Japanese restaurant for a change?
4 You must see a doctor as soon as possible.
5 Would/Will/Could you call Greg for me, please?
6 You should have checked the battery before you left.
7 Everybody must/has to pay taxes.
8 You needn’t/don’t have to go to the supermarket today.
9 Betty didn’t need/have to call a taxi because I gave her a lift.

10 They were able to get to the theatre in time despite the heavy traffic.
11 You mustn’t/can’t/may not keep pets in the building.
12 May/Might/Could/Can I take the rest of the day off (. please)?
2 Shall 7 May, Could
3 May, Can 8 didn’t need to
4 Shall 9 Could
5 Can 10 needn’t
6 Could, Shall

2 may 5 have to 8 Can
3 could 6 must 9 must
4 might 7 mustn’t

2 C 5 B 8 C 11 A 14 B
3 A 6 A 9 C 12 A 15 A
4 C 7 C 10 B 13 B

2 can’t, have to/ 5 mustn’t
must 6 have to
3 can 7 needn’t
4 can’t 8 can’t

2 should/must/ 5 can’t
ought to 6 may/might/
3 mustn’t/can’t/ 9 could
may not 10 must/have to
4 Shall/Can/Could 11 must
5 Could/Can/ 12 can’t/may not
Would/Will 13 can’t
6 should/ought to 14 may/can
7 May/Could/ Can/Might

A No, he can’t be at home. He must be at
school. He must be a pupil.
B She must have graduated. She must feel
happy and proud. No, he can’t be her
father. He must be her husband.
C She could be in her early forties. She
must have grown the flowers herself. She
must enjoy gardening. She must be a
housewife.
D She can treat sick animals. She has to
treat sick animals every day. She can’t be
afraid of animals. She must like animals.

2 should take a course
3 may be questioning
4 must be lying

Prepositions
2 at 5 of 8 for
3 of 6 about
4 on 7 for

Phrasal Verbs
2 away 5 up 8 off
3 away 6 back
4 up 7 out

2 have not/haven’t put them up
3 has been painting
4 has also hired
5 has planned
6 has ordered
7 have all bought
8 have been cleaning
9 haven’t finished
10 have invited
11 have been writing

Words to be crossed out:
1 is 5 has 9 have
2 be 6 She 10 ago
3 to 7 had
4 still 8 being

2 had already finished
3 will stand/will be standing
4 is sitting
5 have/ve just done
6 had been waiting
7 will have ended
8 saw
9 am performing/will be performing
10 had been living

1 — 5 — 9 — 13 —
2 the 6 had 10 one
3 did 7 it 11 has
4 — 8 — 12 to

Oral Activity

They shouldn’t have pulled down the Town Hall. They could have restored it instead.
They shouldn’t have knocked down the town’s oldest building. They could have turned it into a museum.
They shouldn’t have banned cars from the town centre because of lack of parking space. They could have made a car park instead.

Writing Activity

(Suggested answer)

... They also feel that the council shouldn’t have pulled down the Town Hall as they could have restored it instead.

Furthermore, the council shouldn’t have knocked down the town’s oldest building. They could have turned it into a museum.

Finally, the citizens believe that the council shouldn’t have banned cars from the town centre because of lack of parking space. They think that they could have made a car park instead.

UNIT 6: The Passive

1 The brakes are tested.
2 The filters are replaced.
3 Air is put in the tyres.
4 The battery is checked.
5 The lights are tested.
6 Broken parts are repaired.
7 It is taken for a test drive.
8 The radiator is filled with water.

9 They’re being put in place now, Mr Sullivan.
10 They’re being called now, Mr Sullivan.
11 They’re being checked now, Mr Sullivan.
12 They’re being turned on now, Mr Sullivan.

13 Yes, a piece of material was found this morning.
14 Yes, they were interviewed last night.
15 Yes, they were questioned this morning.
16 Yes, two men were arrested yesterday evening.
17 Yes, they were interrogated last night.
18 Yes, they were recovered this morning.
19 Yes, it was completed an hour ago.

20 New windows have been put in.
21 A garden pond has been made.
22 The trees have been cut down.
23 A lot of flowers have been planted.
24 The old gate has been replaced.

25 was made 6 is being repaired
26 is being typed 7 has not/hasn’t
27 has been made 8 is going to be/
28 been made will/is being
29 are/re being
30 picked up

31 They are taken to the park by their nanny every day/... every day by their nanny.
32 It cannot be changed.
33 The policeman was asked for directions by Meg.
34 It cannot be changed.
35 It cannot be changed.
36 These photographs were taken by Sam.
37 by 6 with
38 with 5 by
2 Is Latin taught at this school?
3 I don't like being pointed at.
4 He was hit on the head with a tennis racquet.
5 The preparations have been made by Michael.
6 Is the house being cleaned by Tim?
7 Who were the Pyramids built by?
8 We are going to be given a pay rise by the boss.
9 I expect my new car will be delivered soon.
10 The suspects are being questioned by the police.
11 Were the thieves seen by your next door neighbours?
12 Paul remembers being asked by his teacher to star in the school play.
13 Computers are used by a lot of children nowadays.
14 Who was the kitchen window smashed by?
15 The work won't have been completed by the end of the month.
16 The letters will be posted by the children.
17 Pancakes are made from flour, eggs and milk.
18 Had the windows been closed by Helen before she left the house?
19 The housework hasn't been done by Jill yet.
20 The parcel may not be delivered today.
21 was given
3 4 am/m sent
5 have been made/5 am/m paid
6 was made 6 will/’ll be given

2 is thought to have good teachers.
3 is said to speak seven languages.
4 is believed to have been found.
5 is thought to be a talented pianist.
6 are said to train for eight hours every day.
7 is/are expected to break the world record.
8 is known to be hiding somewhere in the city.
9 are reported to have reached an agreement.
10 are reported to have escaped from prison.
11 is expected to be given the prize.
12 The grass was cut with the new lawnmower yesterday.
13 Was the fire shown on the news?
14 They are being shown the photographs by Emma.

5 When was the tree blown down by the wind?
6 Who do these papers have to be signed by?
7 Amanda hates being stared at.
8 She expects to be offered a promotion by her boss.
9 His bedroom has to be tidied.
10 Will the task have been completed by Friday evening?
11 She was offered a lift to work by Terry.
12 Who is traditional dance taught by at this school?
13 Turkeys are often stuffed with chestnut stuffing.
14 He was awarded a prize for his competition entry.
15 Will the tennis match be played on an indoor court?
16 Tom doesn't like being asked personal questions.
17 The poem must be learnt by heart.
18 The house hadn't been cleaned (by Jean) by the time her husband arrived.
19 Who are the guests going to be welcomed by?
20 All the meals are cooked by us.
21 The children are taken care of by Grandmother.
22 A new carpet is being chosen by Kate at the moment.
23 Had the car been washed by Stuart before he went to the cinema?
24 Jane was given a letter by Peter.
25 Who were all these cakes made by?
2 Two men were arrested yesterday.
3 The garage had been built before we moved in.
4 He was bitten by a dog when he was a little boy.
5 She was taken to hospital last night.
6 It has not/hasn't been cleaned for weeks.
7 It had been/’was arranged in secret.
8 The car has not/hasn't been fixed yet.
9 He was made redundant last month.
2 was damaged
3 managed
4 are investigating
5 is thought
6 is looking
7 be kept
8 has been lost
9 will be opened
10 was hurt
2 was used
3 became
4 are picked
5 are left
6 break
7 are dried
8 is packed
9 is sold
10 boil
11 pour
12 is left
13 was started
14 drink

2 went
3 were advised
4 chose
5 asked
6 were given
7 told

The National Gallery was broken into late last
night. The alarm system had been broken by
the thieves before the window had been
climbed through. Some priceless works of art
were stolen. A getaway car was used by the
thieves to escape. Some suspects have been
questioned by the police. The thieves have not
been caught yet.

Keith Dunn's motorbike was stolen a few days
ago. The motorbike had been left outside
Keith's house. The theft was reported to the
police by Keith. He was told by the police that
they would try to find his motorbike. This
morning, Keith was called by the police and
was asked to go to the police station. His
motorbike had been found. It had been painted
by the thieves and then it had been sold to
someone else. The motorbike had been
parked outside the police station by the new
owner. The thieves were arrested by the police.

Yesterday afternoon, an entire village was
destroyed by a volcanic eruption. Mount
Sirius, which was thought by experts to be
dormant, erupted at 3 pm. Smoke had been
seen rising from the mouth of the volcano two
days before. The villagers were moved away
from the area for their own safety by the police.
Tons of lava and rock came out of the volcano
and houses, roads and trees were wrecked.
Although only a few people were physically
injured by the blast, many are being treated by
doctors for shock. The area surrounding Mount
Sirius is being kept clear by the authorities in
case of further activity.

2 She is considered to be the best student
in the class.
3 Mary wants to be helped when she paints
the house.

4 The new bridge will have been built by the
end of the year.
5 Eve is asked questions about her job all
the time.
6 All the information had been collected by
the detective before his report was
handed in.
7 Is Jane expected to get a promotion this
year?
8 Frank doesn't like being told what to do.
9 The car was washed with soapy water.
10 Who will the speech be made by
tomorrow?
11 What were the streets decorated with?

2 is known
3 is covered
4 was believed
5 were carried out
6 is thought
7 was used
8 has been found
9 is considered

2 Have those letters been sent by Chris yet?
3 Mr Jones hates being given orders.
4 It is hoped that the President will take
control of the situation.
5 This room was decorated by my mother.
6 What was she stung by?
7 Has that book been read by Jane yet?
8 We hope to be sent an invitation too.
9 Richard is said to have inherited a lot of
money. It is said that Richard has
inherited a lot of money.
10 I can't stand being laughed at.
11 Who is John's car being repaired by?
12 Mary should be told to stop being rude to
people.

2 A 5 A 8 A 11 A 14 C
3 A 6 B 9 C 12 A 15 A
4 B 7 C 10 B 13 C

2 was cancelled
3 being rescued
4 were taken
5 was knitted
6 has been built
7 will be set

A 2 entered 3 ordered 4 escaped 5 were
arrested 6 tried
2. The band made their latest video in Prague.
3. They are going to send her to Germany on business.
4. Divers have discovered an old shipwreck.
5. They ate a lot of food at the party.
6. The burglars had stolen all her best jewellery.
7. They will serve breakfast at eight in the morning.
8. The man carrying a black umbrella is my boss.
9. They sell designer clothes in this shop.
10. All the children had taken the exam.
11. The scientists were doing the experiment.
12. The mayor will open the exhibition.
13. The French gave the Statue of Liberty to America.

Prepositions
1. about 5. for 8. of
2. at 6. at 9. to
3. about 7. of 10. for

Phrasal Verbs
2. off 5. out 7. on
3. after 6. through 8. out
4. in for

2. Tony broke his leg skiing.
3. The children playing hockey are in my class.
4. Being broke, Peter borrowed some money from his friends.
5. The clothes kept in the attic belong to my grandmother.
6. He was walking down the street, whistling a tune.
7. Having made a guest list, they sent out their wedding invitations. After having made ...
8. Those children playing hockey are in my class.
9. Emily lost her passport while shopping.
10. Having missed the bus, she decided to take a taxi.

(Suggested answers)
2. My bills are paid by my parents.
3. Computers were first used in the 1940s.
4. The thieves were arrested last night.
5. The car was damaged in the accident.
6. I was offered a gift by my boss.
7. The TV programme was shown at ten o’clock. My favourite TV programme is shown on Saturdays.
8. My curtains are cleaned every two months.
9. The cake was decorated with candles.
10. I was told off for making a mistake at work.

2. is being organised by
3. to be helped
4. were sent
5. got broken
6. was covered with
7. likes being driven
8. should be informed
9. will be offered to
10. has not/hasn’t been signed by
11. being produced by
12. is expected to win

2 has not been recorded
3 stole 10 has been done
4 did not/didn’t finish 12 runs
5 is complaining 13 was built
6 was taken 14 will be
7 burn

B 1 are caused 2 bursts 3 is 4 melts 5 overflows 6 takes place 7 are destroyed 8 are damaged
C 1 works 2 was promoted 3 was given 4 has 5 answers 6 is paid 7 feels
D 1 are 2 keep 3 protect 4 look after 5 be taken 6 fed 7 find 8 make
Writing Activity

(Suggested answer)

... A few people were hurt and help has already been sent by the Red Cross.

Burley's Bank was robbed this morning. £500,000 was stolen. Two suspects are being questioned by the police.

Edinburgh will be visited by the Queen tomorrow, as a new bridge is going to be opened. A dinner party will be given to honour the Royal party.

A diamond ring was found by Mrs Mary Silver in her garden yesterday. It had been lost for twenty years.

In sport, another gold medal was won by British athlete, Terry Black, yesterday. He was awarded the medal for breaking the world record in the 100m race.

And finally, tonight's charity football match has been cancelled, as half the players have been taken to hospital suffering from food poisoning. A new date for the match will be set tomorrow.

UNIT 7: Clauses

1 Before you go out to play (time clause), tidy your bedroom (main clause).
2 As we were walking in the park (time clause), we watched the children playing (main clause).
3 We went shopping (main clause) after we had finished work (time clause).
4 The children will stay at the party (main clause) until their parents come to pick them up (time clause).
5 While you are watching TV (time clause), you can iron the clothes (main clause).
6 When will they pay the bill?
7 When will she go home?
8 When have they checked the data?
5 SA: When will he be paid?
SB: When he has repaired the washing machine, he'll be paid.

6 SA: When will she serve dinner?
SB: When she has finished cooking, she'll serve dinner.

2 c  4 b  6 g
3 f  5 e  7 a

2 as  8 When
3 by  9 while
4 until 10 by the time
5 After 11 before
6 as long as 12 whenever
7 the moment 13 as soon as

2 'll call, arrive 6 have set/set
3 'll wash, get 7 opened
4 fell, was going 8 will listen, have tidied/tidy
5 will do, comes

2 while 6 since
3 hardly ... when 7 as soon as/when
4 before 8 until/before
5 as long as

2 hardly opened the door when
3 sooner returned home than
4 the moment (that) he saw
5 after she (had) collected
6 hardly set the table when
7 while (he) was watching
8 the time they come

2 so  3 such  4 such a  5 so

2 such friendly 7 such a delicious cake
3 so much money
4 so little attention
5 such a lot of noise
6 so few people

2 She was happy due to the fact that she had won the competition.
3 She couldn't concentrate because there was a lot of noise. Because there was a lot of noise, she couldn't concentrate.
4 He didn't know anyone as he was new to the area. As he was new to the area, he didn't know anyone.

5 The fact that she had missed the bus was the reason for her being late for the meeting. The reason for her being late for the meeting was the fact that she had missed the bus.

6 He passed the exams with excellent grades because of the fact that he had worked hard. Because of his hard work, because of the fact that he had worked hard, he passed the exams with excellent grades.

7 The reason why he couldn't wear his best shirt to the party was (the fact) that it was dirty.

2 because he did not/didn't have
3 the reason for her turning
4 because of
5 as she did not/didn't have
6 due to the fact that
7 the reason for her wanting
8 as they did not/didn't know
9 since it was
10 because of the

2 SA: What's a tape measure used for?
SB: It's used for measuring things.

3 SA: What's a colander used for?
SB: It's used for draining pasta.

4 SA: What's a paintbrush used for?
SB: It's used for painting.

5 SA: What's a cool box used for?
SB: It's used for keeping food cold.

6 SA: What's a spade used for?
SB: It's used for digging holes.

2 so as not to 4 so that
3 to 5 so as not to

A SA: Shall I take my credit card?
SB: Yes, take your credit card in case you run out of money.

SA: Shall I take my swimsuit?
SB: Yes, take your swimsuit in case you go swimming.

SA: Shall I take some medicine?
SB: Yes, take some medicine in case you catch a cold.

SA: Shall I take some plasters?
SB: Yes, take some plasters in case you cut yourself.

SA: Shall I take a jumper?
SB: Yes, take a jumper in case it is cold.
B

- I took my credit card in case I ran out of money.
- I took my swimsuit in case I went swimming.
- I took some medicine in case I caught a cold.
- I took some plasters in case I cut myself.
- I took a jumper in case it was cold.

2 She is learning English so that she can get a job in England.
3 He got a loan from the bank in order to expand his business.
4 He will take some money with him in case he wants to buy something.
5 She wrote the date down in her diary so that she wouldn’t forget it.
6 They arrived at the station early so as not to miss the train.
7 They took some water with them in case they got thirsty.
8 He put the letter on the table so that his mother would post it.
9 The courier came into the office to deliver the parcel.
10 Pamela called the lost property office in order to report the loss of her luggage.

2 in case it rains 7 so as/in order
3 (in order/so as) to invite 8 so that he can
4 in case he ran 9
5 is used for watering
6 so that I wouldn’t/ would not

2 I didn’t like her dress, though.
3 They weren’t very friendly, though.

2 He went to bed early, yet he was tired the next day.
3 The Smiths go on holiday to Spain, whereas the Millers go to Switzerland. Whereas the Smiths go on holiday to Spain, the Millers go to Switzerland.
4 Although he had passed his exams, he couldn’t find a good job. He couldn’t find a good job although he had passed his exams.

5 They ate all the food, in spite of it/its being tasteless./In spite of the food being tasteless, they ate it all./They ate all the food, in spite of the fact that it was tasteless./In spite of the fact that the food was tasteless, they ate it all.
6 The performance was bad. Nevertheless, everyone applauded at the end.
7 We had a map. We got lost, though./We got lost, though we had a map./Though we had a map, we got lost.
8 He didn’t go back to work despite (his) feeling better./Despite (his) feeling better, he didn’t go back to work./He didn’t go back to work despite the fact (that) he felt better./Despite the fact (that) he felt better, he didn’t go back to work.

2 B 4 B 6 A
3 A 5 C 7 A

2 he had won the race, Sam still wasn’t happy.
3 the fact that it rains a lot in England, I love living there./the rain in England, I love living there./the rain, I love living in England.
4 of (his) being a qualified doctor, Tom doesn’t have a job./of the fact that Tom is a qualified doctor, he doesn’t have a job.
5 I was hungry, I didn’t eat anything.
6 (his) being ill/the fact that he was ill, Jim went to work.
7 she had lost her job, she didn’t get depressed.
8 of the fact that he doesn’t like his boss/of (his) not liking his boss, he works very hard.
9 the fact that it is very cold/its being very cold, she is only wearing a T-shirt.
10 she has a busy schedule, she makes time for her children.

2 a) The dress is very beautiful. It is very expensive, though.
b) The dress is very beautiful. However/ Nevertheless, it is very expensive.
c) Although/Even though/Though the dress is very beautiful, it is very expensive.
d) The dress is very beautiful but/yet it is very expensive.
e) The dress is very expensive. It is very beautiful though.
3 a) Although/Even though there weren’t many people at the party, we had a lovely time.
   b) Despite/In spite of the fact that there weren’t many people at the party, we had a lovely time.
   c) There weren’t many people at the party. We had a lovely time, though.
   d) There weren’t many people at the party. However/Nevertheless, we had a lovely time.
   e) We had a lovely time at the party even though/although/though there weren’t many people there.
   f) There weren’t many people at the party but we had a lovely time.
   g) We had a lovely time at the party, in spite of/ despite the fact that there weren’t many people there.

4 a) Although/Even though/Though Sue is a good friend, I don’t tell her all my secrets.
   b) I don’t tell Sue all my secrets even though/although/though she is a good friend.
   c) In spite of/Despite the fact that Sue is a good friend, I don’t tell her all my secrets.
   d) I don’t tell Sue all my secrets, in spite of/ despite the fact that she is a good friend.
   e) Sue is a good friend, but/yet I don’t tell her all my secrets.
   f) Sue is a good friend. However/Nevertheless, I don’t tell her all my secrets.
   g) Sue is a good friend. I don’t tell her all my secrets, though.

5 a) Although/Even though/Though she had many friends, she felt lonely.
   b) She felt lonely even though/although/though she had many friends.
   c) Despite/In spite of the fact that she had many friends, she felt lonely.
   d) Despite/In spite of having many friends, she felt lonely.
   e) She had many friends, but/yet she felt lonely.
   f) She had many friends. However/Nevertheless, she felt lonely.
   g) She had many friends. She felt lonely, though.
   h) She felt lonely, despite/in spite of the fact that she had many friends.
   i) She felt lonely despite/in spite of having many friends.

6 a) Although/Even though/Though he studied French at school, he doesn’t remember any.
   b) He doesn’t remember any French, even though/although/though he studied it at school.
   c) Despite/In spite of the fact that he studied French at school, he doesn’t remember any.
   d) Despite/In spite of having studied French at school, he doesn’t remember any.
   e) He studied French at school, yet/but he doesn’t remember any.
   f) He studied French at school. However/Nevertheless, he doesn’t remember any.
   g) He studied French at school. He doesn’t remember any, though.
   h) He doesn’t remember any French despite/ in spite of the fact that he studied it at school.
   i) He doesn’t remember any French despite/ in spite of having studied it at school.

7 a) Although/Even though/Though the meeting lasted three hours, no one was bored.
   b) No one was bored even though/although/though the meeting lasted three hours.
   c) Despite/In spite of the fact that the meeting lasted three hours, no one was bored.
   d) No one was bored, despite/in spite of the fact that the meeting lasted three hours.
   e) The meeting lasted three hours, but/yet no one was bored.
   f) The meeting lasted three hours. However/Nevertheless, no one was bored.
   g) The meeting lasted three hours. No one was bored, though.

8 a) Although/Even though/Though it was cold outside, the sun was shining.
   b) The sun was shining even though/although/though it was cold outside.
   c) Despite/In spite of the fact that it was cold outside, the sun was shining.
   d) The sun was shining despite/in spite of the fact that it was cold outside.
e) Despite/in spite of it being cold outside, the sun was shining.
f) The sun was shining despite/in spite of it being cold outside.
g) It was cold outside, but/yet the sun was shining.
h) It was cold outside. However/ Nevertheless, the sun was shining.
i) It was cold outside. The sun was shining, though.

2 How 6 What an 10 What
3 What a 7 How 11 What
4 How 8 How 12 How
5 What 9 What a

2 How horrible that noise is!/That noise is so horrible!That's/it's such a horrible noise! Isn't that/it a horrible noise!
3 What a pretty kitten!/That kitten is so pretty!/That's/it's such a pretty kitten!/Isn't that/it a pretty kitten!
4 How funny that joke is/was! /That/It was/is such a funny joke!/That joke is/was so funny!/Wasn't that/it a funny joke!
5 What a silly person I am!/I'm so silly!/I'm such a silly person!/Aren't I silly!
6 How terrible that news is!/That's such terrible news!/That news was so terrible!/Isn't that/it terrible news!

2 - b ... as if/as though she has run a marathon.
3 - e ... as if/as though he is going to explode.
4 - d ... as if/as though she was in a hurry.
5 - a ... as if/as though he had won the lottery.
6 - f ... as if/as though he had a cold.

2 have just heard 8 was/were
3 had seen 9 were having
4 knew 10 didn't like
5 is baking 11 is going to snow
6 had never heard 12 doesn't want
7 was going 13 were/was

2 in spite of (her) having
3 in case you get
4 such a happy child that

28 Prepositions
2 suffer from 8 aimed at
3 thinking about 9 depend on
4 saved from 10 failed in
5 react to 11 head for
6 hoped for 12 crashed into
7 took advantage of

29 Phrasal Verbs
2 through 5 forward 7 out for
3 up to 10 could have gone
4 after 6 for

30 can have
3 mustn't talk 8 can stay in and watch
4 should go to bed 9 should spend more time
5 may have missed 10 must have gone
6 could have been 11 may snow
7 needn't have gone 12 needn't have done

31 I don't like being shouted at.
3 Who was the party organised by?
4 It is said that he has won a lot of money.
5 The fish was caught with a fishing rod.
6 The book hasn't been published yet.
7 Will an office block be built here next year?

Oral Activity
- When she talked to the manager, he gave her the day off.
- Mary Doyle's babysitter was ill, so she took the baby to the office.
- Mary took the baby to the office because her babysitter was ill.
- The baby cried while Mary was working.
- The baby kept crying, so Mary asked the manager for a day off.
- Tony Braxton got up late, so he missed the bus.
- Tony missed the bus because he got up late.
- After he missed the bus, he called the manager to say he would be late.
- By the time he got to the office, he was an hour late.
(Suggested answer)
... took her baby to the office because her babysitter was ill. The baby cried while Mary was working. The baby kept crying, so Mary asked for a day off.

Tony Braxton missed the bus because he got up late. After he had missed the bus, he called to say he would be late. By the time he got to the office, he was an hour late.

UNIT 8: Conditionals - Wishes - Would Rather/Had Better - Unreal Past

2 If we do not/don't stop using aerosols, we will /we'll destroy the ozone layer.
3 If we find alternative sources of energy, we will /we'll solve some of our environmental problems.
4 If temperatures go up by a few degrees, sea levels will rise.
5 If we recycle waste, we will/we'll save natural resources.
6 If the population continues to increase, there will not/won't be enough food for everyone.

2 SA: Where should/will/could/can/might she go if she likes camping?
SB: If she likes camping, she should/will go to France.
3 SA: How much will/must she pay if she goes to France?
SB: If she goes to France, she will/must pay £80.
4 SA: What can/will/could she do if she goes to Spain?
SB: If she goes to Spain, she can/will/could do water sports.
5 SA: Where can/could/should/will she go if she wants a cheap holiday?
SB: If she wants a cheap holiday, she can/should/could/will go to Spain.

2 did, would not/wouldn't get
3 lived, would be able to
4 got up, would not/wouldn't be

2 had sold, would/could/might have got
3 had changed, would never have been
4 had not/hadn't taught, would not/wouldn't have been able to
5 had not/hadn't been, would/could never have become

2 If she had been prepared for her meeting with a new client, the meeting would not/wouldn't have been a disaster.
3 If the client had not/hadn't been disappointed, he would not/wouldn't have refused to do business with the company.
4 If the client hadn't refused to do business with the company, the boss would not/wouldn't have shouted at Sally.
5 If the boss had not/hadn't shouted at Sally, she would not/wouldn't have got upset.

2 f If you throw salt onto snow, the snow melts.
3 a If you put an apple in a bowl of water, the apple floats.
4 e If you water plants regularly, the plants grow.
5 b If you lie in the sun too long, your skin turns red.
6 d If you take regular exercise, you feel healthy.

2 had not/hadn't watched, would not/ wouldn't have felt
3 had, would/d'd buy
4 pass, will/could you get
5 would/d'd talk
6 hurry, will'll be
7 speak, will'll ask OR had/d'd spoken, would/d'd have asked
8 are/re
9 had not/hadn't burnt, would not/wouldn't have come
10 had not/hadn't moved, would/d never have met
11 had, would/d try
12 see, will'll tell
I wish the people were friendly.
I wish I could visit my family and friends. I wish my family and friends weren’t so far away.
I wish I had some friends.
I wish I had not/hadn’t been nervous.
I wish I had shaken hands with my interviewer.
I wish I had not/hadn’t forgotten what I wanted to say.
I wish I had answered the interviewer’s questions properly.
I wish my letter of application hadn’t been badly typed.
I wish I hadn’t split the cup of tea I was given.
I wish people wouldn’t always ask me to sing at parties.
I wish magazines wouldn’t print false stories about my private life.
I wish photographers wouldn’t take photos of me all the time.
I wish people wouldn’t make me sign autographs wherever I go.
I wish people would give me some privacy.

I wish I’d be able to had’d asked to were/was.
I wish I would not/ wouldn’t have jumped hear’d heard have sent
I wish I would/d call feel’d might feel
I wish I would/d have talked could invite put
I wish I may lose like
I wish I had/d saved comes
I wish I take has
I wish I would/d go

I wish 3 If 5 If 8 when
I wish 3 when 6 When
I wish 4 if 7 when

If his pet had not/hadn’t died, he would not/ wouldn’t be unhappy now.
If she had a mobile phone, she could have been contacted yesterday.
If Tom had seen the boss earlier, he would not/ wouldn’t be waiting for him now.
If he was not/wasn’t/weren’t/were not allergic to seafood, he would have eaten paella last night.
If I had not/hadn’t lost my map, I would not/ wouldn’t be asking for directions now.
If she spoke French, she would have had a good time in Paris.
If he had not/hadn’t lost the race, he would be a champion now.
If she had gone to the bank yesterday, she would have some money now.
If they had not/hadn’t gone to a party last night, they would not/wouldn’t be tired now.
If I had not/hadn’t crashed my car, I would not/ wouldn’t be taking the bus today.

- I wish I didn’t have to share the bathroom.
- I wish the kitchen wasn’t/weren’t such a mess.
- I wish my tutors weren’t so strict.
- I wish the classes weren’t so hard to understand.
2 SA: Would you rather eat pizza or spaghetti for dinner?
3 SA: Would you rather play cards or chess this evening?
4 SA: Would you rather work in a bank or a school?
5 SA: Would you rather have a dog or a cat as a pet?
6 SA: Would you rather learn French or German at school?
SB: = (Ss' own answers)

2 ... I'd rather you went.
3 ... I'd rather you washed them.
4 ... I'd rather you emptied it.
5 ... I'd rather you ironed them.
6 ... I'd rather you cleaned it.

2 would rather 6 Would ... prefer
3 prefers 7 would rather
4 would rather 8 Do ... prefer
5 prefer

2 didn't touch 8 not book
3 not go 9 not talk
4 take 10 didn't leave
5 had invited 11 have eaten
6 study, to go out 12 had seen
7 to spend/spending 13 to visit

2 didn't touch 9 hadn't opened
3 had heard 10 met
4 had known 11 had called
5 made 12 spent
6 had saved 13 knew
7 had realised 14 had been seen
8 knew

26 2 C 5 C 8 A 11 B 14 A
3 C 6 C 9 B 12 A 15 C
4 A 7 B 10 A 13 B

Prepositions
2 responsible for 8 pleased with
3 terrified of 9 satisfied with
4 keen on 10 tired of
5 suspicious of 11 hopeless at
6 similar to 12 mean to
7 kind to

Phrasal Verbs
2 up 3 out 4 up 5 up

2 B 4 A 6 B 8 A
3 C 5 C 7 A

30 1 to 4 been 7 will
2 had 5 of 8 will
3 not 6 to

Oral Activity
S3: If he hadn’t needed money, he wouldn’t have robbed a bank.
S4: If he hadn’t robbed a bank, the police wouldn’t have arrested him.
S5: If the police hadn’t arrested him, he wouldn’t have gone to court.
S6: If he hadn’t gone to court, the judge wouldn’t have sentenced him to ten years in prison.
S7: If the judge hadn’t sentenced him to ten years in prison, he wouldn’t be there now.

Writing Activity
(Suggested answer)
... my job, I wouldn’t have needed money. If I hadn’t needed money, I wouldn’t have robbed a bank. If I hadn’t robbed a bank, the police wouldn’t have arrested me. If the police hadn’t arrested me, I wouldn’t have gone to court. If I hadn’t gone to court, the judge wouldn’t have sentenced me to ten years in prison. If the judge hadn’t sentenced me to ten years in prison, I wouldn’t be here now.
Revision 2 (Units 1 - 8)

2 A 8 C 14 B 20 B 26 B
3 C 9 A 15 A 21 C 27 C
4 A 10 B 16 C 22 B 28 A
5 A 11 C 17 A 23 A 29 B
6 C 12 A 18 C 24 C 30 C
7 B 13 A 19 A 25 A

2 sooner turned on the radio
3 go out until you
4 could have had
5 must not/mustn’t talk
6 hardly arrived at the station
7 so as not to/in order not to

8 while (she was)
eating/having
9 in case it got
10 after he has (had)
11 may be
12 do not/don’t have to write

6 The results will have been checked by Wednesday.
7 My favourite plate has been broken.
8 The papers had been taken from my desk by the time I got back.

2 for 6 with 10 into
3 at 7 for 11 of
4 as 8 at 12 of
5 about 9 at

2 6 up 10 up
3 through 7 up 11 out
4 out 8 for 12 through
5 out 9 after

2 would stop 5 were/was
3 will’ll be 6 had
4 would not/ wouldn’t have 7 could go
5 happened 8 need

UNIT 9: Relatives

2 SA: Jack fixed your fridge, didn’t he?
SB: That’s right. The person who fixed my fridge was Jack.

3 SA: Stan tidied your garden, didn’t he?
SB: That’s right. The person who tidied my garden was Stan.

4 SA: Simon bought your bike, didn’t he?
SB: That’s right. The person who bought my bike was Simon.

5 SA: Ruth decorated your living room, didn’t she?
SB: That’s right. The person who decorated my living room was Ruth.

6 SA: Laura did your shopping last week, didn’t she?
SB: That’s right. The person who did my shopping last week was Laura.

4 A pitchfork is a tool which is used to move hay and straw.
5 A hen is a bird which lays eggs.

2 That’s Susan whose brother is in a famous pop group.
3 That’s Terry whose ambition is to walk on Mars.
4 That’s Claire whose exam results were the best in the school.
5 That’s Tom whose birthday is tomorrow.

2 whose A 7 which A
3 which B 8 whose B
4 which A 9 which A
5 who A 10 who A
6 whose B

3 (which/that) 7 (which/that)
4 whose 8 (which/that)
5 who/that 9 (whom/who/that)
6 (which/that)
2 a) which/that they took me on was very boring.
b) they took me on was very boring.
3 a) who/whom/that Emma had lunch with was her client.
b) Emma had lunch with was her client.
4 a) which/that Jenny is looking for belongs to her mother.
b) Jenny is looking for belongs to her mother.
5 a) which/that Todd is playing with is very expensive.
b) Todd is playing with is very expensive.
6 a) which/that Oliver has gone to is very important.
b) Oliver has gone to is very important.
7 a) who/whom/that Rachel went to the park with is her best friend.
b) Rachel went to the park with is her best friend.
8 a) which/that Lydia is looking at is very famous.
b) Lydia is looking at is very famous.

2 them 6 they 10 her
3 he 7 him 11 it
4 it 8 it 12 she
5 it 9 they
2 where 5 where 8 when
3 why 6 why 9 why
4 when 7 where
2 which 6 which 10 who
3 who 7 who 11 why
4 who 8 whose
5 where 9 who
2 who (It can't be omitted.)
3 where (It can't be omitted.)
4 who (It can't be omitted.), whose (It can't be omitted.)
5 when (It can be omitted.)
6 why (It can be omitted.)
7 which (It can be omitted.)
8 where (It can't be omitted.)

2 - a It's very cold today, which is why I'm wearing a jumper.
3 - e They got stuck in a traffic jam, which made them late for work.
4 - b He gave me a present, which was very kind of him.
5 - f I forgot to go to the bank, which meant I couldn't go shopping.
6 - c It rained a lot yesterday, which is why the river burst its banks.
7 - d She sent me an invitation, which is how I knew about the party.

2 which is located 4 that is displayed
3 who are standing

2 who was the school's headmistress for ten years, (NI can't be omitted)
3 which/that (I can be omitted)
4 who (NI can't be omitted)
5 who was in my class at school, (NI can't be omitted)
6 which/that (I can be omitted)
7 which/that (I can be omitted)
8 which/that (I can't be omitted)
9 whose (I can't be omitted)
10 which I like very much, (NI can't be omitted)
11 who/that (I can't be omitted)
12 who/whom I don't know very well, (NI can't be omitted)
13 who/that (I can be omitted)

2 C 4 A 6 A 8 C 10 A
3 B 5 C 7 C 9 B

A 2 who/that — can't be omitted
3 where — can't be omitted
B 1 whose — can't be omitted
2 why/that — can be omitted
3 who/that — can't be omitted
4 when/that — can be omitted
5 when/that — can be omitted
C 1 who/that — can't be omitted
2 which/that — can be omitted
3 where — can't be omitted
4 where — can't be omitted
D 1 when/that — can be omitted
2 which/that — can be omitted
3 whom/who/that — can be omitted
4 which — can't be omitted
5 why/that — can be omitted
6 why/that — can be omitted
7 who/that — can't be omitted
E 1 who — can't be omitted
2 whose — can't be omitted
3 which/that — can't be omitted
4 where — can't be omitted
16 2 ... man whose mother ... 
3 ... ring, which was ...
4 ... father, who is ...
5 ... house where I ...
6 ... book which/that was ...
7 ... teacher, who is ...
8 ... Martin, whose sister ...
9 ... office where the...
10 ... Jane, whose mother ...
11 ... building which/that is ...
12 ... Richmond, where I ...

17 2 where 7 which/that
3 whose 8 which/who(m)/
4 who 9 that
5 who 10 which
6 why/that 10 whose

1 1 That's the man whose dog I look after in the summer.
2 The reason why I'm tired is that I didn't sleep well last night.
3 Tim is someone who/whom/that I've known since I was very young.
4 The moment when/that I realised my mistake I was very embarrassed.
5 The town where Shakespeare was born is called Stratford-upon-Avon.
6 Simon, who lives near me, is learning to play the guitar.
7 Tom, whose party we went to last month, has just bought a speedboat.
8 She's rich. That's (the reason) why she doesn't work.
9 There's the place where Sam's car broke down.
10 That exam, which was very difficult, was written by our teacher.

19 2 a flat that was 6 who babysits
3 where he lived 7 which we went
4 whose parents 8 to/to which we went
5 which explains 9 why/which is (the reason) why
    why/which is (the reason) why 10 whose
gave

20 2 decide on 6 disadvantage of
3 heard of 7 heard from
4 blame ... for 8 heard about
5 blame on

Phrasal Verbs

21 2 put out 6 put forward
3 put on 7 put ... through
4 put ... up 8 put off
5 put on

22 2 C 5 B 8 C 11 C
3 B 6 A 9 A 12 A
4 C 7 C 10 C

Oral Activity
- The maid was the person who/that realised the painting was missing.
- Five o'clock was the time when she entered the dining room.
- An axe was the tool which/that the burglar had used to break in.
- The gloves which/that the burglar had worn were found at the scene of the crime.
- Footprints which/that the burglar had made were found in the garden.

Writing Activity

(Suggested answer)

... The maid was the person who/that realised the painting was missing. Five o'clock was the time when she entered the dining room. An axe was the tool which/that the burglar had used to break in. The gloves which/that the burglar had worn were found at the scene of the crime. Footprints which/that the burglar had made were found in the garden.
UNIT 10: Reported Speech

A
1 said 4 said 6 Tell
2 tell 5 telling 7 told
B
1 told 3 said 5 say
2 said 4 tell
C
1 told 4 said 6 told
2 said 5 said/had 7 said
3 said 8 tell

1 him 4 she, me, her
2 she, her 5 he, me
3 he, his 6 she, her

2 Ann told me (that) she couldn’t/wouldn’t be able to see me that afternoon because she had got a lot to do.
3 She came into the room holding some letters in her hand and said (that) she (had) found them while she was tidying the desk drawers.
4 Fiona said (that) the picture was painted/had been painted by her great-grandfather.
5 Jack said (that) they were/had been good times for his family.
6 Tom said (that) he received/had received a parcel that morning, but he hadn’t opened it yet.
7 Mum told Bob (that) he mustn’t do it again.
8 Mum told/said to me (that) the shoes were worn out and that I had/I’d better throw them away.

4 Tina said (that) she should exercise regularly.
3 They said (that) they had booked the room before they (had) left.
4 Tom said (that) the meal was delicious.
5 She said to her friend/told her friend (that) she had written her/him a letter.
6 They said to us/told us (that) they had decided to spend their holidays in Jordan.
7 Jill said (that) she would go to the bank the following day/the next day.
8 She said to him/told him (that) they had been invited to a wedding.
9 She said to me/told me (that) I must/had to leave early the next day/the following day.
10 Jessie said to me/told me (that) they had gone out for the evening.

11 They said (that) they might visit Joe that night.
12 She said (that) she could/would be able to meet me on Tuesday.
13 Keith said (that) there was a letter for me on the table.
14 Sam said to us/told us (that) we/they wouldn’t be visiting Tom that evening.
15 Eric said (that) they had been talking on the phone for an hour before he (had) interrupted them.
16 Gloria said (that) she hadn’t spoken to Mary since the previous week/the week before.
17 She said (that) they (had) delivered the letters that morning.
18 He said (that) he would like to buy the jumper.
19 He said (that) they weren’t going on holiday that year.
20 Jane said (that) she hadn’t finished her homework yet.
21 Caroline said (that) she was going to bed early that night.
22 I said (that) my mother was coming to visit us.
23 The children said (that) they didn’t want to watch a film that night.
24 His mother said (that) he was playing in the garden at that time/then.
25 She said (that) I must/had to do my homework immediately/then.

2 He said (that) he was seventeen.
3 She said (that) she was typing the report then/ at that time.
4 He said (that) he hadn’t eaten anything all day.

2 He said (that) they were working hard that day.
3 Mary said (that) she had done the things I (had) asked her to do.
4 She said (that) the sun rises/rose in the east.
   It is not necessary to change the tenses because it expresses a law of nature.
5 They said (that) he broke/had broken the window.
6 They said (that) they had never been on holiday abroad.
7 Mum says (that) dinner is ready.
   The tenses do not change because the introductory verb is in the present simple.
8 She said (that) she would start cooking at six o’clock.
9 He said (that) they went/had gone to the supermarket the previous day/the day before.
10 Mrs Jones says (that) her daughter is going to have a baby. The tenses do not change because the introductory verb is in the present simple.
11 Dad (always) says (that) I’m never going to get a job. The tenses do not change because the introductory verb is in the present simple.
12 He said (that) fish live/lived in water. It is not necessary to change the tenses because it expresses a law of nature.
13 They said (that) they went/had gone to the beach the previous weekend/the weekend before.
14 She said (that) she showed/had shown her photographs.
15 Billy said (that) he was working on his project then/at that time.

2 She said (that) she saw Amanda at the cinema./She said (that) she had seen Amanda at the cinema.
3 He said to me/told me (that) they didn’t live there any more.
4 He said (that) Canada is/was a large country.
5 She said to us/told us (that) the Statue of Liberty is/was in America.
6 He said (that) he would help me with my homework.
7 Bill said (that) he would go on holiday if he had enough money.
8 Tom said (that) if he’s free, he’ll call me./Tom said (that) if he was free he’d call me.
9 He said to us/told us (that) we should make a decision.
10 She said (that) I can ask John for advice./She said (that) I would be able to ask John for advice.

6 He asked if/whether I would take the children to school that day.
7 She asked who (had) called me that day.
8 Martha asked when I would decorate the kitchen.
9 I asked who had broken/broke my vase.
10 Father asked if/whether I would help him lift the boxes.
11 She asked her if/whether she could speak a foreign language.
12 We asked where the tourist information centre was.

2 Marion asked them if/whether they could speak English.
3 Marion asked them where they were from.
4 Marion asked them if/whether their hotel was near there.
5 Marion asked them where they wanted to go.
6 Marion asked them if/whether they were looking for Big Ben.
7 Marion asked them if/whether they had been to the British Museum.
8 Marion asked them if/whether they had visited Buckingham Palace.
9 Marion asked them if/whether they liked London.

2 suggested 4 told 3 begged 5 ordered

2 The ballet teacher asked Rachel to lift her leg higher.
3 The ballet teacher told her/Rachel to turn her head a little more.
4 The ballet teacher told her/Rachel not to lean back.

2 The guard ordered the driver to stop.
3 He suggested going for a walk.
4 She begged him not to leave her.
5 Jenny asked Dave to help her with it.
6 She asked him to open the window.
7 Mother suggested going for a drive.
8 She suggested eating then/immediately.

2 boasted 9 promised 3 agreed 10 insisted 4 exclaimed 11 warned/ 5 complained reminded 6 suggested 12 explained/ 7 accused 8 reminded
2 agree — agreed to do the shopping.
3 command/order — commanded/ordered everyone to sit down.
4 ask — asked me if/whether she could borrow my pen.
5 admit/explain — admitted (to) making/ having made the mistake/admitted that she (had) made the mistake/explained that she (had) made the mistake.
6 advise/suggest — advised me to speak to the manager/advised that I spoke/should speak to the manager/suggested speaking to the manager/suggested that I spoke/should speak to the manager.
7 refuse — refused to type the letter for me.
8 promise — promised to take/that he would take me home.
9 order/command — ordered/commanded them to fire at the enemy.
10 threaten/warn — threatened to/that she would send me to my room if I was naughty/warned me that she would send me to my room if I was naughty.
11 deny — denied calling/having called me/denied that she (had) called me.
12 suggest — suggested going for a walk/suggested that we (should) go for a walk.
13 apologise — apologised for breaking/ having broken my glasses.
14 remind/warn — reminded me to pay the bills/reminded me that I shouldn’t forget to pay the bills/reminded me that I should pay the bills/warned me not to forget to pay the bills/warned me that I shouldn’t forget to pay the bills.
15 warn — warned us not to go near the river/warned us that we shouldn’t go near the river.
16 accuse — accused me of breaking/having broken the window.
17 order — ordered the children to be quiet.

Peter complained that he was bored, remarking that the film was terrible.
Linda said that she was going shopping, explaining that she would be back in an hour.
Tina told the boss that Bill wanted to talk to him and that he was waiting outside.
Mother asked the children if they were ready, adding that it was time to go.
Emma said she was going to bed, explaining that she was tired.
I told him/her to wait for me as I was going with him/her.
He told me to open the window because it was hot in there.
She told them to go away, explaining that she wanted to be alone.
Bob asked what time it was, explaining that his watch had stopped.
Sam asked if I was leaving then and went on to say that he would give me a lift.
She apologised for being late, explaining that she had lost her way.
She asked who was there and then she asked him/her to come in.
He asked if I had missed the bus, adding that I was late.
Liz asked if I had an umbrella and added that it was raining.
Ben told Tom that he had joined a gym, adding that he wanted to get fit/Tom asked him which gym he had joined. Ben replied that it was the Star Gym and added that it was close to his house.
George explained that Tim wasn’t there because he was playing football. John asked him where he was playing. George answered that Tim was playing at the school and added that he was going there then.
Eric asked Sonia if she was busy, explaining that he needed some help. Sonia asked him what was wrong. Eric replied that there was a problem with his computer, adding that he couldn’t get it to work.

He suggested going out that night, adding that we hadn’t been out for ages.
He said that he was exhausted, explaining that he had been working hard all week.
She told Tom that he was late and went on to say that she had been about to go home.
He asked me if I was busy because he needed to talk to me.
He asked Jessie if she had had her hair cut and went on to say that it looked great.

2 Jack said, ‘Don’t touch the wire!’
3 ‘Where have you been?’ Tina asked.
4 ‘Basketball is my favourite sport,’ Sam said to me.
5 Rita told me, ‘I have no time to spare.’
6 ‘Did you phone your uncle?’ Mother asked.
7 Sandra said, ‘I don’t want to stay here any longer.’
8 'The children are in the garden,' Dorothy said.
9 'Why did you do that?' Bob asked.
10 Linda said, 'Close the window, please.'
11 Paul said, 'I don't like horror films.'
12 They asked, 'Where are you going?'
13 'We're lost,' they said to me.

(Suggested answers)
2 Joe said that they wouldn't get the results until the following week.
3 Tania admitted that she would be very disappointed if she failed.
4 Meg explained that she had done a lot of revision.
5 Ben suggested talking about something else.
6 Joe asked if anyone wanted to go to the cinema with him that afternoon.
7 Tania remarked that her roommate was having a party that weekend, adding that they were all invited.
8 Meg said that she'd love to go to the party, and added that she could count her in.

(Suggested answer)
Be at work on time, please. This client is going to stay for a week. He owns several large companies and he is the most important client we have ever had.'

(Suggested answers)
2 invited me to his party.
3 asked me to help him with his homework.
4 told her mum that she didn't need to cook for her that night.
5 asked Sarah if she could close the door.
6 told Mark she would call him back later.

(Suggested answers)
2 'Please phone me later this evening,' he asked her.
3 He asked her where she was going in such a hurry.
4 'Please, please don't tell anyone what I did,' Sue begged her friend.
5 Mum asked us if we were ready to go to school.
6 Tom said, 'I'm nervous because I've never been on a plane before.'
7 Jane asked Toby to pass her the newspaper.
8 John said, 'How about going to Italy on holiday?'
9 Jack suggested going for a picnic the following day.

2 suggested that they/we (should) buy
3 accused Mike of eating/having eaten
4 admitted (to) borrowing/admitted to having borrowed/admitted that he had borrowed
5 reminded me to lock
6 denied leaving/having left/denied that she had left
7 suggested meeting
8 refused to do my homework
9 insisted on/my/me going
10 apologised for breaking/having broken
11 invited me (to go)
12 exclaimed that it was
13 complained of feeling/told me she was feeling
14 promised to visit her

(Suggested answers)
2 'You must stay for dinner,' we said to them.
3 'I'm sorry I forgot your birthday,' she said to me.
4 'You stole my wallet,' he said to her.
5 'Yes, I'll help you organise the party,' he said to me.
6 'Stay away from the water,' they said to the children/told the children.
7 'I promise I'll write every week,' she said.
8 'I'll tell the teacher if you misbehave,' he said.
9 'You should study hard for the exam,' I said to him./'I advise you to study hard for the exam,' I said to him.
10 'Let's go for a walk,' she said./'We could go for a walk,' she said./'We can go for a walk, if you like,' she said./'Shall we go for a walk,' she said./'How about going for a walk?' she said.
11 'It wasn't my fault,' he said/explained.
12 'No, we didn't open your letters,' they said to me.
13 'Shall I help you with the housework?' she said to me.
14 'You're always tired,' he said to her.
15 'Would you like to come to our party?' they said to me.
16 'I'll call the police if you do it again,' she said.

Prepositions
2 with 5 from 8 to 11 of
3 to 6 by 9 into 12 to
4 to 7 of 10 with
**Phrasal Verbs**

2 down 5 down
3 up against 6 across
4 out 7 away

2 am still cooking/still have not/haven't finished cooking
3 first time he has/s
4 since you left
5 had finished before they went/before going
6 is too sweet
7 was made to tidy
8 can talk/may talk/is allowed to talk during
9 in spite of (his) being
10 as a result, (I) was
11 unless you wear
12 had’d better do your homework
13 wish I was/were
14 who I met
15 which I bought

2 The table was covered with a cloth.
3 Who was the book written by?
4 She is said to be very clever./It is said that she is very clever.
5 The car was sold by Martin.
6 Cathy wants to be liked.
7 It is expected that the letter will arrive soon./The letter is expected to arrive soon.
8 Were those decorations made by Andy?
9 It is said that Julie was given a ring by Rick./Julie is said to have been given a ring by Rick./It is said that a ring was given to Julie by Rick./A ring is said to have been given to Julie by Rick.
10 The children were read a story by Sheila.
11 The pie was eaten by Dora.
12 Who was the fence painted by?
13 It is thought that he left/has left the country./He is thought to have left the country.

14 I have been bought a bicycle.
15 I don’t like being asked questions.

1 s/has 4 its 7 being
2 was 5 if 8 of
3 not 6 to

**Oral Activity**

(Suggested answer)

The mayor asked one of the pupils if they had ever done anything like it before.
The pupil answered that it was the first time.
The mayor asked one of the pupils if they did anything else to take care of the environment.
The pupil answered that he tried to recycle as many things as possible.
The mayor asked one of the pupils if they would do it again in the future.
The pupil agreed and added that they were planning to do it again the following month/next month.

**Writing Activity**

(Suggested answer)

... that the beach was very dirty and children couldn’t play there. He asked another pupil if they had ever done anything like it before. The pupil answered that it was the first time. Then, he asked another pupil if he did anything else to take care of the environment. The pupil replied that he tried to recycle as many things as possible. Finally, he asked one of the pupils if they would do it again in the future. The pupil agreed and added that they were planning to do it again next month.

**UNIT 11: Have Something Done**

1 I know. I’m getting them cleaned tomorrow.
2 I know. I’m getting it painted tomorrow.
3 I know. I’m getting it typed tomorrow.
4 I know. I’m getting it serviced tomorrow.
5 I know. I’m getting it serviced tomorrow.

2 Tara had her bag stolen in a restaurant.
3 Little Jenny had her hair pulled at school.
4 Steve had his downstairs window smashed by a falling tree.
5 My uncle had his garage broken into by car thieves.

2 b 4 a 6 b 8 b
3 b 5 a 7 a
2 They should have central heating installed.
3 He’s going to have the/some songs recorded.
4 She’s having her hair cut.
5 She’s had a special cake made (by the baker).
6 They should have had them/their windows cleaned.
7 She has her shoes made by hand (especially for her).
8 He has had his washing machine repaired (by the plumber).
9 He had his arm X-rayed.

2 Sarah/She will have her/the new fridge delivered tomorrow.
3 Tim/He had his car serviced last week.
4 Mrs Scott/She had the/her cat examined (by the vet) yesterday.
5 Paul/He will have his house painted next weekend.
6 Mr Brown/He has just had his book published.
7 Becky/She has had her hair done every week.
8 Edward/He had his dinner cooked (by his mother) yesterday.
9 Jane/She is going to have her living room redecorated next month.
10 I have my eyes tested by the optician.

Prepositions
2 with, for 6 to 10 to
3 of 7 about 11 with
4 of 8 by/with 12 of
5 of 9 of

Phrasal Verbs
2 fell through 5 fell for
3 fall for 6 fall in with
4 falling out

Oral Activity
- They have had a pond made.
- They have had the shed fixed.
- They have had the fence repaired.
- They have had some trees and flowers planted.
- They have had a path laid.

Writing Activity
(Suggested answer)
... we had a pond made. After that, we had the old shed fixed and we also had the fence repaired. We also had some trees and flowers planted and a lovely garden path laid. You will have to come and visit soon to see all the changes. I’m looking forward to seeing you.

With love
Susan

UNIT 12: Nouns - Articles

1 an 5 a 8 a
2 some 6 some 9 some
3 a 7 an

2 2 bowl of 8 loaf of
3 3 tin of 9 piece of
4 4 can of 10 carton of
5 5 packet of 11 slice of
6 6 glass of 12 cup of
7 7 bottle of
2 a stepmothers 8 teapots
3 b fathers-in-law 9 mice
4 safe 10 brushes
5 c workbooks 11 parking spaces
6 d sisters-in-law 12 watches
7 e dictionaries

2 some 5 a 8 –
3 – 6 some 9 a
4 a 7 – 10 an

2 a 5 are 8 do
3 is 6 were 9 are
4 is 7 are 10 were

2 are 8 is 14 is
3 are 9 are 15 is
4 are 10 are 16 are
5 are 11 is 17 are
6 is 12 are, are 18 is
7 is 13 is 19 are

2 an 5 an 8 a
3 a 6 a 9 an
4 a 7 an 10 a

1 a 3 some, a 5 an, an
2 some, an 4 an 6 a, a

2 one 5 a 8 one
3 an 6 One
4 ones 7 a, one

2 a 5 some 8 a
3 a 6 an 9 some
4 some 7 a

A 2 one B 1 One C 1 a
3 a 2 a 2 one
4 a 3 a 3 a

2 An 2 one 2 a
3 a 3 a 3 an
4 a 4 a 4 one
5 one
6 an

(Ss’ own answers)

2 a was washed by the hairdresser.
3 a were bought for Paul by his mother.
4 a is caught by many children.
5 a I was given by them was very good.
6 a was paid for the table.
7 a is studied by all children at school.
8 a in London today is reported to be fine.
9 a were called when the burglary was discovered.
10 a was shown to us before we booked it.
11 a they gave us was very good.
12 a is done in this laboratory.
13 a was taken to their rooms by the porter.
14 a are the scissors kept?
15 a was directed past the accident by the policeman.

2 a the Indians 6 a the Egyptians
3 a the Brazilians 7 a the Spanish/the Spaniards
4 a the Japanese 8 a the Scots/the Saudi Arabians
5 a the Saudis/the
8 a the Scots/the Scottish

2 a the 8 – 14 a the 20 the
3 a the 9 – 15 a the 21 –
4 a The 10 The 16 a the 22 The
5 a the 11 – 17 a the 23 the
6 a the 12 the 18 – 24 –
7 – 13 – 19 a The 25 the

2 a the homeless 7 a the young
3 a the unemployed 8 a The blind
4 a the sick 9 a the elderly
5 a the rich 10 a the disabled
6 a the injured

2 a 4 the 6 – 8 a
3 – 5 the 7 –

2 a 6 the 10 a the 14 the
3 – 7 a 11 a 15 an
4 a 8 an 12 a the 16 –
5 a 9 a 13 a the 17 a
Prepositions

2 for 5 to 8 in 11 of
3 to 6 in 9 of 12 for
4 with 7 on 10 for

Phrasal Verbs

2 out/off 4 out/off 6 aside
3 out 5 up 7 back

Oral Activity

- Hans tasted some Swiss cheese.
- Hans bought some Swiss chocolate.
- Hans looked around Chilton Castle on Lake Geneva.
- Hans took some photos of the Bernese Alps.
- Hans bought an antique clock.

Writing Activity

(Suggested answer)

...and I tasted some Swiss cheese. I bought some Swiss chocolate and I took some photos of the Bernese Alps. I looked around Chilton Castle on Lake Geneva, and I bought an antique clock.

I would definitely recommend Switzerland for a wonderful holiday!

Yours,
Hans
Revision 3 (Units 1 - 12)

2 B 9 B 16 B 23 B 30 A
3 C 10 C 17 C 24 C 31 A
4 A 11 C 18 C 25 A 32 C
5 B 12 A 19 A 26 A 33 A
6 A 13 A 20 B 27 C 34 B
7 A 14 C 21 A 28 B 35 C
8 C 15 A 22 C 29 B

2 They were having a cassette recorded.
3 I have had the telephone number changed.
4 You will have the clothes ironed.
5 She has had her hair cut.
6 We have the meals prepared.
7 You must have the report written today.
8 I was having my contract checked.

2 with
3 on
4 in
5 into
6 off
7 through
8 out
9 down

2 didn’t need to
3 can’t
4 could
5 was able to
6 didn’t need to
7 was able to
8 could
9 can’t
10 needn’t

UNIT 13: Adjectives - Adverbs - Comparisons

1 strong 7 loud
3 long 8 old
4 tired 9 comfortable
5 narrow 10 warm
6 bright 11 hot

2 a lovely rectangular brass picture frame
3 two pretty white porcelain statues
4 some valuable old English books
5 an interesting antique clock
6 a traditional wooden rocking chair
7 a small blue glass dish
8 an old English wooden desk
9 a lovely oval china plate

1 -ly:
quietly, quickly, hopefully

Consonant + -i-:
easily, noisily, lazily,

-ly:
happily, prettily

-ic -ally:
dramatically, systematically, energetically

2 slowly (adverb)
3 difficult (adjective)
4 always (adverb)
tidy (adjective)
5 extensively (adverb)
6 happily (adverb)
7 angry (adjective)
8 Sad (adjective)
9 quietly (adverb)
10 easy (adjective)
2. Fiona has been making cakes with her mum all morning. All morning, Fiona has been making cakes with her mum.
3. They have been talking quietly in the office for an hour.
4. She read the paper carefully on the train. She carefully read the paper on the train.
5. I bought some bread in the supermarket today. Today, I bought some bread in the supermarket.
6. James has been playing on his computer in his room all evening. All evening, James has been playing on his computer in his room.
7. They arrived safely.
8. She ran out of the house quickly after dinner. She quickly ran out of the house after dinner. After dinner, she ran quickly out of the house.
9. He then knew he had made the right choice. Then, he knew he had made the right choice. He knew then he had made the right choice.
10. His plan was absolutely brilliant.
11. She was totally confused.

2. Wood is heavier than cotton. Iron is the heaviest of all.
3. Silver is more expensive than bronze. Gold is the most expensive of all.
4. A car is faster than a bicycle. A train is the fastest of all.

2. harder
3. more quietly
4. more peacefully
5. earlier
6. more satisfactorily

2. more slowly
3. sweeter
4. more convenient

2. more slowly
3. more quietly
4. more peacefully
5. earlier
6. more satisfactorily

2. taster than
3. the hottest
4. prettier than, the prettiest
5. longer than
6. the best
7. the most beautiful
8. the highest
9. older than
10. the most expensive

2. the best
3. the most intelligent
4. nicer than
5. more popular than

2. taller and taller
3. hotter and hotter
4. harder and harder

2. The harder ... the more
3. The higher ... the more
4. The more ... the fatter
5. The newer ... the more valuable
6. The darker ... the more scared

(Suggested answer)
The goldfish is the least noisy of all. The goldfish is the quietest of all. The cat is less quiet than the goldfish. The dog is the least quiet of all. The dog is the most expensive to buy/look after. The cat is less expensive than the dog to buy/look after.
The goldfish is the least expensive of all to buy/look after.
The goldfish is the cheapest of all to buy/look after.
The cat is cheaper than the dog to buy/look after.
The dog is the least cheap of all to buy/look after.
The dog is the most playful of all.
The cat is more playful than the goldfish.
The goldfish is the least playful of all.
The dog is the messiest of all.
The cat is not as messy as the dog.
The goldfish is the least messy of all.
The dog is the most obedient of all.
The cat is not as obedient as the dog.
The goldfish is the least obedient of all.
The goldfish is the easiest of all to look after.
The cat is easier to look after than the dog.
The dog is the least easy of all to look after.
The dog is the most loyal of all.
The cat is more loyal than the goldfish.
The goldfish is the least loyal of all.

20
2 the most expensive 8 quieter
3 nicer 9 the friendliest/the most friendly
4 smaller 10 more colourful
5 more spacious 11 more convenient
6 less 12 the best
7 the most peaceful

21
1 very 5 the 9 much
2 most 6 than 10 a
3 by 7 the
4 more 8 far

22
2 the more tired 6 less quietly than
3 is not/isn’t as/as 7 the fastest
weary as 8 the darker
4 the most 9 as many cakes as
5 beautiful music 10 the prettiest child
6 in a polite way/manner

23
2 to 7 about/of
3 to ... about 8 with
4 at/by 9 for
5 to ... from/against 10 of
6 of 11 on
12 of

24
2 stands for 4 stood in for
3 will ... stand by 5 stand up

25
2 C 5 C 8 A 11 B
3 A 6 A 9 A 12 C
4 B 7 B 10 C

Oral Activity
S3: Internationale is the thickest of all.
S4: Woman’s World is the thinnest of all.
S5: Internationale is the oldest of all.
S6: Internationale is more popular than Modern Woman.
S7: Woman’s World is the most popular of all.

Writing Activity
(Suggested answer)
... as it costs £2.50, while Modern Woman costs only £1.50. However, Internationale is also the oldest of all, as it started in 1960, and is more popular than Modern Woman with sales figures of around 8 million per issue compared with Modern Woman’s 7 million. However, Woman’s World is the most popular of all with sales figures of around 9 million per issue. Woman’s World is the thinnest of all, with only 55 pages and Internationale is the thickest of all with a staggering 200 per issue.

UNIT 14: Pronouns - Possessives - Demonstratives - Quantifiers

1
1 it, They, it
2 she, it, She, it
3 they, him, He, them
4 she, him, She, he
5 I/we, it, I/we, it
6 He, it, He, it

2
2 it, it
3 There, it
4 It
5 There

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2. It is two hours' drive to the airport.
3. They will get their exam results in six weeks' time.
5. I received the letter in yesterday's post.
6. It's autumn. The leaves of the tree are falling off.
7. Graham never listens to his doctor's advice.
8. Are you going to Jane and Paula's party?
9. He has never done a hard day's work in his life.
10. At the moment I'm staying with a friend of mine.
11. I think I'll order today's special.
12. The man knocked on the door of the house.
13. The ticket inspector looked at the people's tickets.
14. Mrs Jones' and Miss Smith's cars are being serviced.
15. This month's target is two million sales.

2. SA: Did Susan paint that picture for Lee?
   SB: No, she painted it for herself.
3. SA: Did Mum and Dad book these tickets for us?
   SB: No, they booked them for themselves.
4. SA: Is John making that table for you?
   SB: No, he's making it for himself.
5. SA: Did you find a dress for Jackie?
   SB: No, but I found one for myself.

2. herself
3. myself
4. ourselves
5. each other/one another
6. themselves
7. each other/one another
8. itself
9. yourself
10. yourselves
11. each other/one another
12. each other/one another
13. himself
14. yourself
15. each other/one another

2. that
3. these
4. This
5. those
6. That

2. SA: Did you get any vegetables?
   SB: No, I didn't. Will you get some for me?
3. SA: Did you get any fruit?
   SB: No, I didn't. Will you get some for me?
4. SA: Did you get any envelopes?
   SB: No, I didn't. Will you get some for me?
5. SA: Did you get any stamps?
   SB: No, I didn't. Will you get some for me?
6. SA: Did you get any coffee?
   SB: No, I didn't. Will you get some for me?
7. SA: Did you get any milk?
   SB: No, I didn't. Will you get some for me?
8. SA: Did you get any strawberries?
   SB: No, I didn't. Will you get some for me?

- SA: Is there any food on the table?
  SB: No, there isn't any.
- SA: Are there any flowers in the vase?
  SB: Yes, there are some.
2. something 8. any
3. somewhere 9. no
4. nothing 10. something
5. anywhere 11. nothing
6. no one 12. anything
7. some

2. someone/somebody 7. anything
3. no 8. nowhere
4. somewhere 9. any
5. anywhere 10. no one/nobody
6. something 11. anyone/anybody
7. some

2. Anyone/Anybody 5. any
3. anything 6. anywhere
4. Any 7. Anyone/Anybody

3. SA: Who's watching TV at the moment?
SB: Everyone is watching TV at the moment.
4. SA: Who's taking the exam today?
SB: Everyone is taking the exam today.
5. SA: What needs to be typed?
SB: Everything needs to be typed.
6. SA: Who's coming to dinner tomorrow?
SB: Everyone's coming to dinner tomorrow.
7. SA: What's the matter with Anne?
SB: Everything is the matter with Anne.
8. SA: What must be cleaned?
SB: Everything must be cleaned.

2. Everyone/Everybody is enjoying
3. everyone/everybody is smiling
4. every ... visits
5. Everything went
6. everyone/everybody is waiting
7. everywhere was
6 Well, you could paint either. / Well, you could paint both.
7 Well, we could have either. / Well, we could have both.
8 Well, you could get either. / Well, you could get both.

3 Neither  4 Neither
               5 neither

2 none  6 all  10 none
3 both   7 Neither 11 both
4 either  8 both  12 all
5 all    9 all   13 either

2 B  3 A  4 A  5 A  6 C

2 Both Marion and Linda like swimming.
3 Neither Carol nor Anne goes to the gym.
4 Both Fiona and Angela have got curly hair.
5 Either John or I will go to the shop.
6 Either Claire or Simon is going to pick the children up.
7 Neither Colin nor Jane knows how to drive.
8 Either my sister or my father is making dinner.
9 Both Ben and Adam want to buy a bicycle.
10 Either Sam or Paul cut the grass.
11 Either Mary or I am going to take the dog for a walk.

2 us, we  8 mine
3 theirs  9 themselves
4 its     10 she
5 hers    11 myself
6 yours   12 yours
7 him     13 he

2 much/any  6 a lot/lots
3 some/a little  7 many
4 a few  8 anything
5 something  9 nothing

Prepositions

2 about  5 of  8 of
3 for  6 towards  9 on
4 between  7 of  10 of

Phrasal Verbs

2 down  5 off  8 away
3 up  6 over
4 after  7 off

3 C  4 B  6 C  8 B
3 A  5 A  7 A  9 A

2 Mr Brown has had his house decorated recently.
3 Simon is having his book published next month.
4 Cindy had her kitchen window broken in the storm.
5 Mrs Andrews is having her car repaired at the moment.
6 Daniel will have his new CD released soon.
7 Celia has her flat cleaned every week by Mrs O'Donnell.
8 Anna had her purse stolen while she was shopping.

Oral Activity

- Both of the houses have large gardens. / Both Oak Cottage and Ivy House have large gardens.
- Neither of the houses has a garage. / Neither Oak Cottage nor Ivy House has a garage.
- Both of the houses have four bedrooms. / Both Oak Cottage and Ivy House have four bedrooms.
- Neither of the houses is/are on a main road. / Neither Oak Cottage nor Ivy House is on a main road.
- Both of the houses have real fireplaces. / Both Oak Cottage and Ivy House have real fireplaces.

Writing Activity

(Suggested answer)

... have large gardens, although neither of them has a garage. Both houses also have four bedrooms and real fireplaces. What is more, neither of the two houses is on a main road.
UNIT 15: Questions and Answers

2 Do they live in London? Yes, they do.
3 Can she play the piano? No, she can’t.
4 Does the film start at nine o’clock? Yes, it does.
5 Did you/I have an English lesson last night? Yes, I/you did.
6 Has she got blue eyes? Yes, she has.
7 Did we/they want to go to the beach? No, we/they didn’t.
8 Should he follow the doctor’s advice? Yes, he should.

2 Didn’t Claire invite you to her party?
3 Don’t you enjoy watching horror films?
4 Haven’t you finished your homework yet?
5 Can’t she go to town on her own?
6 Doesn’t he know where we live?
7 Hasn’t Sue done the shopping for you?
8 Didn’t he give you any details?

2 Where
3 Who
4 How often
5 When
6 how many

2 When
3 Where
4 How long
5 Whose
6 How often
7 What

2 Which
3 How
4 How
5 What
6 How many
7 Why
8 How much

2 How much does a mature male tiger weigh?
3 What colour are tigers?
4 Where do tigers live?
5 Which/What types of tiger are extinct?
6 Which/What animals do tigers eat? / What do tigers eat?
7 When can tigers produce young?
8 How many cubs do tigers have at a time?
9 How long do tigers live?
10 Why are tigers hunted? / What are tigers hunted for?
11 What are her hobbies?
12 Why does Jean think (that) this hobby is good / cooking is a good hobby?

3 What is Rachel writing?
4 Who is writing a letter?
5 Who likes this car?
6 What does Brian like? / Which car does Brian like?
7 What did Dad break?
8 Who broke the window?
9 Who will make a birthday cake?
10 What will Mother make?
11 Who is going to bake some biscuits?
12 What is Robin going to bake?

2 What is James listening to?
3 What is Sharon waiting for?
4 What were the boys talking about?
5 Who has she got a letter from?
6 What is Martin thinking about?
7 Who does this jacket belong to?
8 Who was Pauline married to?

2 a) wrote four / the letters
   b) letters did Steven write
3 a) is going to wash the car
   b) is Teresa going to wash
4 a) visited John in hospital yesterday
   b) did Kate visit in hospital yesterday
5 a) (new) CD has David taken
   b) has taken Frank’s new CD
6 a) is going to the cinema tonight
   b) is Alice going tonight

2 why there are no buses today?
3 who won the star prize?
4 if / whether the window cleaner came today?
5 how much this vase costs?
6. How they know the results already?
7. What the time is?/What time it is?
8. If/whether the shops are open tomorrow?

2. Do you know/Can/Could you tell me/Have you any idea what time it starts?
3. Do you know/Can/Could you tell me/Have you any idea how much the tickets are/cost?
4. Do you know/Can/Could you tell me/Have you any idea if/whether I can collect the tickets later?

2. No, I'm afraid not.
3. Yes, I believe so.
4. No, I don't think so./I think not.
5. Yes, I expect so.
6. Yes, I suppose so.
7. No, I suppose not/I don't suppose so.
8. Yes, I hope so.

1. Did you, didn't I?
2. Don't you, have you?
3. Will you, haven't I, didn't I?
4. Will you, won't she?
5. Isn't she, she is?
6. Haven't you, I have?
7. Does she, she doesn't?
8. Didn't they, they did?
9. Isn't it, it is?
10. Haven't they, they haven't?
11. Does she, she doesn't?
12. Hasn't it, it was?
13. Hasn't she, she has?
14. Doesn't she, she does?
15. Isn't there, there isn't?
16. Isn't she, she has?
17. Hasn't she, she hasn't?
18. Didn't they, they didn't?
19. He, he doesn't?
20. I, I didn't?


**Phrasal Verbs**

2. Turned up 6. Turns up
3. Turn ... down 7. Turned ... up
4. Turns out 8. Turn down
5. Turned on

2. Does not/doesn't pass, will she do
3. Found, would you spend
4. Had not/hadn't met
5. Shall/will we say, asks
6. Were not/weren't working, would you do
7. Had not/hadn't stopped
8. Worked, would want

**Oral Activity**

2. SA: Which/What subject did you study?
   SB: I studied Mathematics.
3. SA: How long did your/the course last?
   SB: It lasted for three years.
4. SA: How many companies have you worked for?
   SB: I have worked for two companies.
5. SA: How did you hear about this job?
   SB: I saw an advertisement in the newspaper.
6. SA: Why do you want to work here?
   SB: Because I have heard good things about the company.
7. SA: How much do you expect to be paid?
   SB: I expect to be paid about £20,000 a year.
8. SA: When would/will you be able to start?
   SB: I would/will be able to start next month.

**Writing Activity**

(Suggested answers)

Mrs P: Can you drive a car?
Miss L: Yes, I can.

Mrs P: Can you speak any foreign languages?
Miss L: Yes, I can speak French and German.

Mrs P: Can you use a computer?
Miss L: Yes, I can.

Mrs P: Where do you live?
Miss L: I live very near to this office.

Mrs P: What do you enjoy doing in your spare time?
Miss L: I enjoy reading and going out with friends.

Mrs P: Do you work well under pressure?
Miss L: Yes, I think I work very well under pressure.

**Prepositions**

2. To, for 5. Into 8. About
4. With 7. Of

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UNIT 16: Prepositions - Linking Words

1. 2 at 7 at 12 on 17 at
   3 at 8 in 13 at/in 18 in
   4 at 9 at 14 on 19 in
   5 on 10 in 15 at
   6 at 11 in 16 on

2. 2 in the library 5 at the police station
   3 at the theatre 6 in the park

3. 2 on, between 7 among
   3 round 8 towards
   4 up 9 behind
   5 under 10 on
   6 in

4. 2 past 6 towards 10 onto
   3 across 7 through 11 round
   4 down 8 round 12 into
   5 in 9 out of

5. 2 at 5 on 8 on, at
   3 in 6 on
   4 on 7 on

6. 2 over 6 Opposite
   3 In front of 7 next to
   4 on 8 in
   5 under

7. 2 from ... to 7 above
   3 along 8 against
   4 across 9 outside
   5 out of 10 past
   6 below

8. 2 in, above 7 behind
   3 on 8 on
   4 under 9 near
   5 in front of 10 through
   6 at

9. A 2 through 3 inside
    B 1 to 2 next to/by/beside/at 3 on
    C 1 on/in 2 round 3 through
    D 1 under 2 into/in 3 between
    E 1 at 2 in/inside 3 above/over 4 on

10. 2 off 4 through 6 in
    3 next to 5 opposite

11. 2 on my birthday 8 In the 60’s
    3 in the morning 9 at lunchtime
    4 At Easter 10 in ten minutes
    5 in 1066 11 In prehistoric times
    6 at the weekend 12 at the moment

12. 2 on 7 –
    3 in 8 from ... to/till/until
    4 – 9 in
    5 in 10 on
    6 in

13. 2 at 5 across 8 on
    3 to 6 in
    4 under 7 near

14. 2 A 4 B 6 C 8 A
    3 C 5 A 7 C

15. 2 over 4 past 6 out of
    3 towards 5 through 7 to

16. 2 A 4 C 6 C 8 A 10 B
    3 B 5 A 7 B 9 A

17. 2 so 8 In conclusion
    3 However 9 but
    4 in order to 10 as long as
    5 Although 11 while
    6 when 12 apart from
    7 such as

18. 2 He put on his coat, then (he) went outside.
    3 She started to make the dinner as soon as he got home. As soon as he got home, he started to make the dinner.
    4 They had lunch. After that, they watched television.
    5 Susie is very beautiful. What is more, she is extremely intelligent.
6 Although Mark missed the bus, he got to work on time./Mark got to work on time although he missed the bus.
7 It was cold, so we lit a fire.
8 Jane works very hard, whereas Carol is lazy.
9 He went to the doctor’s because he had the flu./Because he had the flu, he went to the doctor’s.
10 I like Martin. However, he can be annoying at times.

2 who 6 due to
3 and 7 so
4 In addition 8 then
5 However

2 We decided to go to the beach because it was a lovely day./Because it was a lovely day, we decided to go to the beach.
3 I went to work today, even though I felt ill./Even though I felt ill, I went to work today.
4 Many people own computers these days since they are very useful machines.
5 Ice hockey is an exciting sport. On the other hand, it can be very dangerous.
6 Dogs can be obedient pets. For example, they come to you when you call them.

2 She is very friendly as well as (being) kind./She is very friendly. Furthermore she is kind.
3 Tom is studying hard because/as he has to take his exams next week./Because/As Tom has to take his exams next week, he is studying hard./Tom has to take his exams next week, so he is studying hard.
4 They were wearing T-shirts even though/although it was cold outside./Even though/Although it was cold outside, they were wearing T-shirts.
5 It was raining, so I took my umbrella with me./I took an umbrella with me because/as it was raining./Because/As it was raining, I took an umbrella with me.
6 Our new house is big. Furthermore, it is very beautiful./As well as being big, our new house is very beautiful./Our new house is big as well as (being) very beautiful.
7 He put the kettle on as/because he wanted a cup of tea./He wanted a cup of tea, so he put the kettle on.

8 Although/Even though she has a lot of problems, she is always cheerful./She is always cheerful even though she has a lot of problems.

A 2 Furthermore 4 Finally
3 so 5 whereas

B 1 To begin with 4 due to
2 As a result 5 To sum up
3 Moreover 6 apart from
C 1 Because of 3 Although
2 In addition 4 since

2 I’ll help you so long as I have enough time.
3 They were tired due to the fact that they had been working hard all day.
4 Don’t open the oven door until the cake is cooked.
5 At last, they reached the top of the mountain.
6 They all enjoyed the party apart from Alice, who had a headache.
7 In short, the day was a huge success.
8 That’s the book that you gave me for my birthday.
9 Jim is very generous. For instance, he often gives his family presents.
10 I got some money from the bank in order that I could pay the bills.

A 2 so
3 Moreover/In addition (to this/that)/What is more/Also/Furthermore/Besides this/that/As well as this/that
4 as/because/since/due to the fact that
5 Finally/Lastly

B 1 Firstly/First (of all)/To start/begin with
2 Secondly/Second/Besides this/that/Moreover/What is more/In addition to
3 as/because/since/due to the fact that
4 On the other hand/However
5 so as to/to/in order to
Prepositions

2 for 5 with 8 at/by
3 from 6 with 9 for
4 to 7 with 10 to

Phrasal Verbs

2 for 4 out 6 over
3 off 5 in

Revision 4 (Units 1 - 16)

2 for 5 to 8 with
3 into 6 of 9 of
4 about 7 of 10 for

2 How long have we/you been waiting?
3 Where are Paul and Tom going?
4 How old is the baby?
5 Where have the Browns been?
6 Where is Sally?
7 What does Jack do on Sunday afternoons?
8 When does Dad listen to the radio?

2 isn’t as/so happy 7 wish I had
3 as/so many friends 8 the soonest
4 as/so many friends 9 the taller
5 as/so happy 10 in case it
6 as/so happy 11 first time he’s
7 as/so happy 12 have not been
8 as/so many friends 13 to be washed
9 as/so many friends 14 too long for me
Progress Test 1 (Units 1 - 2)

1 A 5 B 9 A 13 C 17 B
2 B 6 C 10 B 14 C 18 A
3 A 7 B 11 A 15 C 19 C
4 C 8 C 12 B 16 A

20 the first time she has/’s
21 is it since you
22 story I have/’ve ever
23 time I ate fish
24 ago did he start
25 has been learning Japanese
26 are still playing
27 had arrived before we started
28 since you saw

29 often go
30 practises
31 were playing
32 took
33 is opening/is going to open/will open
34 had already started
35 have been driving
36 had been standing
37 are showing
38 is seldom
39 is repairing
40 have just moved

Progress Test 2 (Units 3 - 4)

1 C 4 A 7 A 10 C 13 C
2 A 5 C 8 B 11 B 14 A
3 B 6 B 9 C 12 B

15 to open
16 to play
17 listen
18 going
19 Walking
20 to buy
21 going
22 phone
23 complaining

24 to find
25 to put
26 shopping
27 to speak
28 having
29 to build
30 have
31 to be
32 to start

33 dangerous to play
34 is not/isn’t big enough
35 too difficult for me
36 were made to tidy
37 is allowed to talk
38 to be tidied
39 useful to save
40 were made to do
Progress Test 3 (Units 5 - 6)

1. C 5 A 9 B 13 A 17 C
2. B 6 C 10 B 14 A 18 B
3. A 7 C 11 B 15 C 19 B
4. A 8 C 12 B 16 C

20. Was this picture painted by Molly?
21. That house wasn’t bought by them.
22. All of these cakes have been made by Sophie.
23. Must those letters be written tonight?
24. I felt as though I was being watched.
25. Were you sent a parcel? Was a parcel sent to you?
26. It is said that he is very rich. He is said to be very rich.
27. The garden won’t be tidied this afternoon.
28. Mike had been bought a present by Cathy. A present had been bought for Mike by Cathy.
29. Has the grass been cut yet?
30. mustn’t open 31. may have gone 32. was elected 33. was written by 34. should go to bed 35. will be fired 36. doesn’t like being
37. could have left early 38. were lost 39. don’t have to work 40. was covered with

Progress Test 4 (Units 7 - 8)

1. C 4 A 7 B 10 B 13 A
2. B 5 C 8 C 11 C 14 B
3. A 6 B 9 A 12 A

15. by the time 16. during 17. as soon as 18. to 19. in order not to 20. in case 21. until 22. by 23. to 24. as 25. so as not to 26. before 27. so that 28. for 29. unless 30. providing

31. She got up early since it was a beautiful day. Since it was a beautiful day, she got up early.
32. If I were you, I would ask for some help. I would ask for some help if I were you.
33. She laughed as the joke was funny. As the joke was funny, she laughed.
34. He didn’t make friends easily as he was shy. As he was shy, he didn’t make friends easily.
35. I’ll get the bus home unless you call me. Unless you call me, I’ll get the bus home.
36. They stayed indoors because it was very cold. Because it was very cold, they stayed indoors.
37. The reason why he didn’t have time for breakfast was that he was late.
38. He couldn’t go to work, due to the fact that he was ill. Due to the fact that he was ill, he couldn’t go to work.
39. If he hadn’t been late, he would have heard the news. He would have heard the news if he hadn’t been late.
40. The reason for her going to bed early was that she was tired. The fact that she was tired was the reason for her going to bed early.
Progress Test 5 (Units 9 - 10)

1. C 5 B 9 B 13 C 17 B
2. A 6 C 10 C 14 C 18 A
3. A 7 B 11 B 15 A 19 C
4. C 8 C 12 B 16 A 20 A

21. Mike told me (that) he was going to a party that night.
22. Chris asked Terry if/whether he was busy then.
23. The teacher told John to put his hand down.
24. The police officer ordered them not to move.
25. Gillian suggested going for a walk./that they should go for a walk.
26. Alison asked the girl to give her the box.
27. Barbara told us (that) she had booked a table at the restaurant.
28. The old woman asked her why she was hiding.
29. Lisa suggested going out that night.
30. He begged them to let him go.
31. complained to her of feeling
32. woman who sold me
33. threatened to punish me
34. the city where he was
35. accused her sister of taking
36. whose parents run
37. reminded me to take
38. which explains why he is
39. suggested going
40. the book that

Progress Test 6 (Units 11 - 12)

1. B 4 C 7 C 10 C 13 A
2. A 5 C 8 C 11 B 14 A
3. B 6 B 9 B 12 B 15 C

16. is 21. are 26. a
17. are 22. the 27. The
18. are 23. are 28. an
19. – 24. are 29. –
20. are 25. – 30. The

31. Jim has had his dog treated for fleas.
32. Sarah has had her clothes mended.
33. Helen will have her wedding dress made by a famous designer.
34. The Browns are having their new furniture delivered this afternoon.
35. Tom has just had his computer repaired.
36. Sam has his teeth checked twice a year.
37. I have my hair cut every five weeks.
38. Jason will have his house painted next week.
39. Caroline had her book published last year.
40. Tina is having her car serviced at the moment.
Progress Test 7 (Units 13 - 14)

1  B  5  B  9  C  13  B  17  B
2  A  6  B  10  C  14  A  18  B
3  C  7  C  11  B  15  C  19  A
4  B  8  C  12  A  16  C  20  C

21  the smallest  27  the most boring
22  further       28  cleverer than/
23  the funniest   29  more clever than
24  the best      30  prettier than
25  younger than   31  isn't as/so tall as
26  better than    32  Kate and John like

Progress Test 8 (Units 15 - 16)

1  B  5  B  9  B  13  B  17  C
2  A  6  B  10  B  14  A  18  C
3  A  7  C  11  B  15  A  19  A
4  C  8  A  12  A  16  A  20  B

21  What is Paul riding?
22  Who is riding a bicycle?
23  How often does Stuart go to the dentist’s?
24  Whose house did Jack stay at?
25  Who is she writing a letter to?
26  Why are you writing a letter to your cousin?
27  Where is Katie going?
28  How long has he been working here?
29  How much did that dress cost?
30  How did he go home?

31  Jack likes football whereas Terry likes basketball.
32  Computers are very useful. For example, you can store a lot of information on them.
33  She wore a coat even though it was warm outside./Even though it was warm outside, she wore a coat.
34  I studied hard because I wanted to pass the exam.
35  He locked the doors since he didn’t want to be burgled.
36  I love tea whereas Sarah loves coffee.
37  I had a shower, then I went to bed.
38  Although he didn’t have much money, he bought me a present./He bought me a present although he didn’t have much money.
39  Simon is tired as well as being ill.
40  We all had a lovely time apart from Peter, who was in a bad mood.
Grammarway 3 is the third book in a four-level grammar series in full colour. Designed for learners at intermediate level, the book presents and practises English grammar structures systematically and can be used to supplement any main course at 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
- error correction exercises
- oral and writing activities at the end of each unit
- a revision box in each unit
- revision units
- progress tests
- full key to the exercises in the Student’s Book

Components

- Grammarway 3 Student’s Book with answers
- Grammarway 3 Student’s Book without answers
- Grammarway 3 Teacher’s Book
- Grammarway 3 Picture Flashcards