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English Grammar in Use

*A self-study reference
and practice book for
intermediate students*

**WITH
ANSWERS
EDITION**

Raymond Murphy

Cambridge University Press

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English Grammar in Use

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Raymond Murphy

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O'ZBEKISTON RESPUBLIKASI
OLIY VA O'RTA MAXSUS TA'LIM VAZIRLIGI
TOSHKENT VILOYATI CHIRCHIQ
DAVLAT PEDAGOGIKA INSTITUTI
AXBOROT RESURS MARKAZI

УДК 811.111'36 (075)

ББК 81.2 Англ

М 96

Murphy, Raymond.

М 96 **English grammar in use: a self-study reference and practice book for intermediate students (with answers) / R. Murphy.** – Tashkent: «ART FLEX» Publishing House, 2018. – 328 p.

УДК 811.111'36 (075)

ББК 81.2 Англ-4

ISBN 978-5-7261-0244-4

ISBN 978-9943-301-90-0

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Thanks

I would like to thank all the students and teachers who have used the material which makes up this book. In particular I would like to express my thanks to my colleagues at the Swan School of English, Oxford, for their interest and encouragement.

To the teacher

English Grammar in Use is intended mainly as a self-study book, although teachers may also find it useful as additional course material which can be used flexibly either with the whole class or individual students. When using the book with the whole class, it is suggested that the teacher teaches the grammar points concerned in whatever way he/she wants. In this case the left-hand page is not used actively during the lesson but serves as a record of what has been taught and can be referred to afterwards by the student. The exercises can then be done in class or as homework.

Alternatively (and additionally), individual students can be directed to certain units of the book if they have particular difficulties not shared by other members of the group.

A 'classroom edition' of *English Grammar in Use* is also available. It contains no key and some teachers might therefore prefer it for use with their students.

Thanks

I would like to thank all the students and teachers who have used the material which makes up this book. In particular I would like to express my thanks to my colleagues at the Swan School of English, Oxford, for their interest and encouragement.

English Grammar in Use

UNIT 1 Present continuous (I am doing)

a) Study this example situation:



Ann is in her car. She is on her way to work.

She is **driving** to work.

This means: she is driving now, at the time of speaking.

This is the *present continuous* tense:

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

We use the present continuous when we talk about something which is happening at the time of speaking:

- Please don't make so much noise. I'm **studying**. (*not* 'I study')
- 'Where is Margaret?' 'She's **having** a bath.' (*not* 'she has')
- Let's go out now. It **isn't raining** any more.
- (*at a party*) Hello, Ann. **Are you enjoying** the party? (*not* 'do you enjoy')

b) We also use the present continuous when we talk about something which is happening around the time of speaking, but not necessarily exactly at the time of speaking. Study this example situation:

- Tom and Ann are talking and drinking in a café. Tom says: 'I'm **reading** an interesting book at the moment. I'll lend it to you when I've finished it.'

Tom is not reading the book at the time of speaking. He means that he has begun the book and hasn't finished it yet. He is in the middle of reading it. Here are some more examples:

- Silvia **is learning** English at the moment. (*not* 'learns')
- Have you heard about Tom? He **is building** his own house. (*not* 'builds')

But perhaps Silvia and Tom are not doing these things exactly at the time of speaking.

c) We often use the present continuous when we talk about a period around the present. For example: **today, this season** etc.:

- 'You're **working hard today**.' 'Yes, I have a lot to do.'
- Tom **isn't playing** football **this season**. He wants to concentrate on his studies.

d) We use the present continuous when we talk about changing situations:

- The population of the world **is rising** very fast. (*not* 'rises')
- Is your English **getting** better? (*not* 'does ... get')

UNIT 1 Exercises

1.1 In this exercise you have to put the verb into the correct form.

Examples: Please don't make so much noise. I am studying (study).

Let's go out now. It isn't raining (not/rain) any more.

Listen to those people. What language are they speaking (they/speak) ?

- 1 Please be quiet. I (try) to concentrate.
- 2 Look! It (snow).
- 3 Why (you/look) at me like that? Have I said something wrong?
- 4 You (make) a lot of noise. Can you be a bit quieter?
- 5 Excuse me, I (look) for a phone box. Is there one near here?
- 6 (in the cinema) It's a good film, isn't it? (you/enjoy) it?
- 7 Listen! Can you hear those people next door? They (shout) at each other again.
- 8 Why (you/wear) your coat today? It's very warm.
- 9 I (not/work) this week. I'm on holiday.
- 10 I want to lose weight. I (not/eat) anything today.

1.2 Complete these sentences using one of these verbs:

get become change rise improve fall increase

You don't have to use all the verbs and you can use some of them more than once.

Example: The population of the world is rising very fast.

- 1 The number of people without jobs at the moment.
- 2 He is still ill but he better slowly.
- 3 These days food more and more expensive.
- 4 The world Things never stay the same.
- 5 The cost of living Every year things are dearer.
- 6 George has gone to work in Spain. When he arrived, his Spanish wasn't very good but now it
- 7 The economic situation is already very bad and it worse.

1.3 Read this conversation between Brian and Steve. Put each verb into the correct form. The first one has already been done for you.

Brian and Steve meet in a restaurant:

Brian: Hello, Steve. I haven't seen you for ages. What (1) are you doing (you/do) these days?

Steve: I (2) (train) to be a shop manager.

Brian: Really? (3) (you/enjoy) it?

Steve: Yes, it's quite interesting. How about you?

Brian: Well, I (4) (not/work) at the moment, but I'm very busy.

I (5) (build) a house.

Steve: Really? (6) (you/do) it alone?

Brian: No, some friends of mine (7) (help) me.

UNIT 2 Exercises

2.1 In this exercise you have to put the verb into the correct form.

Examples: Water boils (boil) at 100 degrees centigrade.
 George doesn't go (not/go) to the cinema very often.
 How many languages do you speak (you/speak)?

- 1 The swimming bath (open) at 9.00 and (close) at 18.30 every day.
- 2 What time (the banks / close) in Britain?
- 3 I have a car but I (not/use) it very often.
- 4 How many cigarettes (you/smoke) a day?
- 5 'What (you/do)?' 'I'm an electrical engineer.'
- 6 'Where (your father / come) from?' 'He (come) from Scotland.'
- 7 If you need money, why (you/not/get) a job?
- 8 I (play) the piano, but I (not/play) very well.
- 9 I don't understand the word 'deceive'. What ('deceive' / mean)?

2.2 This time you have to read some sentences and correct them. The English is correct but the information is wrong. Write two correct sentences each time.

Example: The sun goes round the earth. The sun doesn't go round the earth.
The earth goes round the sun.

- 1 The sun rises in the west.
- 2 Mice catch cats.
- 3 Carpenters make things from metal.
- 4 The River Amazon flows into the Pacific Ocean.

2.3 Now you have to use these sentences to make questions. Begin your question with the word(s) in brackets.

Examples: Tom plays tennis. (How often?) How often does Tom play tennis?
 I get up in the morning. (What time / usually?) What time do you usually get up?

- 1 Ann watches television. (How often?) How often
- 2 I write to my parents. (How often?)
- 3 I have dinner in the evening? (What time / usually?)
- 4 Tom works. (Where?)
- 5 I go to the cinema. (How often?)
- 6 People do stupid things. (Why?)
- 7 The car breaks down. (How often?)

UNIT 3

Present continuous (I am doing) or present simple (I do)?

Before you study this unit, study Units 1 and 2.

a) Study this explanation and compare the examples:

<p>Present continuous (I am doing) Use the present continuous to talk about something which is happening at or around the time of speaking:</p> <div style="text-align: center;"> </div> <p>The kettle is boiling. Can you turn it off, please? Listen to those people. What language are they speaking? 'Where's Tom?' 'He's playing tennis.' (you find a stranger in your room) What are you doing here? Silvia is in Britain for three months. She's learning English.</p> <p>Use the present continuous for a temporary situation: * I'm living with some friends until I can find a flat. That machine isn't working. It broke down this morning.</p>	<p>Present simple (I do) Use the present simple to talk about things in general or things which happen repeatedly:</p> <div style="text-align: center;"> </div> <p>Water boils at 100 degrees Celsius. Excuse me, do you speak English? Tom plays tennis every Saturday. What do you usually do at weekends? What do you do? (= What's your job?) Most people learn to swim when they are children.</p> <p>Use the present simple for a permanent situation: My parents live in London. They have been there for 20 years. That machine doesn't work. It hasn't worked for years.</p>
---	--

b) Some verbs are used only in *simple* tenses. For example, you cannot say 'I am knowing'. You can only say I know. Here is a list of verbs which are not normally used in *continuous* tenses (but there are exceptions):

want	like	belong	know	suppose	remember
need	love	see	realise	mean	forget
prefer	hate	hear	believe	understand	seem

have (when the meaning is 'possess' – see also Unit 24)

think (when the meaning is 'believe')

- Do you like London? (not 'are you liking')
 - He doesn't understand. (not 'he isn't understanding')
 - These shoes belong to me. (not 'are belonging')
 - What do you think Tom will do? (= What do you believe he will do?)
- but: What are you thinking about? (= What is going on in your mind?)

UNIT 3 Exercises

3.1 In this exercise you have to decide whether the verbs in these sentences are right or wrong. Correct those which are wrong. The verb is underlined.

Examples: I don't know your telephone number.

Please don't make so much noise. I study.

RIGHT

WRONG - am studying.

- 1 Look! Somebody is climbing up that tree over there.
- 2 Can you hear those people? What do they talk about?
- 3 Are you believing in God?
- 4 Look! That man tries to open the door of your car.
- 5 The moon goes round the earth.
- 6 I'm thinking it would be a good idea to leave early.
- 7 The government is worried because the number of people without jobs is increasing.
- 8 I'm usually going to work by car.

3.2 Now you have to put the verb into the correct form, present continuous (I am doing) or present simple (I do).

Examples: Please don't make so much noise. I am studying (study).

How many languages does Tom speak (Tom/speak)?

This machine doesn't work (not/work). It hasn't worked for years.

- 1 I (not/belong) to a political party.
- 2 Hurry! The bus (come). I (not/want) to miss it.
- 3 The River Nile (flow) into the Mediterranean.
- 4 The river (flow) very fast today - much faster than usual.
- 5 (it/ever/snow) in India?
- 6 We usually (grow) vegetables in our garden but this year we (not/grow) any.
- 7 A: Can you drive?
B: No, but I (learn). My father (teach) me.
- 8 You can borrow my umbrella, I (not/need) it at the moment.
- 9 (at a party) I usually (enjoy) parties but I (not/enjoy) this one very much.
- 10 George says he's 80 years old but I (not/believe) him.
- 11 Ron is in London at the moment. He (stay) at the Hilton Hotel.
He usually (stay) at the Hilton Hotel when he's in London.

In these sentences think about whether the situation is temporary or permanent.

- 12 My parents (live) in Bristol. They were born there and have never lived anywhere else. Where (your parents / live)?
- 13 She (stay) with her sister at the moment until she finds somewhere to live.
- 14 A: What (your father / do)?
B: He's a teacher, but he (not/work) at the moment.

UNIT 4 Present tenses (**I am doing** / **I do**) with a future meaning

- a) *Present continuous* with a future meaning
Study this example situation:

SUN	THURS
MON Tennis 2pm	FRI Dinner with Ann 8pm
TUES Dentist 10.10	SAT
WED	

This is Tom's diary for next week.

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

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

When you are talking about what you have already arranged to do, use the present continuous (**I am doing**). Do *not* use the present simple (**I do**).

- A: What **are you doing** tomorrow evening? (*not* 'what do you do')
- B: I'm **going** to the theatre. (*not* 'I go')
- A: Are you **playing** football tomorrow?
- B: Yes, but Tom **isn't playing**. He has hurt his leg.
- A: Ann **is coming** tomorrow.
- B: Oh, is she? What time is she **arriving**?
- A: At 10.15.
- B: Are you **meeting** her at the station?
- A: I can't. I'm **working** tomorrow morning.

It is also possible to use **going to (do)** in these sentences:

- What **are you going to do** tomorrow evening?
- Tom **is going to play** tennis on Monday afternoon.

But the present continuous is usually more natural when you are talking about arrangements. See also Unit 5.

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

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

- b) *Present simple* with a future meaning

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

- What time **does** the film **begin**?
- The train **leaves** Plymouth at 10.30 and **arrives** in London at 13.45.
- The football match **starts** at 8 o'clock.
- Tomorrow **is** Wednesday.

But we do not normally use the present simple for personal arrangements:

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

UNIT 4 Exercises

- 4.1 A friend of yours is planning to go on holiday very soon. You ask him about his plans. Use the words in brackets to make your questions.

Example: (where / go?) Where are you going?

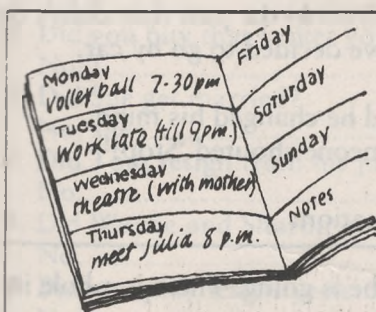
- | | |
|----------------------------|-------------------------|
| 1 (how long / stay?) | 4 (go / by car?) |
| 2 (when / leave?) | 5 (where / stay?) |
| 3 (go / alone?) | |

- 4.2 Ann is going on holiday. You have to write sentences about her holiday plans. Use the words in brackets to write your sentences.

Example: (go / Scotland) She is going to Scotland.

- | |
|--|
| 1 (leave / next Friday) She |
| 2 (stay / in Scotland for two weeks) |
| 3 (go / with a friend of hers) |
| 4 (stay / in a hotel) They |
| 5 (go / by train) |

- 4.3 Tom wants you to visit him but you are very busy. Look at your diary for the next few days and explain to him why you can't come.



Tom: Can you come on Monday evening?
 You: Sorry, I'd love to but I'm playing volleyball.
 Tom: What about Tuesday evening then?
 You: I can't I'm afraid. I (1)
 Tom: Well, what are you doing on Wednesday evening?
 You: (2)
 Tom: I see. Well, are you free on Thursday evening?
 You: I'm afraid not. (3)

- 4.4 Put the verb into the most suitable form, present continuous (I am doing) or present simple (I do).

Examples: We are going (go) to the theatre this evening.
Does the film begin (the film / begin) at 3.30 or 4.30?

- We (have) a party next Saturday. Would you like to come?
- I (not/go) away for my holidays next month because I haven't got enough money. (you/go) away?
- The concert this evening, (start) at 7.30.
- George, is it true that you (get) married next week?
- The art exhibition (open) on 3 May and (finish) on 15 July.
- What time (the next train / leave)?
- Ann, we (go) to town. (you/come) with us?

UNIT 5 Going to (I am going to do)

- a) We use **going to (do)** when we say what we have already decided to do, what we intend to do in the future:

- A: There's a film on television tonight. Are you **going to watch it**?
- B: No, I'm too tired. I'm **going to have** an early night.
- A: I hear Ann has won a lot of money. What is she **going to do** with it?
- B: I've heard she's **going to travel** round the world.
- A: Have you made the coffee yet?
- B: No, but I'm **just going to make it**. (just = just at this moment)

For the difference between **will** and **going to** see Unit 8.

- b) We prefer to use the present continuous (**I am doing**) when we say what someone has *arranged* to do – for example, arranged to meet someone, arranged to travel somewhere. **Going to** is also possible:

- What time are you **meeting** Ann? (or 'are you **going to meet**')
- I'm **travelling** to Scotland on Monday. (or 'I'm **going to travel**')
See also Unit 4a.

- c) We use **was/were going to** to say what someone intended to do in the past (but didn't do):

- We **were going to travel** by train but then we decided to go by car.
- A: Did Tom do the examination?
- B: No, he **was going to do it** but in the end he changed his mind.
- I **was just going to cross** the road when someone shouted 'Stop!'.

- d) **Going to** also has another meaning. Study this example situation:



The man can't see where he is going. There is a hole in front of him.

He is **going to** fall into the hole.

Here the speaker is saying what he thinks will happen. Of course he doesn't mean that the man intends to fall into the hole.

We use **going to** in this way when we say what we think will happen. Usually there is something in the present situation (the man walking towards the hole) that makes the speaker sure about what will happen.

- Look at those black clouds! It's **going to rain**. (the clouds are there now)
- Oh, I feel terrible. I think I'm **going to be sick**. (I feel terrible now)

UNIT 5 Exercises

5.1 In this exercise you have to say when you are going to do something.

Examples: Have you cleaned the car? (tomorrow) Not yet. I'm going to clean it tomorrow.
Have you made the coffee? (just) Not yet. I'm just going to make it.

- 1 Have you phoned Tom? (after lunch) Not yet. I
- 2 Have you had dinner? (just) Not yet.
- 3 Have you painted your flat? (soon) Not
- 4 Have you repaired my bicycle? (just)

5.2 In this exercise you have to write questions with going to.

Example: I've won a lot of money. (what / with it?) What are you going to do with it?

- 1 I'm going to a party tonight. (what / wear?)
- 2 Tom has just bought a painting. (where / hang it?)
- 3 I've decided to have a party. (who / invite?)

5.3 In this exercise you have to use was/were going to.

Example: Did you travel by train? No, I was going to travel by train but I changed my mind.

- 1 Did you buy that jacket you saw in the shop window?
No, I but I changed my mind.
- 2 Did Sue get married?
No, she but she
- 3 Did Tom resign from his job?
No, but
- 4 Did Wayne and Sharon go to Greece for their holidays?
No,
- 5 Did you play tennis yesterday?
No,
- 6 Did you invite Ann to the party?
No,

5.4 Now you have to say what you think is going to happen in these situations.

Example: The sky is full of black clouds. (rain) It's going to rain.

- 1 Terry is doing his examinations tomorrow. He hasn't done any work for them and he is not very intelligent. (fail) He
- 2 It is 8.30. Tom is leaving his house. He has to be at work at 8.45 but the journey takes 30 minutes. (be late)
- 3 There is a hole in the bottom of the boat. It is filling up with water very quickly. (sink) It
- 4 Ann is driving. There is very little petrol left in the tank. The nearest petrol station is a long way away. (run out of petrol)

UNIT 6 Will (1)

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

- Oh, I've left the door open. I'll go and shut it.
- 'What would you like to drink?' 'I'll have a lemonade, please.'
- 'Did you phone Ann?' 'Oh no, I forgot. I'll do it now.'
- I'm too tired to walk home. I think I'll get a taxi.

You cannot use the present simple (I do) in these sentences.

- I'll go and shut it. (not 'I go and shut it.')

Do not use **will** to say what someone has already decided to do or arranged to do:

- I can't meet you tomorrow because my parents are coming to see me.
(not 'my parents will come')

The negative of **will** is **won't** (or **will not**):

- Receptionist: I'm afraid Mr Wood can't see you until 4 o'clock.
You: Oh, in that case I won't wait.

We often use **I think I'll ...** or **I don't think I'll ...** when we decide to do something:

- I think I'll stay at home this evening.
- I don't think I'll go out tonight. I'm too tired.

b) We often use **will** in these situations:

Offering to do something:

- That bag looks heavy. I'll help you with it. (not 'I help')
- 'I need some money'. 'Don't worry. I'll lend you some.'

Agreeing or refusing to do something:

- A: You know that book I lent you? Can I have it back?
B: Of course. I'll bring it back this afternoon. (not 'I bring')
- I've asked John to help me but he won't.
- The car won't start. (= the car 'refuses' to start)

Promising to do something:

- Thank you for lending me the money. I'll pay you back on Friday.
(not 'I pay')
- I won't tell Tom what you said. I promise.
- I promise I'll phone you as soon as I arrive.

Asking someone to do something (Will you ...?):

- Will you shut the door, please?
- Will you please be quiet? I'm trying to concentrate.

For **will** see also Unit 7. For **will** and **going to** see Unit 8

UNIT 6 Exercises

6.1 In this exercise you have to complete the sentences with I'll + a suitable verb.

Example: I'm too tired to walk home. I think I'll get a taxi.

- 1 I feel a bit hungry. I think something to eat.
- 2 It's too late to telephone Tom now. him in the morning.
- 3 'It's a bit cold in this room.' 'Is it? on the heating then.'
- 4 'We haven't got any cigarettes.' 'Oh, haven't we? and get some.'
- 5 'Did you write that letter to Jack?' 'Oh, I forgot. Thanks for reminding me.
..... it this evening.'
- 6 'Would you like tea or coffee?' '..... coffee, please.'

6.2 Now you have to use I think I'll ... or I don't think I'll Read the situation and then write your sentence.

Examples: It's cold. You decide to close the window. I think I'll close the window.
It's raining. You decide not to go out. I don't think I'll go out.

- 1 You feel tired. You decide to go to bed. I
- 2 A friend of yours offers you a lift in his car but you decide to walk.
Thank you but
- 3 You arranged to play tennis. Now you decide that you don't want to play.
.....
- 4 You were going to go swimming. Now you decide that you don't want to go.
.....

6.3 Now you have to offer to do things. Tom has a lot of things to do and in each case you offer to do them for him.

Example: Tom: Oh, I must do the washing-up. You: No it's all right. I'll do the washing-up.

- 1 Tom: Oh, I must get the dinner ready. You: No, it's all right. I
- 2 Tom: Oh, I must do the shopping. You: No,
- 3 Tom: Oh, I must water the plants. You:

6.4 This time you have to agree and promise to do things.

Example: A: Can you clean the windows? B: Sure, I'll clean them this afternoon.

A: Do you promise? B: Yes, I promise I'll clean them this afternoon.

- 1 A: Can you phone me later? B: Sure, tonight.
A: Do you promise? B: Yes,
- 2 A: Can you repair the clock? B: Okay, tomorrow.
A: Do ? B:
- 3 A: Please don't tell anyone. B: All right, I won't tell anyone.
A: ? B:
- 4 A: Please don't hurt me. B: Don't worry,
A: ? B:

UNIT 7 Will (2)

- a) When we talk about the future, we often say what someone has arranged to do or intends to do. Do **not** use **will** in this situation:

- Tom is **playing** tennis on Monday. (*not* 'Tom will play')
- Are you **going to watch** television this evening? (*not* 'will you watch')

For arrangements and intentions see Units 4 and 5.

But often when we are talking about the future, we are not talking about arrangements or intentions. Study this example:

Tom: I'm very worried about my examination next week.

Ann: Don't worry, Tom. You'll pass.

'You'll pass' is not an arrangement or an intention. Ann is just saying what will happen or what she thinks will happen; she is predicting the future. When we predict a future happening or a future situation, we use **will/won't**.

- When you return home, you'll notice a lot of changes.
- This time next year I'll be in Japan. Where will you be?
- When will you know your examination results?
- Tom won't pass his examination. He hasn't done any work for it.

We often use **will** with these words and expressions:

probably	I'll probably be a bit late this evening.
(I'm) sure	You must meet Ann. I'm sure you'll like her.
(I) expect	I expect Carol will get the job.
(I) think	Do you think we'll win the match?

b) Will and shall

You can use **shall** or **will** with I and we:

- We shall (*or we will*) probably go to Scotland in June.

But in spoken English we normally use the short forms **I'll** and **we'll**:

- We'll probably go to Scotland in June.

The negative of **shall** is **shan't** (*or shall not*):

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

Do not use **shall** with **he/she/it/you/they**.

Note that we use **shall** (*not will*) in the questions **shall I ...?** and **shall we ...?** (for offers, suggestions etc.):

- Shall I open the window? (= Do you want me to open the window?)
- I've got no money. What shall I do? (= What do you suggest I do?)
- Where shall we go this evening?

For **will** see also Units 6, 8 and 9.

UNIT 7 Exercises

7.1 Decide which form of the verb is correct (or more natural) in these sentences. Cross out the one which is wrong.

Example: Tom isn't free on Saturday. He ~~will work~~ / is working.

- 1 I will go / am going to a party tomorrow night. Would you like to come too?
- 2 According to the weather forecast it will rain / is raining tomorrow.
- 3 I'm sure Tom will get / is getting the job. He has a lot of experience.
- 4 I can't meet you this evening. A friend of mine will come / is coming to see me.
- 5 A: Have you decided where to go for your holidays yet?
B: Yes, we will go / are going to Italy.
- 6 Don't worry about the dog. It won't hurt / isn't hurting you.

7.2 Answer these questions using the words in brackets.

Example: When do you think he'll arrive? (expect / tonight) I expect he'll arrive tonight.

- 1 What do you think she'll say? (probably / nothing) She
- 2 Where do you think she'll go? (expect / London) I
- 3 When do you think she'll leave? (think / tomorrow) I
- 4 How do you think she'll go there? (expect / by train) I
- 5 When do you think she'll be back? (think / quite soon) I
- 6 Do you think you'll miss her? (I'm sure / very much) Yes,

7.3 Now you have to read a situation and then write a sentence with shall I? In each situation you are talking to a friend.

Example: It's very hot in the room. The window is shut. Shall I open the window?

- 1 You've just tried on a jacket in a shop. You are not sure whether to buy it or not. Ask your friend for advice.
- 2 You're going out. It's possible that it will rain and you're not sure whether to take an umbrella or not. Ask your friend for advice.
- 3 It's Ann's birthday soon and you don't know what to give her. Ask your friend for advice. What
- 4 Your friend wants you to phone him/her later. You don't know what time to phone. Ask him/her. What

This time you have to make sentences with shall we?

Example: You and your friend haven't decided what to do this evening. You say:
What shall we do this evening?

- 5 You and your friend haven't decided where to go for your holidays. You say:
Where
- 6 You and your friend haven't decided what to have for dinner. You say:
.....
- 7 You and your friend are going out. You haven't decided whether to go by car or to walk.
You say: or

UNIT 8 Will or going to?

a) Talking about future actions

We use both **will** and **going to** to talk about our future actions but there is a clear difference. Study this example situation:

Helen's bicycle has a flat tyre. She tells her father.		will: We use will when we decide to do something at the time of speaking. The speaker has not decided before. Before Helen told her father, he didn't know about the flat tyre.
Helen:	My bicycle has a flat tyre. Can you repair it for me?	
Father:	Okay, but I can't do it now. I'll repair it tomorrow.	
Later, Helen's mother speaks to her husband.		going to: We use going to when we have already decided to do something. Helen's father had already decided to repair the bicycle before his wife spoke to him.
Mother:	Can you repair Helen's bicycle? It has a flat tyre.	
Father:	Yes, I know. She told me. I'm going to repair it tomorrow.	

Here is another example:

- Tom is cooking when he suddenly finds that there isn't any salt:
Tom: Ann, we haven't got any salt.
Ann: Oh, haven't we? I'll get some from the shop then. (*she decides at the time of speaking*)

Before going out, Ann talks to Jim:

- Ann: I'm going to get some salt from the shop. (*she has already decided*)
Can I get you anything, Jim?

b) Saying what will happen (predicting future happenings)

We use both **will** and **going to** to say what we think will happen in the future:

- Do you think Tom **will** get the job?
- Oh dear, it's already 4 o'clock. We're **going to** be late.

We use **going to** (not **will**) when there is something in the present situation that shows what will happen in the future (especially the near future). The speaker feels sure about what will happen because of the situation now (see also Unit 5d):

- Look at those black clouds. It's **going to** rain. (the clouds are there *now*)
- I feel terrible. I think I'm **going to** be sick. (I feel terrible *now*)

Do not use **will** in situations like these.

Otherwise, it is safer to use **will** (see also Unit 7):

- Ann **will** probably arrive at about 8 o'clock.
- I **think** Tom **will** like the present you bought for him.

UNIT 8 Exercises

21 In this exercise you have to put the verb into the correct form using will or going to.

Examples: A: Why are you turning on the television?

B: I'm going to watch (watch) the news.

A: Oh, I've just realised – I haven't got any money.

B: Don't worry – that's no problem. I'll lend (lend) you some.

Those clouds are very black, aren't they? I think it is going to rain (rain).

1 A: I've got a terrible headache.

B: Have you? Wait there and I (get) an aspirin for you.

2 A: Why are you filling that bucket with water?

B: I (wash) the car.

3 A: I've decided to re-paint this room.

B: Oh, have you? What colour (you/paint) it?

4 A: Look! There's smoke coming out of that house. It's on fire!

B: Good heavens! I (call) the fire-brigade immediately.

5 A: The ceiling in this room doesn't look very safe, does it?

B: No, it looks as if it (fall) down.

6 A: Where are you going? Are you going shopping?

B: Yes, I (buy) something for dinner.

7 A: I can't work out how to use this camera.

B: It's quite easy. I (show) you.

8 A: What would you like to drink – tea or coffee?

B: I (have) tea, please.

9 A: Has George decided on what to do when he leaves school?

B: Oh yes. Everything is planned. He (have) a holiday for a few weeks and then he (start) a computer programming course.

10 A: Did you post that letter for me?

B: Oh, I'm sorry. I completely forgot. I (do) it now.

11 A: What shall we have for dinner?

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

A: Come on, hurry up! Make a decision!

B: Okay then. We (have) chicken.

12 Jack: We need some bread for lunch.

Ben: Oh, do we? I (go) to the shop and get some. I feel like a walk.

Before he goes out, Ben talks to Jane:

Ben: I (get) some bread. Do you want anything from the shop?

Jane: Yes, I need some envelopes.

Ben: Okay, I (get) you some.

13 John has to go to the airport to catch a plane. He hasn't got a car:

John: Alan, can you take me to the airport this evening?

Alan: Of course I (take) you. I'd be delighted.

Later that day Eric offers to take John to the airport.

Eric: John, do you want me to take you to the airport?

John: No thanks, Eric. Alan (take) me.

UNIT 9 When and If sentences (When I do ... / If I do ...)

a) Study this example:

A: What time will you phone me tonight?

B: I'll phone you **when** I get home from work.

'I'll phone you when I get home from work' is a sentence with two parts: 'I'll phone you' (the main part) and 'when I get home from work' (the **when** part). The sentence is future (*tonight*) but you cannot use **will** or **going to** in the **when** part of the sentence. Instead we use a present tense, usually present simple (I do).

- I'll send you a postcard **when** I'm on holiday. (*not* 'when I will be')
- **When** the rain stops, we'll go out. (*not* 'when the rain will stop')

The same thing happens after:

while **after** **before** **until/till** **as soon as**

- Can you look after the children **while** I am out? (*not* 'will be')
- **Before** you leave, you must visit the museum. (*not* 'will leave')
- Wait here **until** I come back. (*not* 'will come')

b) You can also use the present perfect (I have done) after **when/after/until** etc. to show that the first action will be finished before the second:

- **When** I've read this book, you can have it.
- Don't say anything **while** Tom is here. Wait here **until** he **has** gone.

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

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

c) After **if** we also use the present simple (I do) for the future:

- It's raining. We'll get wet **if** we go out. (*not* 'if we will go')
- Hurry up! **If** we don't hurry, we'll be late. (*not* 'if we won't hurry')

Be careful not to confuse **when** and **if**.

Use **when** for things which are *sure* to happen:

- I'm *going* shopping this afternoon. **When** I go shopping, I'll buy some food.

Use **if** (not **when**) for things which will *possibly* happen:

- I *might* go shopping this afternoon. **If** I go shopping, I'll buy some food.
- **If** it rains this evening, I won't go out. (*not* 'when it rains')
- Don't worry **if** I'm late tonight. (*not* 'when I'm late')
- **If** he doesn't come soon, I'm not going to wait. (*not* 'when he doesn't come')



UNIT 9 Exercises

9.1 All the sentences in this exercise are about the future. Put the verbs into the correct form: will/won't or the present simple (I do).

Example: When I see (see) Tom tomorrow, I 'll invite (invite) him to our party.

- 1 Before you (leave), don't forget to shut the windows.
- 2 I (phone) you as soon as I (arrive) in London.
- 3 Please don't touch anything before the police (come).
- 4 Everyone (be) very surprised if he (pass) the examination.
- 5 When you (see) Brian again, you (not / recognise) him.
- 6 We (not/start) dinner until Jack (arrive).
- 7 (you/be) lonely without me while I (be) away?
- 8 If I (need) any help, I (ask) you.
- 9 Come on! Hurry up! Ann (be) annoyed if we (be) late.

9.2 This time you have to make one sentence from two sentences.

Example: You are going to leave soon. You must visit the museum before that.

You must visit the museum before you leave.

- 1 I'll find somewhere to live. Then I'll give you my address.
I when
- 2 It's going to start raining. Let's go out before that.
Let's before
- 3 I'm going to do the shopping. Then I'll come straight back home.
..... after
- 4 You'll be in London next month. You must come and see me then.
..... when
- 5 I'm going to finish reading this book. Then I'll get the dinner ready.
..... when
- 6 We'll make our decision. Then we'll let you know.
..... as soon as

9.3 In this exercise you have to put in when or if.

Example: If it rains this evening, I won't go out.

- 1 I'm going to Paris next week. I'm there, I hope to visit a friend of mine.
- 2 Tom might phone this evening. he does, can you take a message?
- 3 I think he'll get the job. I'll be very surprised he doesn't get it.
- 4 I hope to be there by 10.30. But I'm not there, don't wait for me.
- 5 I'm going shopping. you want anything, I can get it for you.
- 6 I think I'll go home now. I'm feeling very tired. I think I'll go straight to bed I get home.
- 7 I'm going away for a few days. I'll phone you I get back.
- 8 I want you to come to the party but you don't want to come, you needn't.

UNIT 10 Will be doing and will have done

a) First study this example situation:

Tom is a football fan and there is a football match on television this evening. The match begins at 7.30 and ends at 9.15. Ann wants to come and see Tom this evening and wants to know what time to come:

Ann: Is it all right if I come at about 8.30?

Tom: No, don't come then. I'll be watching the match on television.

Ann: Oh. Well, what about 9.30?

Tom: Yes, that'll be fine. The match **will have finished** by then.

b) We use **will be doing** (*future continuous*) to say that we will be in the middle of doing something at a certain time in the future. The football match begins at 7.30 and ends at 9.15. So during this time, for example at 8.30, Tom **will be watching** the match.

Here are some more examples:

- You'll recognise her when you see her. She'll **be wearing** a yellow hat.
- This time next week I'll be on holiday. I'll probably **be lying** on a beautiful beach.

Compare **will be doing** with the other continuous forms:

Tom works every morning from 9 o'clock until midday. So:

- At 10 o'clock yesterday he **was working**. (*past continuous* - see Unit 12)
- It's 10 o'clock now. He **is working**. (*present continuous* - see Unit 1)
- At 10 o'clock tomorrow he **will be working**.

c) You can also use **will be doing** in another way: to talk about things which are already planned or decided:

- I'll **be going** to the city centre later. Can I get you anything?

With this meaning **will be doing** is similar to **am doing** (see Unit 4a):

- I'm **going** to the city centre later.

We often use **Will (you) be -ing?** to ask about people's plans, especially when we want something or want someone to do something:

- 'Will you **be using** your bicycle this evening?' 'No, you can take it.'
- 'Will you **be passing** the post office when you go out?' 'Yes, why?'

d) We use **will have done** (*future perfect*) to say that something will already have happened before a certain time in the future. Tom's football match ends at 9.15. So after this time, for example at 9.30, the match **will have finished**. Here are some more examples;

- Next year is Ted and Amy's 25th wedding anniversary. They **will have been** married for 25 years. (Now they have **been** married for 24 years.)
- We're late. I expect the film **will already have started** by the time we get to the cinema.

UNIT 10 Exercises

101 In this exercise you have to make sentences with **will be -ing**.

Example: I'm going to watch television from 9 until 10 o'clock this evening.

So at 9.30 I will be watching television.

1 Tomorrow afternoon I'm going to play tennis from 3 o'clock until 4.30.

So at 4 o'clock tomorrow I

2 Jim is going to study from 7 o'clock until 10 o'clock this evening.

So at 8.30 this evening he

3 We are going to clean the flat tomorrow. It will take from 9 until 11 o'clock.

So at 10 o'clock tomorrow morning

102 This time you have to write three sentences, one each about the past, present and future.

Bob always reads the newspaper in the morning. It always takes him half an hour, from

8 o'clock until 8.30. So:

1 At 8.15 yesterday morning Bob

2 It's 8.15 now. He

3 At 8.15 tomorrow morning he

103 This time you have to ask questions with **Will you be -ing?**

Example: You want to borrow your friend's bicycle this evening.

(you / use / your bicycle this evening?) Will you be using your bicycle this evening?

1 You want your friend to give Tom a message this afternoon.

(you / see / Tom this afternoon?)

2 You want to use your friend's typewriter tomorrow evening.

(you / use / your typewriter tomorrow evening?)

3 Your friend is going shopping. You want him/her to buy some stamps for you at the post office. (you / pass / the post office when you're in town?)

104 In this exercise you have to use **will have done**.

Example: Tom and Ann are going to the cinema. The film begins at 7.30 and it is already 7.20. And it will take them 20 minutes to get there.

When they get there, (the film / already / start) the film will have already started.

1 Jim always goes to bed at 11 o'clock. Tom is going to visit him at 11.30 this evening.

When Tom arrives, (Jim / go / to bed)

2 Tom is on holiday. He has very little money and he is spending too much too quickly.

Before the end of his holiday, (he / spend / all his money)

3 Chuck came to Britain from the US nearly three years ago. Next Monday it will be

exactly three years since he arrived. Next Monday (he / be / here / exactly three years)

UNIT 11

Past simple (I did)

a) Study this example:

Tom: Look! It's raining again.

Ann: Oh no, not again. It **rained** all day yesterday too.

Rained is the *past simple* tense. We use the past simple to talk about actions or situations in the past.

- I very much **enjoyed** the party.
- Mr Edwards **died** ten years ago.
- When I **lived** in Manchester, I **worked** in a bank.

b) Very often the past simple ends in -ed:

- We **invited** them to our party but they **decided** not to come.
- The police **stopped** me on my way home last night.
- She **passed** her examination because she **studied** very hard.

For spelling rules see Appendix 3.

But many important verbs are *irregular*. This means that the past simple does *not* end in -ed. For example:

leave → **left** We all **left** the party at 11 o'clock.

go → **went** Yesterday I **went** to London to see a friend of mine.

cost → **cost** This house **cost** £35,000 in 1980.

The past of the verb **be** (am/is/are) is **was/were**:

I/he/she/it **was**

we/you/they **were**

I **was** angry because Tom and Ann **were** late.

For a list of irregular verbs see Appendix 2.

c) In past simple questions and negatives we use **did/didn't** + the infinitive (do/open/rain etc.):

it **rained**

did it rain?

it **didn't** rain

- Ann: **Did** you go out last night, Tom?
- Tom: Yes, I went to the cinema. But I **didn't** enjoy the film.
- **When did** Mr Edwards die?
- **What did** you do at the week-end?
- We **didn't** invite her to the party, so she **didn't** come.
- **Why didn't** you phone me on Tuesday?

Note that we normally use **did/didn't** with **have**:

- **Did** you **have** time to write the letter?
- I **didn't** **have** enough money to buy anything to eat.

But we do *not* use **did** with the verb **be** (was/were):

- **Why were** you so angry?
- They **weren't** able to come because they were very busy.
- **Was** Tom at work yesterday?

For the past simple see also Units 12, 20, 21.

UNIT 11 Exercises

11.1 In this exercise you have to read a sentence about the present and then write a sentence about the past.

Example: Tom usually gets up at 7.30. Yesterday he got up at 7.30.

- 1 Tom usually wakes up early. Yesterday morning
- 2 Tom usually walks to work. Yesterday
- 3 Tom is usually late for work. Yesterday
- 4 Tom usually has a sandwich for lunch. Yesterday
- 5 Tom usually goes out in the evening. Yesterday evening
- 6 Tom usually sleeps very well. Last night

11.2 This time you have to put one of these verbs in each sentence:

hurt teach spend sell throw fall catch buy cost

Example: I was hungry, so I bought something to eat in the shop.

- 1 Tom's father him how to drive when he was 17.
- 2 Don down the stairs this morning and his leg.
- 3 We needed some money so we our car.
- 4 Ann a lot of money yesterday. She a dress which £50.
- 5 Jim the ball to Sue who it.

11.3 In this exercise you have to write questions. A friend has just come back from holiday and you are asking him about it.

Examples: where / go? Where did you go?
food / good? Was the food good?

- 1 how long / stay there?
- 2 stay in a hotel?
- 3 go alone?
- 4 how / travel?
- 5 the weather / fine?
- 6 what / do in the evenings?
- 7 meet any interesting people?

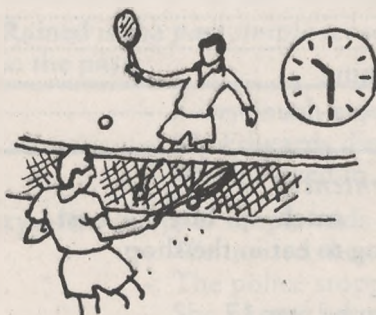
11.4 This time you have to put the verb into the correct form. All the sentences are past.

Example: I didn't go (not/go) to work yesterday because I wasn't (not/be) very well.

- 1 Tom (not/shave) this morning because he (not/have) time.
- 2 We (not/eat) anything because we (not/be) hungry.
- 3 I (not/rush) because I (not/be) in a hurry.
- 4 She (not/be) interested in the book because she (not/understand) it.

UNIT 12 Past continuous (I was doing)

a) Study this example situation:



Yesterday Tom and Jim played tennis. They began at 10 o'clock and finished at 11 o'clock.

What were they doing at 10.30?

They were **playing** tennis (at 10.30).

'They were **playing**' means that they were in the middle of playing tennis. They had started playing but they hadn't finished.

This is the *past continuous* tense:

I/he/she	was	} playing
we/they/you	were	

We use the past continuous to say that someone was in the middle of doing something at a certain time. The action or situation had already started before this time but hadn't finished:

- This time last year I **was living** in Brazil.
- What **were you doing** at 10 o'clock last night?

b) The past continuous does not tell us whether an action was finished or not. Perhaps it was finished, perhaps not. Compare:

- Tom **was cooking** the dinner. (*past continuous*) = He was in the middle of cooking the dinner and we don't know whether he finished cooking it.
- Tom **cooked** the dinner. (*past simple*) = He began and finished it.

c) We often use the past continuous (I was doing) and the past simple (I did) together to say that something happened in the middle of something else:

- Tom **burnt** his hand when he **was cooking** the dinner.
- I **saw** Jim in the park. He **was sitting** on the grass and **reading** a book.
- It **was raining** when I got up.
- While I **was working** in the garden, I **hurt** my back.

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

- Yesterday evening Tom **was having** a bath when the phone rang. He got out of the bath and **answered** the phone.

Compare:

- When Tom arrived, we **were having** dinner. (*past continuous*) = We had already started dinner before Tom arrived.
- When Tom arrived, we **had** dinner. (*past simple*) = Tom arrived and then we had dinner.

Note: There are some verbs (for example **know**) which are not normally used in continuous tenses. For a list of these verbs see Unit 3b.

UNIT 12 Exercises

12.1 Here is a list of some things that Ann did yesterday (and the times at which she did them):

1 8.45–9.15 had breakfast	4 12.45–1.30 had lunch
2 9.15–10.00 read the newspaper	5 2.30–3.30 washed some clothes
3 10.00–12.00 cleaned her flat	6 4.00–6.00 watched television

Now write sentences saying what she was doing at these times:

- | | |
|--|----------------------|
| 1 At 9 o'clock she was having breakfast | 4 At 1 o'clock |
| 2 At 9.30 she | 5 At 3 o'clock |
| 3 At 11 o'clock | 6 At 5 o'clock |

12.2 A group of people were staying in a hotel. One evening the fire alarm rang. Use the words in brackets to make sentences saying what each person was doing at the time.

Example: (Don / have / a bath) Don was having a bath.

- (Ann / write / a letter in her room) Ann
- (George / get / ready to go out) George
- (Carol and Dennis / have / dinner) Carol and Dennis
- (Tom / make / a phone call) Tom

12.3 Make sentences from the words in brackets. Put the verbs into the correct form, past simple (I did) or past continuous (I was doing).

Example: (I / fall / asleep when I / watch / television) I fell asleep when I was watching television.

- (the phone / ring / when I / have / a shower) The phone
- (it / begin / to rain when I / walk / home)
- (we / see / an accident when we / wait / for the bus)

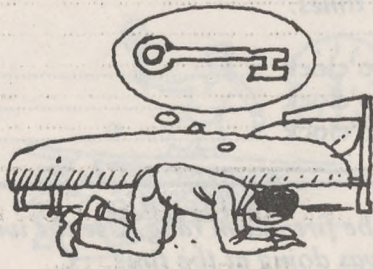
12.4 Put the verb into the correct form, past continuous or past simple.

Example: While Tom was cooking (cook) the dinner, the phone rang (ring).

- George (fall) off the ladder while he (paint) the ceiling.
- Last night I (read) in bed when suddenly I (hear) a scream.
- (you/watch) television when I phoned you?
- Ann (wait) for me when I (arrive).
- I (not/drive) very fast when the accident (happen).
- I (break) a plate last night. I (do) the washing-up when it (slip) out of my hand.
- Tom (take) a photograph of me while I (not/look).
- We (not/go) out because it (rain).
- What (you/do) at this time yesterday?
- I (see) Carol at the party. She (wear) a really beautiful dress.

UNIT 13 Present perfect (I have done) (1)

a) Study this example situation:



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

'He has lost his key' means that he lost it a short time ago and he still hasn't got it.

This is the *present perfect (simple)* tense:

I/we/they/you	have (= I've etc.)	} lost
he/she	has (= he's etc.)	
I (etc.)	haven't	} lost
he/she	hasn't	
		} lost?
have you (etc.)		
		} lost?
has he/she		

We form the present perfect with **have/has + the past participle**. The past participle often ends in **-ed** (opened, decided) but many important verbs are *irregular* (lost, written, done etc.). See Appendix 2.

b) When we use the present perfect there is a connection with the present:

- I've lost my key. (= I haven't got it *now*.)
- Jim has gone to Canada. (= He is in Canada or on his way there *now*.)
- Oh dear, I've forgotten her name. (= I can't remember it *now*.)
- Have you washed your hair? (= Is it clean *now*?)

c) We often use the present perfect to give new information or to announce a recent happening:

- I've lost my key. Can you help me look for it?
- Do you know about Jim? He's gone to Canada.
- Ow! I've burnt myself.

You can use the present perfect with **just** (= a short time ago):

- 'Would you like something to eat?' 'No, thanks. I've just had lunch.'
- Hello, have you just arrived?

You can use the present perfect with **already** to say that something has happened sooner than expected:

- 'Don't forget to post the letter, will you?' 'I've already posted it.'
- 'When is Tom going to start his new job?' 'He has already started.'

d) Study the difference between **gone to** and **been to**:

- Ann is on holiday. She **has gone to** Italy. (= She is there now or she is on her way there.)
- Tom is back in England now. He **has been to** Italy. (= He was there but now he has come back.)

(See also Unit 119.)

For the present perfect see also Units 14–19.

For the present perfect and past simple see Units 20–1.

UNIT 13 Exercises

13.1 You are writing a letter to a friend and giving news about people you both know. Use the words given to make sentences and put the verb into the correct form.

Example: Phil / find a new job Phil has found a new job.

Dear Chris,

Lots of things have happened since I last wrote to you.

- 1 Charles / go / Brazil Charles
- 2 Jack and Jill / decide / to get married
- 3 Suzanne / have / a baby
- 4 Monica / give up / smoking
- 5 George / pass / his driving-test

13.2 In this exercise you have to read the situation and then write a suitable sentence. Use the verb given.

Example: Tom is looking for his key. He can't find it. (lose) He has lost his key.

- 1 Ann's hair was dirty. Now it is clean. (wash) She
- 2 Tom was 80 kilograms. Now he weighs 70. (lose weight)
- 3 The car has just stopped because there isn't any more petrol in the tank. (run out of petrol)
- 4 Yesterday Bill was playing football. Now he can't walk and his leg is in plaster. (break)

13.3 This time you have to use just. Answer the questions using the words given.

Example: Would you like something to eat. (no thank you / I / just / have / dinner)

No thank you. I've just had dinner.

- 1 Have you seen John anywhere? (yes / I / just / see / him) Yes
- 2 Has Ann phoned yet? (yes / she / just / phone)
- 3 Would you like a cigarette? (no thanks / I / just / put / one out)

13.4 In this exercise you have to write sentences with already.

Example: Don't forget to post that letter. I've already posted it.

- 1 Don't forget to phone Tom. I
- 2 Why don't you read the paper?
- 3 Shall I pay the waiter? No, I

13.5 This time you have to put in been or gone.

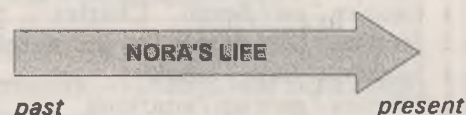
Example: 'Where's Ann?' 'She's on holiday. She has gone to Italy.'

- 1 Hello! I've just to the shops. Look! I've bought lots of things.
- 2 Jim isn't here at the moment. He's to the shops.
- 3 'Are you going to the bank?' 'No, I've already to the bank.'

UNIT 14 Present perfect (I have done) (2)

a) Study this example conversation:

Dave: Have you travelled a lot, Nora?
 Nora: Yes, I've been to 47 different countries.
 Dave: Really? Have you ever been to China?
 Nora: Yes, I've visited China twice.
 Dave: What about India?
 Nora: No, I've never been to India.



When we talk about a period of time that continues up to the present, we use the present perfect. Nora and Dave are talking about the places Nora has visited in her life (which is a period continuing up to the present).

Here are some more examples:

- 'Have you read *Hamlet*?' 'No, I haven't read any of Shakespeare's plays.'
- How many times have you been to the United States?
- Susan really loves that film. She's seen it eight times.
- Sam has lived in Belfast all his life. (or Sam has always lived in Belfast.)

We often use **ever** and **never** with the present perfect:

- Have you ever eaten caviar?
- We have never had a car.

We often use the present perfect after a *superlative* (see Unit 104d):

- What a boring film! It's the most boring film I've ever seen.

b) You have to use the present perfect with **This is the first time ...**, **It's the first time ...** etc. Study this example situation:

- Ron is driving a car. He is very nervous and unsure because it's his first time behind the wheel of a car. You can say:
 This is the first time he has driven a car. (not 'drives')
- or: He has never driven a car before.

Here are some more examples:

- Tom has lost his passport again. It's the second time he has lost it.
- Is this the first time you've been in hospital?

c) Use the present perfect to say that you have never done something or that you haven't done something during a period of time which continues up to the present:

- I have never smoked.
- I haven't smoked for three years. (not 'I don't smoke for ...')
- I haven't smoked since September. (not 'I don't smoke since ...')
- Jill hasn't written to me for nearly a month.
- Jill has never driven a car.

For the difference between **for** and **since** see Unit 19b.

UNIT 14 Exercises

14.1 You are asking someone about things he has done in his life. Use the words in brackets to make your questions.

Example: (you ever / be / to Italy?) Have you ever been to Italy?

- 1 (you ever / be / to South America?)
- 2 (you / read / any English books?)
- 3 (you / live / in this town all your life?)
- 4 (how many times / you / be / in love?)
- 5 (what's the most beautiful country you / ever / visit?)
- 6 (you ever / speak / to a famous person?)

14.2 Complete the answers to these questions. Use the verb in brackets.

Example: Is it a beautiful painting? (see) Yes, it's the most beautiful painting I've ever seen.

- 1 Is it a good film? (see) Yes, it's the best
- 2 Is it a long book? (read) Yes, it's the
- 3 Is she an interesting person? (meet) Yes, she's the most

14.3 Now you have to write questions and answers as shown in the example.

Example: Jack is driving a car but he's very nervous and not sure what to do.

You ask: Is this the first time you've driven a car?

Jack: Yes, I've never driven a car before.

- 1 Len is playing tennis. He's not very good and doesn't know the rules.

You ask: Is this the first time

Len: Yes, I've

- 2 Sue is riding a horse. She doesn't look very confident or comfortable.

You ask:

Sue:

- 3 Maria is in England. She's just arrived and it's very new for her.

You ask:

Maria:

14.4 Answer these questions using the words in brackets.

Example: When did you last smoke? (for two years) I haven't smoked for two years.

- 1 When did it last rain? (for ages) It for ages.
- 2 When did they last visit you? (since June) They
- 3 When did you last play tennis? (for a long time)
- 4 When did you last eat caviar? (never)
- 5 When did you last drive? (for six months)
- 6 When did you last go to Spain? (never)
- 7 When did she last write to you? (since last summer)

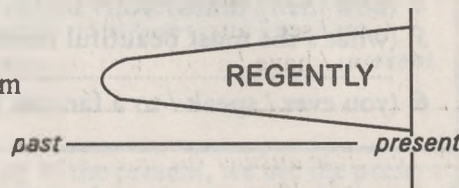
UNIT 15 Present perfect (I have done) (3)

a) Study this example:

Tom: **Have you heard from George?**

Ann: No, he **hasn't written** to me recently.

We use the present perfect when we talk about a period of time that continues up to the present. Tom and Ann are talking about the period between a short time ago and now. So they say 'have you heard' and 'he hasn't written'.



Here are some more examples:

- Have you seen my dog? I can't find him anywhere.
- Everything is going fine. We haven't had any problems so far.
- We've met a lot of interesting people in the last few days.
- Fred has been ill a lot in the past few years, hasn't he?
- I haven't seen George recently. Have you?

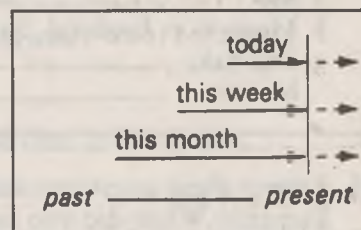
For sentences with **for** and **since** see Unit 18.

b) We often use the present perfect with **yet** (see also Unit 107). **Yet** shows that the speaker is expecting something to happen. Use **yet** only in questions and negative sentences:

- Has it **stopped** raining yet? (not 'did it stop')
- I **haven't** told them about the accident yet. (not 'I didn't tell')

c) We use the present perfect with **this morning** / **this evening** / **today** / **this week** / **this term** etc. (when these periods are not finished at the time of speaking):

- I've smoked ten cigarettes today. (perhaps I'll smoke more before today finishes)
- Has Ann had a holiday **this year**?
- I haven't seen Tom **this morning**. Have you?
- Ron hasn't studied very much **this term**.
- Bill is phoning his girl-friend again. That's the third time he's phoned her **this evening**.



d) We also use the *present perfect continuous* (I have been doing) when we talk about a period of time continuing up to the present:

- I **haven't been feeling** very well recently.

For the present perfect continuous see Units 16-18.

For the present perfect and past simple see Units 20-1.

UNIT 15 Exercises

15.1 In this exercise you have to make questions with the words given.

Example: (you / hear / from George recently?) Have you heard from George recently?

- 1 (you / read / a newspaper recently?)
- 2 (you / see / Tom in the past few days?)
- 3 (you / play / tennis recently?)
- 4 (you / eat / anything today?)
- 5 (you / see / any good films recently?)
- 6 (you / have / a holiday this year yet?)

15.2 This time answer the questions in the way shown. Use yet.

Example: Have you seen the new film at the local cinema?

I haven't seen it yet but I'm going to see it.

- 1 Have you eaten at the new Italian restaurant?
I yet but I'm
- 2 Have you bought a car?
I but I
- 3 Has Gerry asked Diana to marry him?
He

15.3 This time you have to complete the sentence. Use so far.

Examples: I saw Tom yesterday but I haven't seen him so far today.

It rained a lot last week but it hasn't rained much so far this week.

- 1 We ate a lot yesterday but we much so far today.
- 2 It snowed a lot last winter but it so far this winter.
- 3 I played tennis a lot last year but this year.
- 4 She worked hard last term but this term.
- 5 I watched television yesterday evening this evening.
- 6 My favourite football team won a lot of matches last season but they many matches so far this season.

15.4 In this exercise you have to read the situation and then finish a sentence.

Example: Ron is phoning Jill again. He has already phoned her twice this evening.

It's the third time he has phoned her this evening.

- 1 You're late again. You've already been late once this week.
It's the second this week.
- 2 The car has broken down. It has already broken down twice this month.
It's the this month.
- 3 Ann has just finished drinking a cup of tea. She has already had four cups this morning.
It's the fifth

UNIT 16 Present perfect continuous (I have been doing)

a) Study this example situation:



Is it raining?
No, it isn't but the ground is wet.

It has been raining.

This is the *present perfect continuous* tense:

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

We use the present perfect continuous when we talk about an action (quite a long action) which began in the past and has recently stopped or just stopped. Here are some examples:

- You're out of breath. **Have you been running?**
- That man over there is bright red. I think he's **been sunbathing**.
- Why are your clothes so dirty? What **have you been doing?**
- I've **been talking** to Tom about your problem and he thinks ...

b) We also use the present perfect continuous to ask or say how long something has been happening. This time the action or situation began in the past and is still happening or has just stopped. Study this example:



It is raining now. It began to rain two hours ago and it is still raining.

It has been raining for two hours.

We often use the present perfect continuous in this way, especially with how long, for and since.

Here are some more examples:

- **How long have you been learning English?**
- They've **been waiting** here for over an hour.
- I've **been watching** television since 2 o'clock.
- George **hasn't been feeling** very well recently.
- Have you **been working** hard today?

You can also use the present perfect continuous (with how long, for and since) for actions repeated over a period of time:

- She **has been playing** tennis since she was eight.
- How long have you **been smoking?**

For more information about the present perfect + since/for, see Units 18-19.

For the difference between the present perfect simple and continuous, see Units 17-18.

UNIT 16 Exercises

16.1 In this exercise you have to read the situation and then write a sentence with the present perfect continuous (I have been doing).

Example: Tom is out of breath. (he / run) He has been running.

- 1 Ann is very tired. (she / work / hard)
- 2 Bob has a black eye and Bill has a cut lip. (Bob and Bill / fight)
- 3 George has just come back from the beach. He is very red. (he / lie / in the sun)
- 4 Janet is hot and tired. (she / play / tennis)

16.2 This time you have to ask a question for each situation.

Example: Your friend's hands are covered in oil. (you / work / on the car?)

Have you been working on the car?

- 1 You see a little boy. His eyes are red and watery. (you / cry?)
- 2 You have just arrived to meet your friend who is waiting for you. (you / wait / long?)
- 3 Your friend comes in. His face and hands are very dirty. (what / you / do?)

16.3 Now you have to say how long something has been happening.

Example: It is raining now. It began raining two hours ago.

It has been raining for two hours.

- 1 Kevin is studying. He began studying three hours ago.
He for three hours.
- 2 I'm learning Spanish. I started learning Spanish in December.
I since December.
- 3 Ann is looking for a job. She began looking six months ago.
..... for six months.
- 4 Mary is working in London. She started working there on 18 January.
..... since 18 January.
- 5 George smokes. He started smoking five years ago.
..... for five years.

16.4 In this exercise you have to ask questions with how long.



Example: It is raining. How long has it been raining?

- 1 My foot is hurting. How long
2 Mike plays chess. How
3 Jim sells washing machines.
4 Tom is living in High Street.

UNIT 17

Present perfect continuous (**I have been doing**) or present perfect simple (**I have done**)?

a) Study these example situations:

 <p>Ann's clothes are covered in paint. She has been painting the ceiling.</p> <p>Has been painting is the <i>present perfect continuous</i> tense.</p> <p>We are interested in the action. It does not matter whether something has been finished or not. In the example, the action has not been finished.</p>	 <p>The ceiling was white. Now it's blue. She has painted the ceiling.</p> <p>Has painted is the <i>present perfect simple</i> tense.</p> <p>This time, the important thing is that something has been finished. We are interested in the result of the action, not in the action itself.</p>		
<p>Here are some pairs of examples:</p> <table border="1"> <tr> <td data-bbox="256 996 762 1187"> <p>Tom's hands are very dirty. He has been repairing the car.</p> <p>You've been smoking too much recently. You should smoke less.</p> </td> <td data-bbox="762 996 1276 1187"> <p>The car is going again now. Tom has repaired it.</p> <p>Somebody has smoked all my cigarettes. The packet is empty.</p> </td> </tr> </table>		<p>Tom's hands are very dirty. He has been repairing the car.</p> <p>You've been smoking too much recently. You should smoke less.</p>	<p>The car is going again now. Tom has repaired it.</p> <p>Somebody has smoked all my cigarettes. The packet is empty.</p>
<p>Tom's hands are very dirty. He has been repairing the car.</p> <p>You've been smoking too much recently. You should smoke less.</p>	<p>The car is going again now. Tom has repaired it.</p> <p>Somebody has smoked all my cigarettes. The packet is empty.</p>		

b)

<p>We use the <i>continuous</i> form to say how long something has been happening:</p> <p>Ann has been writing letters all day.</p> <p>How long have you been reading that book?</p> <p>Jim has been playing tennis since 2 o'clock.</p>	<p>We use the <i>simple</i> form to say how much we have done, how many things we have done, or how many times we have done something:</p> <p>Ann has written ten letters today.</p> <p>How many pages of that book have you read?</p> <p>Jim has played tennis three times this week.</p>
---	---

See Unit 18 for more information about the present perfect and **how long**?

c) Some verbs are not used in the continuous form, for example **know**. You have to say **have known** (*not* 'have been knowing'). For a list of these verbs see Unit 3b.

UNIT 17 Exercises

171 In this exercise you have to read the situation and then write two sentences, one with the present perfect simple (I have done) and one with the present perfect continuous (I have been doing).

Example: Tom is reading a book. He started two hours ago and he is on page 53.

(he / read / for two hours) He has been reading for two hours.

(he / read / 53 pages so far) He has read 53 pages so far.

1 Linda is from Australia. Now she is travelling round Europe. She began her tour three months ago.

(she / travel / around Europe for three months)

(she / visit / six countries so far)

2 Jimmy is a tennis champion. He began playing tennis when he was 11 years old. Now he has just won the national championship for the fourth time.

(he / play / tennis since he was 11)

(he / win / the national championship four times)

3 Bill and Andy make films. They started making films together when they left college.

(they / make / films since they left college)

(they / make / ten films since they left college)

172 This time you have to imagine that you are talking to a friend. Read the situation and ask a question beginning in the way shown.

Example: Your friend is learning Arabic. How long have you been learning Arabic?

1 Your friend is waiting for you. How long

2 Your friend writes books. How many books

3 Your friend writes books. How long

4 Your friend plays football for his country. How many times

173 In this exercise you have to put the verb into the correct form, present perfect simple (I have done) or continuous (I have been doing).

Examples: I have lost (lost) my key. Can you help me look for it?

You look tired. Have you been working (you/work) hard?

1 Look! Somebody (break) that window.

2 I (read) the book you gave me but I (not/finish) it yet.

3 'Sorry I'm late.' 'That's all right. I (not/wait) long.'

4 Hello! I (clean) the windows. So far I (clean) five of them and there are two more to do.

5 There's a strange smell in here. (you/cook) something?

6 My brother is an actor. He (appear) in several films.

UNIT 18 Present perfect (I have done / I have been doing) with how long, for and since

a) Study this example situation:



Bob and Alice are married. They got married exactly 20 years ago. So today is their 20th wedding anniversary.

They have been married for 20 years.

We use the present perfect to say how long something has existed or how long something has been happening.

They are married.	} How long have they been married? They have been married for 20 years.

b) We use the present perfect continuous (I have been doing) to say how long something has been happening. Note that the action is still happening now:

- I've been learning English for a long time.
- Sorry I'm late. Have you been waiting long?
- It's been raining since I got up this morning.

Sometimes the action is a repeated action (see also Unit 16b):

- Tom has been driving for ten years.
- How long have you been smoking?

The continuous (I have been doing) or the simple (I have done) can be used for actions repeated over a long period:

- I've been collecting / I've collected stamps since I was a child.

c) We use the simple (I have done) for situations that exist for a long time (especially if we say **always**). Note that the situation still exists now:

- My father **has always worked** hard. (*not* 'has always been working')

We use the continuous for situations over a shorter time. Compare:

- John **has been living** in London since January.
- John **has always lived** in London.

d) Some verbs (for example **be, have, know**) are not normally used in the continuous (see Unit 3b for a list and Unit 24 for **have**):

- How long **have** Bob and Alice **been married**?
- Tom **has had** a cold for the past week. (*not* 'has been having')
- Tom and I **have known** each other since we were at school.

e) Do not use the present simple (I do) or continuous (I am doing) to say how long something has been happening:

- I've **been waiting** here for an hour. (*not* 'I am waiting')
- How long **have you known** Tom? (*not* 'do you know')

UNIT 18 Exercises

11 Are these sentences right or wrong? Correct the ones which are wrong.

Examples: How long have Bob and Alice been married?

RIGHT

I know Bob for five years.

WRONG - have known

1 Sue and Alan are married since July.

2 It is raining all day.

3 How long has George been unemployed?

4 Have you always been living in this house?

5 How long has Ken a beard?

6 How long do you know Ann?

7 She has been ill for quite a long time.

12 This time you have to write questions with how long?

Examples: Jim is learning Chinese. How long has he been learning Chinese?

I know Bob. How long have you known Bob?

1 My sister is married. How long

2 Boris is on holiday. How long

3 I live in Glasgow.

4 It is snowing.

5 Jack smokes.

6 I know about her problem.

7 Jack and Jill are looking for a flat.

8 Diana teaches English in Germany.

9 Dennis is in love with Margaret.

10 Colin has a car.

13 In this exercise you have to read a sentence and then write another sentence with since or for.

Example: I know Bob. (for five years) I have known Bob for five years.

1 Jack lives in Bolton. (since he was born) Jack

2 Bill is unemployed. (since April) Bill

3 Ann has a bad cold. (for the last few days)

4 I want to go to the moon. (since I was a child)

5 My brother is studying languages at university. (for two years)

6 Tim and Jane are working in Sheffield. (since February)

7 My cousin is in the army. (since he was 17)

8 They are waiting for us. (for half an hour)

UNIT 19

Present perfect with **how long** and past simple with **when** **Since** and **for**

a) Use the *past simple* (I did) to ask or say *when* something happened:

- A: **When** did it start raining?
- B: It **started** raining **at one o'clock** / **an hour ago**.
- A: **When** did Tom and Ann first meet?
- B: They first **met** **when they were at school** / **a long time ago**.

Use the *present perfect* (I have done / I have been doing) to ask or say *how long* something has been happening (up to the present):

- A: **How long** has it been raining?
- B: It's been raining **since one o'clock** / **for an hour**.
- A: **How long** have Tom and Ann known each other?
- B: They've known each other **since they were at school** / **for a long time**.

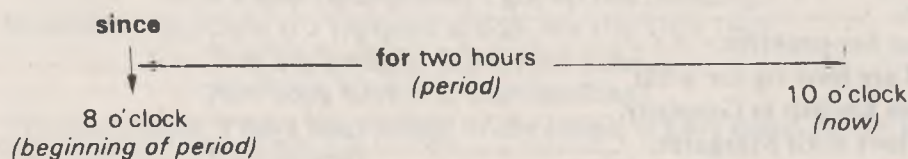
b) **Since** and **for**

We use both **since** and **for** to say how long something has been happening:

- I've been waiting for you **since 8 o'clock**.
- I've been waiting for you **for two hours**.

We use **since** when we say the beginning of the period (8 o'clock).

We use **for** when we say the period of time (two hours).



since		for	
8 o'clock	1977	two hours	a week
Monday	Christmas	ten minutes	five years
12 May	lunchtime	three days	a long time
April	we arrived	six months	ages

- She's been working here **since April**. (= from April until now)
- She's been working here **for six months**. (not 'since six months')
- I haven't seen Tom **since Monday**. (= from Monday until now)
- I haven't seen Tom **for three days**. (not 'since three days')

We do not use **for** in expressions with **all** (all day / all morning / all week / all my life etc.):

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

c) Note the structure **How long** is it **since ...?**:

- A: **How long** is it **since** you had a holiday?
- B: It's **two years** **since** I had a holiday. (= I haven't had a holiday for two years.)
- It's **ages** **since** Tom visited us. (= He hasn't visited us for ages.)

UNIT 19 Exercises

19.1 In this exercise you have to write questions with how long and when.

Example: It is raining. (how long / it / rain?) How long has it been raining?
(when / it / start / raining?) When did it start raining?

1 Ann is learning Italian.

(how long / she / learn / Italian?)

(when / she / begin / learning Italian?)

2 I know Tom.

(how long / you / know / Tom?)

(when / you / first / meet / Tom?)

3 Bob and Alice are married.

(how long / they / be / married?)

(when / they / get / married?)

19.2 In this exercise you have to put in since or for.

Example: Tom and I have known each other for six months.

1 It's been raining I got up this morning.

2 Tom's father has been a policeman 20 years.

3 Have you been learning English a long time?

4 Christmas, the weather has been quite mild.

5 Ann has been on holiday three days.

6 That's a very old car. I've had it ages.

19.3 This time you have to make a new sentence beginning in the way shown.

Examples: I know Tom. I first met him six months ago. I have known him for six months.
It's been raining since 2 o'clock. It started raining at two o'clock.

1 Tom's ill. He became ill three days ago. He has

2 We have been married for five years. We got

3 Jim has a beard. He grew it ten years ago. He has

4 He has been in France for three weeks. He went

5 He has had his new car since February. He bought

19.4 In this exercise you have to imagine that two people are talking. You have to make sentences with It's ... since ...

Example: A: Do you often go on holiday? (no / five years)

B: No, it's five years since I went on holiday.

1 A: Do you often eat in restaurants? (no / six months)

B: No, it

2 A: Does it often snow here? (no / years)

B: No,

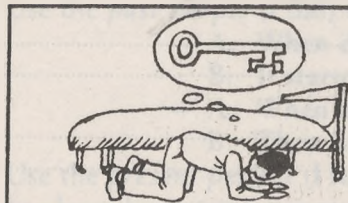
3 A: Do you often play cards? (no / a long time)

B:

UNIT 20

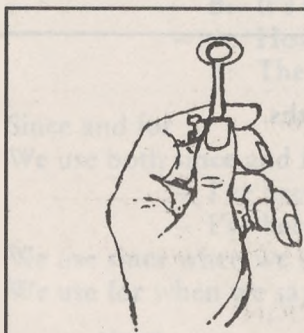
Present perfect (**I have done**) or past simple (**I did**)? (1)

a) Study this example situation:



This is Tom. He is looking for his key. He can't find it.
He has lost his key. (present perfect)
 This means that he hasn't got his key now.

Five minutes later:



Now Tom **has found** his key.
 This means that he has got his key now.
Has he lost his key? (present perfect)
 No, he hasn't. He **has found** it.
Did he lose his key? (past simple)
 Yes, he **did**.
 He **lost (past simple)** his key but now he **has found (present perfect)** it.

The present perfect (**has lost**) always tells us something about the present. 'He **has lost** his key' tells us that he hasn't got it now (see Unit 13). The past simple (**lost**) tells us only about the past. If we say 'He **lost** his key', we don't know whether he has it now or not. We only know that he lost it at some time in the past. Here are some more examples:

- He **grew** a beard but now he **has shaved** it off. (= He hasn't got a beard now.)
- Prices **fell** but now they **have risen** again. (= They are high now.)

b) Do not use the present perfect (I have done**) for happenings or actions which are not connected with the present (for example, historical events):**

- The Chinese **invented** printing. (*not* 'have invented')
- Shakespeare **wrote** *Hamlet*. (*not* 'has written')
- How many symphonies **did** Beethoven **compose**? (*not* 'has ... composed')

c) We use the present perfect (I have done**) to give new information or to announce a recent happening (see Unit 13). But if we continue to talk about it, we normally use the past simple (**I did**):**

- A: Ow! I've **burnt** myself!
- B: How **did** you **do** that? (*not* 'have you done')
- A: I **touched** a hot dish. (*not* 'have touched')
- A: Look! Somebody **has spilt** milk on the carpet.
- B: Well, it **wasn't** me. I **didn't** do it. (*not* 'hasn't been ... haven't done')
- A: I wonder who it **was** then. (*not* 'who it has been')

For more information about the present perfect and past simple see Unit 21.

UNIT 20 Exercises

20.1 In this exercise you have to read the situation and then write a sentence. Use the verbs given in brackets. Read the example carefully first.

Example: Ten minutes ago Tom lost his key. Now he has it in his hand.

(lose / find) Tom lost his key but now he has found it.

- 1 I lost a lot of weight but now I am too heavy again.
(lose weight / put on weight) I but now I
- 2 She went to Australia but now she is back in Britain again.
(go / come back) She but now
- 3 Last year Kevin bought a car. Now it belongs to someone else.
(buy / sell)
- 4 The police arrested the man but now he is at home again.
(arrest / release)
- 5 Bill cut his hair. Now it is long again.
(cut / grow)
- 6 The prisoner escaped from the prison. Now he is back in prison.
(escape / be caught)

20.2 Are the underlined parts of these sentences right or wrong? Correct the ones which are wrong.

Examples: Have you heard? Suzanne has got married!

RIGHT

The Chinese have invented printing.

WRONG - invented

- 1 Who has written the play *Hamlet*?
- 2 Aristotle has been a Greek philosopher.
- 3 Ow! I've cut my finger. It's bleeding.
- 4 Look at George! He had a haircut.
- 5 My grandparents got married in London.
- 6 Einstein was the physicist who has developed the theory of relativity.

20.3 In this exercise you have to put the verb into the correct form.

Example: A: Look! Somebody has spilt (spill) milk on the carpet.

B: Well, it wasn't (not/be) me. I didn't do (not/do) it.

A: I wonder who it was (be) then.

- 1 A: Your hair looks different. (you/have) a haircut?
B: Yes.
A: (you/cut) it yourself?
B: No, Ann (cut) it for me.
- 2 A: Did you hear about Ben? He (break) his leg.
B: Really? How (that/happen)?
A: He (fall) off a ladder.

UNIT 21

Present perfect (I have done) or past simple (I did)? (2)

- a) Do not use the present perfect (I have done) when you are talking about a finished time in the past (for example: yesterday, two years ago, in 1979, when I was a child). Use a *past* tense:

- Tom lost his key yesterday. (*not* 'has lost')
- Did you see the film on television last night? (*not* 'have you seen')
- Mr Greaves retired from his job two years ago. (*not* 'has retired')
- I ate a lot of sweets when I was a child. (*not* 'have eaten')

Use a past tense to ask when something happened:

- What time did they arrive? (*not* 'have they arrived')
- When were you born? (*not* 'have you been born')

Compare:

- Tom has lost his key. (*present perfect*)

Here we are not thinking of the past action; we are thinking of the present result of the action: he is without his key now.

- Tom lost his key yesterday. (*past simple*)

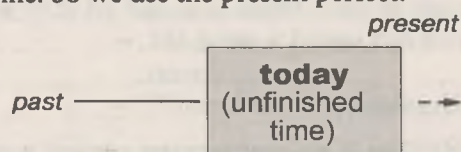
Here we are thinking of the action in the past. We don't know whether Tom is still without his key.

- b) Now compare these sentences:

Present perfect (I have done)

I've smoked 20 cigarettes today.

Today is a period of time which continues up to the present. It is not a finished time. So we use the present perfect.



Tom hasn't been ill this year.

Have you seen Ann this morning?
(It is still morning.)

Have you seen Ann recently?

We've been waiting for an hour. (We are still waiting.)

Ian has lived in London for six years.
(He still lives there.)

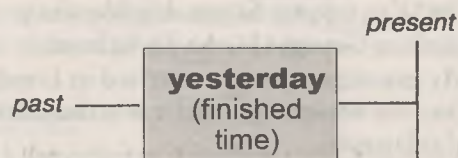
I have never played golf (in my life).

The present perfect always has a connection with the present.
See Units 13–20.

Past simple (I did)

I smoked 20 cigarettes yesterday.

Yesterday is a finished time in the past. So we use the past simple.



Tom wasn't ill last year.

Did you see Ann this morning?
(It is now afternoon.)

Did you see Ann last week?

We waited (or were waiting) for an hour. (We are no longer waiting.)

Ian lived in Scotland for ten years.
(He no longer lives there.)

I didn't play golf when I was on holiday last summer.

The past simple tells us only about the past.
See Units 11, 12 and 20.

Unit 21 Exercises

21.1 In this exercise you have to put the verb into the correct form, present perfect (I have done) or past simple (I did).

Examples: I have lost (lose) my key. I can't find it anywhere.
Did you see (you/see) the film on television last night?

- 1 Jill (buy) a new car two weeks ago.
- 2 His hair is very short. He (have) a haircut.
- 3 Last night I (arrive) home at half past twelve. I
 (have) a bath and then I (go) to bed.
- 4 (you/visit) many museums when you were in Paris?
- 5 My bicycle isn't here any more. Somebody (take) it.
- 6 When (you/give) up smoking?
- 7 I (not/eat) anything yesterday because I
 (not/feel) hungry.
- 8 Why (Jim/not/want) to play tennis last Friday?
- 9 The car looks very clean. (you/wash) it?
- 10 Brian: Hello, Susan. Is Alan here?
 Susan: No, I'm afraid he (go) out.
 Brian: Oh, what a pity! When exactly (he/go) out?
 Susan: About ten minutes ago.

21.2 This time you have to make sentences using the words given.

Examples: (I / smoke / 20 cigarettes yesterday) I smoked 20 cigarettes yesterday.
 (how many cigarettes / you / smoke / today?)
How many cigarettes have you smoked today?

- 1 (I / be / ill twice so far this year) I
- 2 (how many times / be / you / ill last year?) How many times
- 3 (I / not / drink / any coffee so far today)
- 4 (he / be / late three times this week)
- 5 (how many games / the team / win / last season?)
- 6 (how many games / the team / win / so far this season?)

21.3 Put the verb into the correct form, present perfect (I have done) or past simple (I did).

Example: I didn't play (not/play) golf when I was on holiday last summer.

- 1 Mr Clark (work) in a bank for 15 years. Then he gave it up.
- 2 Molly lives in Dublin. She (live) there all her life.
- 3 Bob and Alice are married. They (be) married for 20 years.
- 4 When we were on holiday, the weather (be) awful.
- 5 The weather (be) very nice recently, don't you think?
- 6 My grandfather died 30 years ago. I (never/meet) him.
- 7 I don't know Carol's husband. I (never/meet) him.

UNIT 22 Past perfect (I had done)

a) Study this example situation:

At 10.30
Bye
Tom

Half an hour later
Me

I went to a party last week. Tom went to the party too. Tom went home at 10.30. So, when I arrived at 11 o'clock, Tom wasn't there.

When I arrived at the party, Tom wasn't there. He **had gone** home.

This is the *past perfect (simple)* tense:

I/he/she (etc.) **had** (= I'd/he'd/she'd etc.) **gone**
 I/he/she (etc.) **hadn't gone**
 had you/he/she (etc.) **gone?**

We form the past perfect with **had** + the *past participle* (gone/opened/written etc.). For irregular past participles see Appendix 2.

Sometimes we talk about something that happened in the past:

- I **arrived** at the party.

We use the past perfect to say that something had already happened before this time:

- When I **arrived** at the party, Tom **had already gone** home.

Here are some more examples:

- When I **got** home, I found that someone **had broken** into my flat and **had stolen** my fur coat.
- George **didn't want** to come to the cinema with us because he **had already seen** the film twice.
- It was my first time in an aeroplane. I was very nervous because I **hadn't flown** before.

b) The past perfect (I had done) is the past of the present perfect (I have done). Compare these situations:

<i>Present</i>	<i>Past</i>
I'm not hungry. I've just had lunch. The house is dirty. We haven't cleaned it for weeks.	I wasn't hungry. I'd just had lunch. The house was dirty. We hadn't cleaned it for weeks.

c) Compare the past perfect (I had done) and the past simple (I did):

- 'Was Tom there when you arrived?' 'No, he **had already gone** home.'
- but:* 'Was Tom there when you arrived?' 'Yes, but he **went** home soon afterwards.'
- Ann **wasn't** in when I **phoned** her. She **was** in London.
- but:* Ann **had just got** home when I **phoned** her. She **had been** in London.

For the past perfect continuous see Unit 23.

UNIT 22 Exercises

22.1 Complete these sentences using the verbs in brackets. You went back to your home town after many years and you found that many things were different.

Example: Most of my friends were no longer there. They ~~had left~~ (leave).

- 1 My best friend, Kevin, was no longer there. He (go) away.
- 2 The local cinema was no longer open. It (close) down.
- 3 Mr Johnson was no longer alive. He (die).
- 4 I didn't recognise Mrs Johnson. She (change) a lot.
- 5 Bill no longer had his car. He (sell) it.

22.2 Complete these sentences as in the example. Use the verb in brackets.

Example: Mr and Mrs Davis were in an aeroplane. They were very nervous as the plane took off because they (fly) ~~had never flown before~~.

- 1 The woman was a complete stranger to me. (see) I before.
- 2 Margaret was late for work. Her boss was very surprised. (be / late) She
- 3 Jane played tennis yesterday – at least she tried to play tennis. She wasn't very good at it because she (play)
- 4 It was Keith's first driving lesson. He was very nervous and didn't know what to do. (drive) He

22.3 Now you have to make sentences using the words in brackets.

Example: I wasn't hungry. (I / just / have / lunch) ~~I had just had lunch~~.

- 1 Tom wasn't at home when I arrived. (he / just / go / out)
- 2 We arrived at the cinema late. (the film / already / begin)
- 3 They weren't eating when I went to see them. (they / just / finish / their dinner)
- 4 I invited Ann to dinner last night but she couldn't come. (she / already / arrange / to do something else)
- 5 I was very pleased to see Nora again after such a long time. (I / not / see / her for five years)

22.4 Put the verb into the correct form, past perfect (I had done) or past simple (I did).

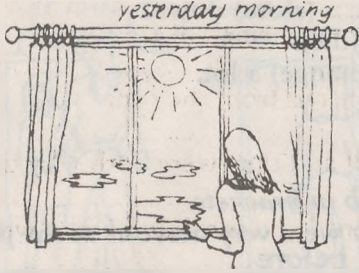
Examples: 'Was Tom there when you arrived?' 'No, he ~~had gone~~ (go) home.'

'Was Tom there when you arrived?' 'Yes, but he ~~went~~ (go) home soon afterwards.'

- 1 The house was very quiet when I got home. Everybody (go) to bed.
- 2 I felt very tired when I got home, so I (go) straight to bed.
- 3 Sorry I'm late. The car (break) down on my way here.
- 4 There was a car by the side of the road. It (break) down and the driver was trying to repair it. So we (stop) to see if we could help.

UNIT 23 Past perfect continuous (I had been doing)

a) Study this example situation:



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

It had been raining.

It wasn't raining when I looked out of the window; the sun was shining. But it **had been raining**. That's why the ground was wet.

Had been raining is the *past perfect continuous* tense:

I/he/she (etc.) **had** (= I'd / he'd / she'd etc.) **been doing**

Here are some more examples:

- When the boys came into the house, their clothes were dirty, their hair was untidy and one had a black eye. They **had been fighting**.
 - I was very tired when I arrived home. I'd **been working** hard all day.
- b) You can use the past perfect continuous to say how long something had been happening before something else happened:
- The football match had to be stopped. They **had been playing** for half an hour when there was a terrible storm.
 - Ken **had been smoking** for 30 years when he finally gave it up.
- c) The past perfect continuous (**I had been doing**) is the past of the present perfect continuous (**I have been doing**). Compare:

<i>Present</i>	<i>Past</i>
How long have you been waiting? (until now)	How long had you been waiting when the bus finally came?
He's out of breath. He has been running.	He was out of breath. He had been running.

- d) Compare the past perfect continuous (**I had been doing**) and the past continuous (**I was doing**):
- When I looked out of the window, it **had been raining**. (= It wasn't raining when I looked out; it had stopped.)
 - When I looked out of the window, it **was raining**. (= Rain was falling at the time I looked out.)
- e) Some verbs (for example **know**) cannot be used in the continuous form. See Unit 3b for a list of these verbs.

For the past perfect simple see Unit 22.

UNIT 23 Exercises

23.1 In this exercise you have to read a situation and then write a sentence.

Example: The two boys came into the house. One had a black eye and the other had a cut lip. (they / fight) They had been fighting.

- 1 Tom was watching television. He was feeling very tired.
(he / study / hard all day) He
- 2 When I walked into the room, it was empty. But there was a smell of cigarettes.
(somebody / smoke / in the room) Somebody
- 3 When Mary came back from the beach, she looked very red from the sun.
(she / lie / in the sun too long)
- 4 The two boys came into the house. They had a football and they were both very tired.
(they / play / football)
- 5 Ann woke up in the middle of the night. She was frightened and she didn't know where she was. (she / dream)

23.2 In this exercise you have to read a situation and then write a sentence.

Example: We began playing football. After half an hour there was a terrible storm.
We had been playing for half an hour when there was a terrible storm.

- 1 The orchestra began playing at the concert. After about ten minutes a man in the audience suddenly began shouting.
The orchestra for about ten minutes when
- 2 I had arranged to meet Tom in a restaurant. I arrived and began waiting. After 20 minutes I realised that I had come to the wrong restaurant.
I when I
- 3 Mr and Mrs Jenkins went to live in the south of France. Six months later Mr Jenkins died. They when

23.3 Put the verb into the correct form, past perfect continuous (I had been doing) or past continuous (I was doing).

Examples: Tom was leaning against the wall, out of breath. He had been running (run).
I tried to catch Tom but I couldn't. He was running (run) very fast.

- 1 Jim was on his hands and knees on the floor. He (look) for his cigarette lighter.
- 2 We (walk) along the road for about 20 minutes when a car stopped and the driver offered us a lift.
- 3 When I arrived, everyone was sitting round the table with their mouths full. They (eat).
- 4 When I arrived, everyone was sitting round the table and talking. Their mouths were empty but their stomachs were full. They (eat).
- 5 When I arrived, Ann (wait) for me. She was rather annoyed with me because I was late and she (wait) for a very long time.

UNIT 24 Have and have got

a) Have and have got

We often use **have got** / **has got** rather than **have/has** alone. So you can say:

- We've got a new car. or We have a new car.
- Tom's got (= Tom has got) a headache. or Tom has a headache.

In questions and negative sentences there are three possible forms:

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

In the past we do *not* normally use **got**:

- When she was a child, she had long fair hair. (*not* 'she had got')

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

- Did you have a car when you lived in London? (*not* 'had you')
- I wanted to phone you, but I didn't have your number. (*not* 'I hadn't')
- He didn't have a watch, so he didn't know what time it was.

b) Have for actions

We also use **have** for a number of actions. For example:

have breakfast / lunch / dinner / a meal / a drink / a cup of coffee / a cigarette etc.
 have a swim / a walk / a rest / a holiday / a party / a good time etc.
 have a bath / a shower / a wash
 have a look (at something)
 have a baby (= give birth to a baby)
 have a chat (with someone)

'Have got' is *not* possible in these expressions:

- I usually have a big breakfast in the morning. (*not* 'have got')

Compare:

- I have a bath every morning. (= I take a bath – *this is an action.*)
- I've got a bath. (= There is a bath in my house.)

When you use **have** for actions, you can use continuous forms (**is having** / **are having** / **was having** etc.):

- 'Where's Tom?' 'He's having a bath.'

In questions and negative sentences you must use **do/does/did**:

- I don't usually have a big breakfast. (*not* 'I usually haven't')
- What time does Ann have lunch? (*not* 'has Ann lunch')
- Did you have a swim this morning? (*not* 'had you a swim')

UNIT 24 Exercises

24.1 In this exercise you have to make negative sentences with **have**. Some sentences are present (**can't**) and some past (**couldn't**).

Examples: I can't make a phone call. (any change) I haven't got any change.
I couldn't read the notice. (my glasses) I didn't have my glasses.

- 1 I can't climb up onto the roof. (a ladder) I
- 2 We couldn't visit the museum. (enough time) We
- 3 He couldn't find his way to our house. (a map)
- 4 She can't pay her bills. (any money)
- 5 I couldn't make an omelette. (any eggs)
- 6 I can't get into the house. (my key)
- 7 They couldn't take any photographs. (a camera)
- 8 We couldn't go out in the rain. (an umbrella)

24.2 Complete these questions with **have**. Some are present and some are past.

Examples: Excuse me, have you got a light, please?
Did you have a lot of friends when you lived in London?

- 1 Why are you holding your mouth like that? a toothache?
- 2 enough time to answer all the questions in the exam last week?
- 3 I need a stamp for this letter. any?
- 4 'It started to rain when I was walking home.' 'Did it? an umbrella?'
- 5 '..... the time, please?' 'Yes, it's ten past seven.'
- 6 a beard before you joined the army?

24.3 Complete these sentences using the most suitable expressions from the box. Put the verb into the correct form where necessary.

have a baby	have a swim	have a nice time	have a bath
have a party	have a chat	have a good flight	have a rest
have a cigarette	have a look	have a nice meal	

- 1 Jack likes to keep fit, so he has a swim every day.
- 2 Tom and Ann have just come back from the restaurant. You say:
Hello, did you have a nice meal?
- 3 We last Friday. It was great – we invited lots of people.
- 4 'How often ?' 'Not often. I don't like washing.'
- 5 Suzanne gave up her job six months ago when she
- 6 Excuse me, can I at your newspaper, please?
- 7 You meet Tom at the airport. He has just arrived. You say:
Hello, Tom! ?
- 8 'Where's Jim?' 'He in his room. He is very tired.'
- 9 I met Ann in the street yesterday. We stopped and
- 10 I haven't seen you since you came back from holiday. ?
- 11 I don't usually smoke. But I felt nervous, so I

UNIT 25 Used to (I used to do)

a) Study this example situation:

This is Dennis. He gave up smoking two years ago. He no longer smokes.

But he **used to smoke**. He **used to smoke** 40 cigarettes a day.

He **used to smoke** means that he smoked regularly for some time in the past, but he doesn't smoke now:

past ————— now

2 years ago

he used to smoke

he doesn't smoke now

We use **used to** with the *infinitive* (**used to do / used to smoke** etc.) to say that something regularly happened in the past but no longer happens:

- I **used to play** tennis a lot, but now I'm too lazy.
- 'Do you go to the cinema very often?' 'Not now, but I **used to**.'
- Tom **used to travel** a lot. These days he doesn't go away very often.

We also use **used to** for past situations (which no longer exist):

- We **used to live** in a small village but now we live in London.
- This building is now a furniture shop. It **used to be** a cinema.
- Do you see that hill over there? There **used to be** a castle on that hill.
- I've started drinking coffee recently. I never **used to like** it before.
- Ann **used to have** long hair but she cut it some time ago.

b) **Used to + infinitive** is always past. There is no present. You cannot say 'I use to do'. For the present, use the present simple (I do). Compare the present and past:

<i>past</i>	he used to smoke	we used to live	there used to be
<i>present</i>	he smokes	we live	there is

c) The normal question form is **did ... use to ...?**:

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

The negative form is **didn't use to ...** (or 'used not to')

- Jack **didn't use to go** out very often until he met Jill.

d) Be careful not to confuse **I used to do** and **I am used to doing** (see Unit 62). The structure and meanings are different:

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

UNIT 25 Exercises

25.1 In this exercise you have to complete the sentence with *used to* ...

Example: Dennis doesn't smoke any more but he used to smoke 40 cigarettes a day.

- 1 The baby doesn't cry so much now but she..... every night.
- 2 She my best friend but we aren't friends any longer.
- 3 We live in Nottingham now but we in Leeds.
- 4 Now there's only one shop in the village but there three.
- 5 When I was a child I ice-cream, but I don't like it now.
- 6 Now Tom has got a car. He a motor-cycle.

25.2 This time you have to write some sentences about a man who changed his life-style. Ron stopped doing some things and started doing other things:

He stopped { studying hard
going to bed early
running three miles every morning

He started { smoking
going out every evening
spending a lot of money

Make sentences like these:

Examples: He used to study hard.

He never used to smoke, or He didn't use to smoke.

- 1
- 2
- 3
- 4

25.3 Now you have to write some sentences about the present. Remember that there is no present tense of *used to*.

Examples: Ron used to study hard but now he doesn't study very hard.

Ron didn't use to smoke but now he smokes.

- 1 Tom used to play tennis a lot but now
- 2 Ann never used to drink coffee but now
- 3 Jill didn't use to be fat but now
- 4 Jack didn't use to go out much but now

25.4 Now you have to ask questions. Mr Ford is an old man now. You are asking someone what he used to do when he was younger.

Example: I know he doesn't smoke now but did he use to smoke ?

- 1 I know he doesn't play the piano now but ?
- 2 I know he isn't very rich now but ?
- 3 I know he doesn't go out very often these days but ?
- 4 I know he doesn't dance these days but ?
- 5 I know he hasn't got many friends now but ?

UNIT 26 Can, could and be able to

- a) We use **can** (do) to say that something is possible or that someone has the ability to do something. The negative is **can't** (cannot).

- You **can** see the sea from our bedroom window.
- **Can** you speak any foreign languages?
- I'm afraid I **can't** come to your party next Friday.

Be able to is possible instead of **can**, but **can** is more usual:

- **Are** you **able to** speak any foreign languages?

But **can** has only two forms: **can** (*present*) and **could** (*past*). So sometimes you have to use **be able to**:

- I **haven't been able to** sleep recently. (**can** has no present perfect)
- Tom **might not be able to** come tomorrow. (**can** has no infinitive)

- b) **Could** and **was able to**

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

see hear smell taste feel remember understand

- When we went into the house, we **could** smell burning.
- She spoke in a low voice but I **could** understand what she was saying.

We also use **could** to say that someone had the general ability to do something:

- My grandfather **could** speak five languages.
- When Tom was 16, he **could** run 100 metres in 11 seconds.

But if you mean that someone *managed* to do something *in one particular situation*, you have to use **was/were able to** (not **could**):

The fire spread through the building very quickly but everyone **was able** (= managed) to escape. (*not* 'could escape')

- They didn't want to come with us at first but in the end we **were able** (= managed) to persuade them. (*not* 'could persuade')

Compare **could** and **was able to** in this example:

- Jack was an excellent tennis player. He **could** beat anybody. (= He had the ability to beat anybody.)
- But once he had a difficult game against Alf. Alf played very well but in the end Jack **was able to** beat him. (= He managed to beat him *in this particular game*.)

The negative **couldn't** is possible in all situations:

- My grandfather **couldn't** swim.
- We tried hard but we **couldn't** persuade them to come with us.

For **can** see also Unit 31. For **could** see also Units 27 and 31.

UNIT 26 Exercises

26.1 In this exercise you have to use **can** or **be able to**. Sometimes it is possible to use either; sometimes only **be able to** is possible.

Examples: George has travelled a lot. He can (or is able to) speak four languages.
I haven't been able to sleep very well recently.

- 1 Tom drive but he hasn't got a car.
- 2 I can't understand Martin. I've never understand him.
- 3 I used to stand on my head but I can't do it now.
- 4 Ask Ann about your problem. She should help you.

26.2 In this exercise you have to complete the sentence with **could** ...

Example: I can't sing now but I could sing very well when I was a child.

- 1 He can't play tennis very well now but he quite well when he was younger.
- 2 She can't run very fast now but when she was at school she faster than anyone else.
- 3 I can't swim very far these days but ten years ago I from one side of the lake to the other.

26.3 This time you have to answer the questions with **was/were able to**.

Example: Did you persuade them?

Yes. It was difficult but we were able to persuade them.

- 1 Did they find your house?
Yes. It took them a long time but they
- 2 Did you win the match?
Yes. It wasn't easy but I
- 3 Did the thief escape?
Yes. The policeman chased the thief but he

26.4 Now you have to complete a sentence with **could**, **was/were able to** or **couldn't**.

Examples: My grandfather was very clever. He could (or was able to) speak five languages.

I looked everywhere for the book but I couldn't find it.

The fire spread quickly but everyone was able to escape.

- 1 He had hurt his leg, so he walk very well.
- 2 She wasn't at home when I phoned but I contact her at her office.
- 3 I looked very carefully and I see a figure in the distance.
- 4 They didn't have any tomatoes in the first shop I went to, but I get some in the next shop.
- 5 My grandmother loved music. She play the piano very well.
- 6 The boy fell into the river but fortunately we rescue him.

UNIT 27 Could (do) and could have (done)

- a)** We use **could (do)** in a number of ways. Sometimes it is the past of **can (do)** (see Unit 26), but sometimes it has a *present* or *future* meaning. For example, we sometimes use **could** to talk about possible future actions, especially when we make suggestions:

- 'What shall we do this evening?' 'We **could** go to the cinema.'
- When you go to New York, you **could** stay with Linda.

Can is also possible in these sentences. ('We **can** go to the cinema.'). **Could** is more unsure than **can**.

We also use **could** to talk about possible future happenings:

- There **could** be another rise in the price of petrol soon. (= It is possible that there will be.)

Sometimes **could** means **would be able to**:

- Why doesn't Tom apply for the job? He **could** get it.
- I don't know how she works 14 hours a day. I **couldn't** do it.

- b)** The past of **could (do)** is **could have (done)**. We use **could have (done)** to say that we had the ability or the opportunity to do something but did *not* do it:

- We didn't go out last night. We **could have gone** to the cinema but we decided to stay at home. (We had the opportunity to go out but we didn't.)
- Why did you stay at a hotel in New York? You **could have stayed** with Linda. (You had the opportunity to stay with her but you didn't.)
- Why didn't Tom apply for the job? He **could have got** it. (He had the ability to get it.)

We also use **could have (done)** to say something was a possibility but *didn't* happen:

- He was lucky when he fell off the ladder. He **could have hurt** himself.

- c)** Now here are some examples of **couldn't have (done)**. 'I **couldn't have done something**' = I wouldn't have been able to do it if I had wanted or tried to do it:

- When I went to New York last year, I decided not to stay with Linda. Later I found out that she was away while I was there, so I **couldn't have stayed** with her anyway.
- The football match was cancelled last week. Tom **couldn't have played** anyway because he was ill.
- Ann did really well to pass the examination. It was really difficult. I'm sure I **couldn't have passed** it.

For **could/couldn't** see also Units 26, 28b, 29c, 31.

For **could** in *if* sentences see Units 36-8.

UNIT 27 Exercises

21 In this exercise you have to make suggestions. Use *could*.

Example: Where shall we go for our holidays? (Scotland) *We could go to Scotland.*

- 1 What shall we have for dinner tonight? (fish)
- 2 When shall we go and see Tom? (on Friday)
- 3 What shall I give Ann for her birthday? (a book)

22 This time you have to use *could have*. Answer the questions in the way shown.

Example: 'Did you go to the cinema?'

'No. We *could have gone to the cinema but we decided not to*.'

- 1 'Did you go to the concert last night?' 'No. We
- 2 'Did John take the examination?' 'No. He
- 3 'Did you buy a new car?' 'No. I

23 In this exercise you have to write sentences with *could* or *could have*.

Examples: She doesn't want to stay with Linda. *But she could stay with Linda.*

She didn't want to stay with Linda. *But she could have stayed with Linda.*

- 1 He didn't want to help us. But he
- 2 He doesn't want to help us. But
- 3 They don't want to lend us any money. But
- 4 She didn't want to have anything to eat.

24 In this exercise first read this information about Ken:

Ken doesn't know any Spanish.

Ken doesn't know anything about machines.

Ken is very rich and generous.

Ken can't drive.

Ken was ill on Friday night.

Ken was free on Monday afternoon.

A lot of people wanted Ken to do different things last week but they couldn't contact him. So he didn't do any of these things. You have to say whether he could have done or couldn't have done these things (if he had known).

Example: His aunt wanted him to drive her to the station.

He couldn't have driven her to the station (because he can't drive).

- 1 Ann wanted him to come to a party on Friday night.
He because
- 2 Jim wanted him to play tennis on Monday afternoon.
He
- 3 Sue wanted him to translate a Spanish newspaper article into English.
..... because
- 4 Jack wanted Ken to lend him £20.
.....
- 5 Ken's mother wanted him to repair her washing machine.
.....

UNIT 28 Must (have) and can't (have)

a) Study this example situation:

Alf is a very good tennis player and not many players beat him. But yesterday he played against Bill and Bill won. So:

Bill **must be** a very good player (otherwise he wouldn't have won).

We use **must** to say we are sure that something is true:

- You've been travelling all day. You **must be** tired. (= I am sure that you are tired.)
- I hear that your examinations are next week. You **must be** studying very hard at the moment. (= I am sure that you are studying.)
- Carol knows a lot about films. She **must go** to the cinema a lot. (= I am sure she goes to the cinema a lot.)

We use **can't** to say that we think something is impossible:

- You've only just had dinner. You **can't be** hungry already. (= It is impossible that you are hungry.)
- Tom said that he would be here ten minutes ago and he is never late. He **can't be** coming.

Study the structure:

I/you/he (etc.)	{ must can't }	be tired/hungry etc. be studying/waiting/coming etc. go/do/play etc.
-----------------	---------------------------------	--

b) For the past we use **must have (done)** and **can't have (done)**. Study this example:

We went to Roy's house last night and rang the doorbell. There was no answer. He **must have gone** out (otherwise he would have answered).

- The phone rang but I didn't hear it. I **must have been** asleep.
- I made a lot of noise when I came home. You **must have heard** me.
- She passed me in the street without speaking. She **can't have seen** me.
- Tom walked straight into the wall. He **can't have been** looking where he was going.

Study the structure:

I/you/he (etc.)	{ must can't }	have	{ been asleep/tired etc. been looking/waiting etc. gone/done/seen/heard etc.
-----------------	---------------------------------	------	--

'**Couldn't have (done)**' is possible instead of '**can't have (done)**':

- She **couldn't have seen** me.
- He **couldn't have been** looking where he was going.

For other meanings of **must** and **can't** see Units 26, 31 and 32.

UNIT 28 Exercises

28.1 Complete these sentences using **must (have) ... or can't (have) ...**

Examples: 'Is he British?' 'Yes, he must be British.

'Did she see you?' 'No, she can't have seen me.

- 1 'Are they married?' 'Yes, they must
- 2 'Is he serious?' 'No, he can't
- 3 'Were they in a hurry?' 'Yes, they
- 4 'Does Ann know a lot of people?' 'Yes, she
- 5 'Did Tom know about the plan?' 'Yes, he
- 6 'Do they have much money?' 'No, they
- 7 'Was he driving carefully?' 'No, he
- 8 'Are they waiting for somebody?' 'Yes, they

28.2 Complete these sentences with **must or can't + a suitable verb.**

Example: You've been travelling all day. You must be very tired.

- 1 Brian has got three houses, six cars, a yacht and a helicopter. He a lot of money.
- 2 (*The doorbell rings.*) I wonder who that is. It Jim. He said he would come after 7 o'clock and it's only 6.30 now.
- 3 I wonder why Tom isn't at work today. I suppose he ill.
- 4 John seems to know a lot about history. He a lot of books.
- 5 Jack's putting on his hat and coat. He out.

28.3 Now you have to read a situation and write a sentence with **must have or can't have**. Use the words in brackets.

Example: The phone rang but I didn't hear it. (I must / be / asleep)

I must have been asleep.

- 1 That dress you bought is very good quality. (it must / be / very expensive)
It must
- 2 I haven't seen Jim for ages. (he must / go / away) He
- 3 I wonder where my umbrella is. (you must / leave / it on the train)
- 4 Don passed the examination. He didn't study very much for it. (the exam can't / be / very difficult)
- 5 She knew everything about our plans. (she must / listen / to our conversation)
- 6 Dennis did the opposite of what I asked him to do. (he can't / understand / what I said)
- 7 When I woke up this morning, the light was on. (I must / forget / to turn it off)
- 8 I don't understand how the accident happened. (the driver can't / see / the red light)

UNIT 29 May (have) and might (have)

a) Study this example situation:

You are looking for Jack. Nobody knows for sure where he is but you get some suggestions:

He **may be** in his office. (= perhaps he is in his office)

He **might be** having lunch. (= perhaps he is having lunch)

Ask Ann. She **might know**. (= perhaps Ann knows)

We use **may** and **might** to say that something is possible. There is no important difference between **may** and **might**. You can say:

– He **may be** in his office. *or* He **might be** in his office.

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

– Jack **might not be** in his office. (= perhaps he isn't in his office)

– I'm not sure whether I can lend you any money. I **may not have** enough.
(= perhaps I don't have enough)

Study the structure:

I/you/he (etc.)	{ may might }	(not)	{ be in his office be having/waiting etc. know/have/do etc.
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b) To say what was possible in the past, we use **may have (done)** and **might have (done)**:

– A: I wonder why Ann didn't answer the doorbell.

B: Well, I suppose she **may have been** in the bath. (= perhaps she *was* in the bath)

– A: Why didn't he say hello when he passed us in the street?

B: He **might have been** day-dreaming. (= perhaps he *was* day-dreaming)

– A: I can't find my bag anywhere.

B: You **might have left** it in the shop. (= perhaps you *left* it)

– A: I wonder why Ann didn't come to the meeting.

B: She **might not have known** about it. (= perhaps she *didn't know*)

Study the structure:

I/you/he (etc.)	{ may might }	(not)	have	{ been in the bath been day-dreaming/waiting etc. known/left/had etc.
-----------------	-----------------------------------	-------	------	--

c) You can use **could** instead of **may** or **might**. But with **could** the possibility is smaller:

– 'Where's Jack?' 'I'm not sure. He **could be** in his office, I suppose, but he's not usually there at this time.'

For **may** and **might** see also Units 30 and 31.

Unit 29 Exercises

29.1 In this exercise you have to make sentences with **may** or **might**. The first four sentences are present.

Examples: 'Do you know if Jack is in his office?' 'I'm not sure. He may be in his office.'
'Do you know if Ann likes ice-cream?' 'I'm not sure. She might like ice-cream'.

- 1 'Do you know if they are married?' 'I'm not sure. They
- 2 'Do you know if she wants to go?' 'I'm not sure
- 3 'Do you know if he's telling the truth?' 'I'm
- 4 'Do you know if he has a car?' 'I

The next three sentences are past.

Examples: 'Do you know if he was serious?' 'I'm not sure. He might have been serious.'
'Do you know if they were looking?' 'I'm not sure. They may have been looking'.

- 5 'Do you know if she was ill?' 'I'm not sure. She
- 6 'Do you know if she told anybody?' 'I
- 7 'Do you know if they were listening?' '.....'

And now you have to use **may not** or **might not**.

Example: 'Is Jack in his office?' 'I'm not sure. He might not be in his office'.

- 8 'Does she want to go?' '.....'
- 9 'Is he telling the truth?' '.....'
- 10 'Are they ready?' '.....'

32 This time you have to write sentences to explain each situation. Use the words in brackets to make your sentences.

Example: I can't find George anywhere. I wonder where he is.

- a) (he might / go / shopping) He might have gone shopping.
- b) (he could / play / tennis) He could be playing tennis.

- 1 Look! Sue's going out. I wonder where she's going.
 - a) (she may / go / to the theatre)
 - b) (she could / go / to a party)
- 2 Why didn't Tom answer the doorbell? I'm sure he was in the house at the time.
 - a) (he may / go / to bed early)
 - b) (he might not / hear / the bell)
 - c) (he could / be / in the bath)
- 3 How do you think the fire started?
 - a) (someone may / drop / a cigarette)
 - b) (it could / be / an electrical fault)
- 4 I wonder where Tom was going when you saw him.
 - a) (he might / go / to work)
 - b) (he may / go / shopping)
- 5 George didn't come to the party. I wonder why not.
 - a) (he might / have / to go somewhere else)
 - b) (he may not / know / about it)

UNIT 30 May and might (future)

- a) We use **may** or **might** to talk about possible happenings or possible actions in the future. Study these examples:

- I'm not sure where to go for my holidays but I **may** go to Italy.
(= perhaps I will go)
- The weather forecast is not very good. It **might** rain this afternoon.
(= perhaps it will rain)
- I can't help you. Why don't you ask Tom? He **might** be able to help you.
(= perhaps he will be able to help)

The negative form is **may not** or **might not** (**mightn't**):

- Ann **may not** come to the party tonight. She isn't feeling well.
(= perhaps she won't come)
- There **might not** be a meeting on Friday because the director is ill.
(= perhaps there won't be a meeting.)

It doesn't matter whether you use **may** or **might**. You can say:

- I **may** go to Italy. or I **might** go to Italy.

- b) There is also a continuous form: **may/might be doing**. Compare this with **will be doing** (see Unit 10a,b):

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

You can also use the continuous (**may/might be doing**) when you are talking about possible plans. Compare:

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

But you can also say: I **may/might go** to Italy in July.

- c) **May as well, might as well**

Study this example:

A: What shall we do this evening?

B: I don't know. Any ideas?

A: Well, there's a film on television. It sounds quite interesting.

B: We **might as well** watch it then. There's nothing else to do.

We use **may/might as well** to say that we should do something but only because there is no reason not to do it and because there is nothing better to do. **We might as well watch it** means 'Why not watch it? There's nothing better to do.'

- You'll have to wait an hour for the next bus, so **you might as well walk**.
- **We may as well** go to the party. We've nothing else to do.
- 'Shall we have dinner now?' 'We **might as well**.'

For **may** and **might** see also Units 29 and 36c. For **may only**, see Unit 31.

UNIT 30 Exercises

30.1 In this exercise you have to talk about your (and other people's) future plans. But you are not sure what is going to happen. Use **may** or **might**.

Example: Where are you going for your holidays? (to Italy???)

I haven't finally decided but I may (or might) go to Italy.

- 1 What sort of car are you going to buy? (a Mercedes???)
I'm not sure yet but I
- 2 What are you doing this weekend? (go to London???)
I don't know for sure but
- 3 Where are you going to hang that picture? (in the dining-room???)
I haven't made up my mind yet but
- 4 When is Tom coming to see us? (tomorrow evening???)
I'm not sure but
- 5 What's Jill going to do when she leaves school? (a secretarial course???)
She hasn't decided yet but

30.2 This time you have to talk about possible happenings. Use the word(s) in brackets.

Examples: Do you think it will rain this afternoon? (may) It may rain this afternoon.

Do you think Ann will come to the party? (might not)

She might not come to the party.

- 1 Do you think Tom will be late? (may) He
- 2 Do you think Ann will be able to find our house? (might not) She
- 3 Do you think there'll be an election this year? (might) There
- 4 Do you think Tony will pass the exam? (may not)
- 5 Do you think they'll be waiting for us when we arrive? (might)
- 6 Do you think it'll snow later? (may)

30.3 Now you have to read these situations and make sentences with **may/might** as well.

Example: A friend has invited you to a party. You're not very keen to go but there isn't anything else to do. So you think you should go.

You say: I might as well go. There isn't anything else to do.

- 1 You're in a café with a friend. You've just finished your drinks. You're not in a hurry, so you think you should both have another drink.
You say: We What would you like?
- 2 Someone has given you a free ticket for a concert. You're not very keen on the concert, but you think you should go because you have a free ticket.
You say: I It's a pity to waste a free ticket.
- 3 You've invited some friends to dinner but they haven't come. The dinner has been ready for half an hour and you think you should begin without them.
You say: We I don't think they are coming.

UNIT 31

Can, could, may and would: requests, permission, offers and invitations

a) Asking people to do things (requests)



We often use **can** or **could** when we ask someone to do something:

- Can you wait a moment, please?
- Ann, can you do me a favour?
- Excuse me. **Could** you tell me how to get to the station?
- Do you think you **could** lend me some money?
- I wonder if you **could** help me.

To ask for something you can say **Can I have ...? / Could I have ...? / May I have ...?:**

- (in a shop) **Can I have** these postcards, please?
- (at table) **Could I have** the salt, please?

b) Asking for and giving permission

We often use **can**, **could** or **may** to ask permission to do something:

- (on the telephone) Hello, **can I** speak to Tom, please?
- 'Could I use your telephone?' 'Yes, of course.'
- 'Do you think I **could** borrow your bicycle?' 'Yes, help yourself.'
- 'May I come in?' 'Yes, please do.'

To give permission, we use **can** or **may** (but **not could**):

- You **can** (or **may**) smoke if you like.

Use **can/can't** to talk about what is *already allowed or not allowed*:

- You **can** drive for a year in Britain with an international licence.
- If you're under 17, you **can't** drive a car in Britain.

c) We sometimes use **can** when we offer to do things:

- 'Can I get you a cup of coffee?' 'That's very nice of you.'
- (in a shop) 'Can I help you, madam?' 'No thank you. I'm being served.'

d) For offering and inviting we use **Would you like ...?** (not 'do you like'):

- **Would you like** a cup of coffee? (not 'do you like')
- **Would you like to come** to the cinema with us tomorrow evening? (not 'do you like to come')

I'd like (= I would like) is a polite way of saying what you want, or what you want to do:

- I'd like some information about hotels, please.
- I'd like to try on this jacket, please.

UNIT 31 Exercises

31.1 Read the situation and write what you would say. Use the words given in brackets.

Example: You've got a pound note but you need some change. You ask somebody to help you. (Can you ...?) Can you change a pound?

- 1 You want to borrow your friend's camera. What do you say to him/her? (Could I ...?)
- 2 You have a car and you want to give somebody a lift. What do you say? (Can I ...?)
- 3 You have to go to the airport but you don't know how to get there. You ask a passer-by. (Could you ...?)
- 4 You are telephoning the owner of a flat which was advertised in a newspaper. You are interested in the flat and you want to come and see it today. (Do you think I ...?)
- 5 You are at an interview. You want to smoke a cigarette. What do you ask first? (May I ...?)
- 6 You want to leave work early because you have some important things to do. What do you ask your boss? (Do you think I ...?)
- 7 You want to invite someone to come and stay with you for the weekend. (Would you like ...?)
- 8 The person in the next room has some music on very loud. How do you ask him politely to turn it down? (Do you think you ...?)

31.2 This time you have to decide how to say what you want to say.

Example: You have to carry some heavy boxes upstairs. Ask someone to help you.

Do you think you could give me a hand with these boxes?

- 1 A friend has just come to see you in your flat. Offer him something to drink.
- 2 You want your friend to show you how to change the film in your camera. What do you say to him/her?
- 3 You're on a train. The woman next to you has finished reading her newspaper. Now you want to have a look at it. What do you say?
- 4 You need a match to light your cigarette. You haven't got any but the man sitting next to you has some. What do you ask him?
- 5 There is a concert on tonight and you are going with some friends. You think Tom would enjoy it too. Invite him.
- 6 You're in the post office. You want three stamps for Japan. What do you say?
- 7 You are sitting in a crowded bus. There is an old lady standing. Offer her your seat.
- 8 You're in a car with a friend, who is driving. He is going to park the car but there is a No Parking sign. You see the sign and say:

UNIT 32 Must and have to

- a) We use **must** (do) and **have to** (do) to say that it is necessary to do something. Often it doesn't matter which you use:

- Oh dear, it's later than I thought. I **{ must / have to }** go now.
- You **{ must / have to }** have a passport to visit most foreign countries.

There is sometimes a difference between **must** and **have to**. With **must** the speaker is giving his own feelings, saying what *he* thinks is necessary:

- I **must** write to Ann. I haven't written to her for ages. (= The speaker personally feels that he must write to Ann.)
- The government really **must** do something about unemployment. (= The speaker personally feels that the government must do something.)

With **have to** the speaker is not giving his own feelings. He is just giving facts. For example:

- Ann's eyes are not very good. She **has to** wear glasses for reading.
- I can't meet you on Friday. I **have to** work.

- b) You can only use **must** to talk about the *present* and *future*:

- We **must** go now.
- **Must** you leave tomorrow?

Have to can be used in all forms. For example:

- I **had to** go to hospital. (*past*)
- I **might have to** go to hospital. (*infinitive*)
- **Have** you ever **had to** go to hospital. (*present perfect*)

Note that we use **do/does/did** with **have to** in present and past questions and negative sentences:

- What **do** I **have to** do to get a driving licence? (*not* 'have I to do')
- Why **did** you **have to** go to hospital? (*not* 'had you to go')
- Tom **doesn't have to** work on Saturdays. (*not* 'hasn't to work')

- c) **Mustn't** and **don't have to** are completely different. 'You **mustn't** do something' means: 'it is necessary that you do *not* do it':

- You **mustn't** tell anyone what I said. (= Don't tell anyone.)
- I promised I'd be on time. I **mustn't** be late. (= I must be on time.)

See also Unit 33a.

'You **don't have to** do something' means: 'it is not necessary to do it; you don't need to do it':

- I **don't have to** wear a suit to work but I usually do.
- She stayed in bed this morning because she **didn't have to** go to work.

- d) You can use 'have got to' instead of **have to**. So you can say:

- I've **got to** work tomorrow or I **have to** work tomorrow.
- When has Tom **got to** leave? or When does Tom **have to** leave?

UNIT 32 Exercises

32.1 Complete these sentences with **must** or **have to** (in its correct form). Sometimes it is possible to use either; sometimes only **have to** is possible.

Examples: Well, it's 10 o'clock. I must (or have to) go now.

Ann was feeling ill last night. She had to leave the party early

- 1 You really work harder if you want to pass that examination.
- 2 Many children in Britain wear uniform when they go to school.
- 3 Last night Don suddenly became ill. We call the doctor.
- 4 Ann has wear glasses since she was eight years old.
- 5 I'm afraid I can't come tomorrow. I work late.
- 6 I'm sorry I couldn't come yesterday. I work late.
- 7 Tom may go away next week.
- 8 We couldn't repair the car ourselves. We take it to a garage.
- 9 When you come to London again, you come and see us.

32.2 Now make questions with **have to**.

Example: 'Tom had to go to the police station.'

'Why did he have to go to the police station?'

- 1 'Ann has to leave tomorrow.' 'What time exactly
- 2 'We had to answer a lot of questions in the examination.'
'How many questions
- 3 'George had to pay a parking fine.' 'How much
- 4 'I have to get up early tomorrow.' 'Why

32.3 This time make negative sentences with **have to**.

Example: 'Did they change trains?'

'No, it was a through train so they didn't have to change (trains)'

- 1 'Did you pay to get into the concert?'
'No, we had free tickets so we
- 2 'Does Jack shave?' 'No, he's got a beard so
- 3 'Did you get up early this morning?'
'No, it's my day off so
- 4 'Do you work?' 'No, I'm extremely rich so

32.4 Complete these sentences with **mustn't** or **don't/doesn't have to**.

Examples: I don't want anyone to know. You mustn't tell anyone what I said.

I don't have to wear a suit to work but I usually do.

- 1 I can stay in bed tomorrow morning because I work.
- 2 Whatever you do, you touch that switch. It's very dangerous.
- 3 You forget what I told you. It's very important.
- 4 She get up so early. She gets up early because she prefers to.
- 5 We leave yet. We've got plenty of time.

UNIT 33 Must, mustn't, needn't and needn't have

a) Must, mustn't, and needn't

(You) **must (do)** means that it is necessary that you do something:

You haven't got much time. You **must** hurry.

You can tell Tom what I said but he **must** keep it a secret.

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

The baby is asleep. You **mustn't** shout. (= It is necessary that you do *not* shout.)

You can tell Tom what I said but he **mustn't** tell anybody else. (= It is necessary that he *doesn't* tell anybody else.)

(You) **needn't (do)** means that it is *not necessary* to do something:

You've got plenty of time. You **needn't** hurry. (= It is not necessary to hurry.)

I can hear you quite clearly. You **needn't** shout. (= It is not necessary to shout.)

b) Instead of needn't you can use don't/doesn't need to:

– You've got plenty of time. You **don't need to** hurry.

Remember we say 'don't need to hurry', but 'needn't hurry' (without to).

c) Needn't have (done)

Study this example situation:

Tom wanted to catch a train. He left home late, so he hurried to the station. But the train was also late – it didn't leave until 20 minutes after Tom arrived at the station.

Tom **needn't have hurried** (because the train was late).

'Tom **needn't have hurried**' means that he hurried *but it wasn't necessary*.

We use **needn't have** to say that someone did something but it wasn't necessary:

- Ann bought some eggs but when she got home she found that she already had plenty of eggs. So she **needn't have bought** any eggs.
- Thank you for doing the washing-up but you **needn't have done** it really. I was going to do it later.

d) Didn't need to is different from needn't have.

We use **didn't need to** (and 'didn't have to') to say that an action was unnecessary. This was known at the time of the action:

- I **didn't need to** go, so I didn't go.
- I **didn't need to** go but I decided to go anyway.

When we use **needn't have**, it was *not known* at the time that the action was not necessary:

- I **needn't have gone**. (= I went – this was unnecessary, but I didn't know at the time that it was unnecessary.)

Unit 33 Exercises

33.1 In this exercise you have to write a sentence with **needn't**.

Example: Shall I do the shopping now? (no / this afternoon)

No, you needn't do it now. You can do it this afternoon.

1 Shall I clean the windows today? (no / tomorrow)

No, you You tomorrow.

2 Shall I type these letters now? (no / later)

No, You

3 Shall I go to the bank this morning? (no / this afternoon)

.....

33.2 In this exercise you have to complete the sentences with **must**, **mustn't** or **needn't**.

Examples: We haven't got much time. We must hurry.

We've got plenty of time. We needn't hurry.

1 'Do you want me to wait for you?' 'No, it's okay. You wait.'

2 Tom gave me a letter to post. I forget to post it.

3 You come if you don't want to but I hope you will.

4 'What sort of house do you want to buy? Something big?' 'Well, it be big – that's not important. But it have a nice garden – that's essential.'

5 We have enough food at home so we go shopping today.

6 This book is very valuable. You look after it very carefully and you lose it.

33.3 This time you have to make a sentence with **needn't have**.

Example: I don't know why we hurried. We needn't have hurried.

1 I don't know why they left so early. They

2 I don't know why she shouted at me like that. She

3 I don't know why he read the whole book.

4 I don't know why she cancelled her holiday.

33.4 Now read these situations and make sentences with **needn't have**.

Example: Ann bought some eggs. When she got home, she found that she already had plenty of eggs. She needn't have bought any eggs.

1 Tom went out and took an umbrella with him because he thought it was going to rain. But it didn't rain.

2 Jack got very angry with Jill and threw a book at her. Later Jill said: 'I know you were very angry but',

3 Brian had no money, so he sold his car. A few days later he won a lot of money in a competition.

UNIT 34 Should (1)

a) Study this example:

Tom has just come back from the cinema:

Ann: Hello, Tom. Did you enjoy the film?

Tom: Yes, it was great. You **should go** and see it.

Tom is advising Ann to go and see the film. 'You **should go**' means that it would be a good thing to do. We often use **should (do)** when we say what we think is a good thing to do or the right thing to do.

- The government **should do** something about the economy.
- 'Should we invite Sue to the party?' 'Yes, I think we **should**.'

'You **shouldn't** do something' means that it is not a good thing to do:

- You've been coughing a lot recently. You **shouldn't smoke** so much.
- Tom **shouldn't** drive really. He is too tired.

Should is not as strong as **must**:

- You **should** stop smoking. (= It would be a good idea.)
- You **must** stop smoking. (= It is necessary that you stop.)

b) We often use **should** when we ask for or give an opinion about something. Often we use **I think / I don't think / do you think?**:

- I **think** the government **should do** something about the economy.
- I **don't think** you **should work** so hard.
- 'Do you **think** I **should apply** for this job?' 'Yes, I **think** you **should**.'

c) We also use **should** to say something is not 'right' or not what we expect:

- The price on this packet is wrong. It says 65 pence but it **should be** 50.
- Those children **shouldn't be playing**. They **should be** at school.
- That motor-cyclist **should be wearing** a crash helmet.

d) For the past, we use **should have (done)** to say that someone did the wrong thing:

- Hello, Ann. The party last night was great. You **should have come**. Why didn't you?
- I'm feeling sick. I **shouldn't have eaten** so much chocolate.
- Why were you at home yesterday? You **should have been** at work.
- She **shouldn't have been listening** to our conversation. It was private.

e) You can use **ought to** instead of **should** in the sentences in this unit:

- It's really a good film. You **ought to go** and see it.
- Tom **ought not to drive**. He is too tired.
- It was a great party. You **ought to have come**.

For more information about **should** see Unit 35.

UNIT 34 Exercises

34.1 You are giving advice to a friend. Use **should** or **shouldn't**.

Example: Your friend is always coughing because he smokes too much. Advise him to stop smoking. You should stop smoking.

- 1 Your friend has a bad toothache. Advise him to go to the dentist. You
- 2 Your friend rides his bicycle at night without lights. You think this is dangerous. Advise him not to do it.
- 3 Your friend is going to visit Greece. Advise him to learn a few words of Greek before he goes.

34.2 This time you give your opinion about something. Use **I think** / **I don't think** ...

Example: Tom has just been offered a job. You think it would be a good idea for him to accept it. I think Tom should accept the job.

- 1 You think it would be a good idea for all motorists to wear seat-belts.
I think
- 2 You don't think it would be a good idea for Jill and Sam to get married.
I
- 3 Your friend has a bad cold. Tell him that you think it would be a good idea for him to stay at home this evening.

34.3 Now you have to read the situations and write sentences with **should** (have) and **shouldn't** (have). Sometimes you have to use the present, sometimes the past.

Examples: The speed limit is 30 miles an hour but Tom is driving at 50.

He shouldn't be driving so fast.

When we got to the restaurant there were no free tables. We hadn't reserved one. We should have reserved a table.

- 1 It's very cold. Mr Taylor, who has been ill recently, is walking along the road without a coat. He
- 2 We went for a walk. While we were walking, we got hungry but we hadn't brought anything with us to eat. We said: We
- 3 I went to Paris. Marcel lives in Paris but I didn't go to see him while I was there. When I saw him later, he said: You
- 4 The notice says that the shop is open every day from 8.30. It is now 9 o'clock but the shop isn't open.
- 5 The driver in front stopped suddenly without warning and I drove into the back of his car. It wasn't my fault.
- 6 The children normally go to bed at 9 o'clock. It is now 9.30. They are not in bed; they are watching television. (two sentences)
- 7 The accident happened because Tom was driving on the wrong side of the road.

UNIT 35 Should (2)

a) Should to say that something will probably happen:

– A: Do you think you'll be late home tonight?

B: I don't think so. I **should be** home at the usual time.

Here, 'I **should be** home' means 'I will probably be home'. You can use **should** to say what will probably happen. **Ought to** can also be used with this meaning:

– She's been studying very hard, so she **should pass** her examination.
(or 'she **ought to pass** her examination')

b) If ... should ...

– If you **should see** Tom this evening, can you tell him to phone me?

This is similar to 'If you see Tom' (without **should**). With **should** the speaker is less certain:

– If it **should rain**, can you bring in the washing from the garden?

– Don't worry if I **should be** late home tonight.

You can also begin with **should** (before the subject):

– **Should you see** Tom this evening, can you tell him to phone me?

c) You can use **should** after these verbs (other structures are possible too):

suggest propose recommend insist demand

– They **insisted** that we **should have** dinner with them.

or: They **insisted** that we **had** dinner with them.

– She **demand**ed that I **should apologise** to her.

or: She **demand**ed that I **apologised** to her.

Be careful with **suggest**. You cannot use the infinitive (to do / to play etc.) after **suggest**:

What do you **suggest we should do**? or What do you **suggest we do**?

(but *not* 'What do you suggest us to do?')

Jim **suggested** (that) I **should buy** a car. or Jim **suggested** (that) I **bought** a car.

(but *not* 'Jim suggested me to buy')

For **suggest -ing** see Unit 53.

d) You can use **should** after these adjectives:

important

strange

funny

natural

surprised

essential

odd

typical

interesting

surprising

– It's **strange** that he **should be** late. He's usually on time.

– I was **surprised** that he **should say** such a thing.

UNIT 35 Exercises

35.1 In this exercise you have to use *should* to say that you think something will happen.

Example: Do you think Margaret will pass the examination?

Well, ~~she should pass the examination~~ She has studied very hard.

1 Do you think Ted will get the job he applied for?

Well, He's got all the necessary qualifications.

2 Do you think Jim will win his tennis match against Tom?

Well, He's a much better player than Tom.

3 Do you think £10 will be enough to do all the shopping?

Well, it But take a bit more in case it isn't.

35.2 In this exercise you have to use *if ... should ...*

Example: I don't suppose you'll see Tom this evening but ~~if you should see him~~,
can you ask him to phone me?

1 I don't think Ann will arrive before I get home but
can you look after her until I come?

2 I don't think there will be any letters for me while I'm away but
....., can you send them on to this address?

3 I don't suppose you'll need any help but , just let me
know.

35.3 Now you have to write a sentence (beginning in the way shown) which means the same as the first sentence.

Example: 'I think it would be a good idea to see a specialist', the doctor said to me.

The doctor recommended that ~~I should see a specialist~~.

1 'You really must stay a little longer', she said to me.

She insisted that

2 'Why don't you visit the museum after lunch?' I said to them.

I suggested that

3 'You must pay the rent by Friday at the latest', he said to us.

He demanded that

4 'Why don't you go away for a few days?' Jack suggested to me.

Jack suggested that

35.4 This time you have to put *should* in these sentences with one of these verbs:

worry listen ~~be~~ leave say

Example: It's strange that he ~~should be~~ late. He's usually on time.

1 It's funny that you that. I was going to say the same thing.

2 It's only natural that parents about their children.

3 Isn't it typical of him that he without saying goodbye?

4 It's very important that everyone very carefully.

UNIT 36 If sentences (present/future)

a) Compare these examples:

Tom: I think I left my lighter in your house. Have you seen it?

Ann: No, but I'll have a look. **If I find it, I'll give it to you.**

In this example there is a real possibility that Ann will find the lighter. So she says: 'If I find ... I'll ...' (see also Unit 9c).

Ann: **If I found £100 in the street, I would keep it.**

This is a different type of situation. Ann is not thinking about a real possibility; she is imagining the situation. So she says: 'If I found ... I would ...' (*not* 'If I find ... I'll').

When you imagine a future happening like this, you use a *past tense* (**did/was/found** etc.) after **if**. But the meaning is *not* past:

- What would you do if you **won** a million pounds?
- If we **didn't go** to their party next week, they would be very angry.
- Ann **wouldn't** lend me any money if I asked her.

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

- I'd be very frightened **if** someone **pointed** a gun at me. (*not* 'if someone would point')
- If we **didn't go** to their party next week, they would be angry. (*not* 'if we wouldn't go')

Sometimes it is possible to say **if ... would**, especially when you ask someone to do something in a formal way:

- I would be very grateful if you **would** send me your brochure and price list as soon as possible. (*from a formal letter*)
- 'Shall I close the door?' 'Yes, please, if you **would**.'

c) In the other part of the sentence (not the **if** part) we use **would/wouldn't**. **Would** is often shortened to **'d**, especially in spoken English:

- If you stopped smoking, you'd probably **feel** healthier.
- They **wouldn't come** to the party if you invited them.

You can also use **could** and **might**:

- They **might be** angry if I didn't visit them. (= perhaps they would be)
- If it stopped raining, we **could go** out. (= we would be able to go out)

d) Do not use **when** in sentences like the ones in this unit:

- Tom would be angry if I didn't visit him. (*not* 'when I didn't visit')
- What would you do if you were bitten by a snake? (*not* 'when you were')

See also Unit 9c.

For **if** sentences see also Units 37 and 38.

UNIT 36 Exercises

36.1 In this exercise you have to put the verb into the correct form.

Examples: If I found £100 in the street, I would keep (keep) it.
They'd be rather angry if you didn't visit (not/visit) them.

- 1 If I was offered the job, I think I (take) it.
- 2 I'm sure Tom will lend you some money. I would be very surprised if he (refuse).
- 3 Many people would be out of work if that factory (close) down.
- 4 If she sold her car, she (not/get) much money for it.
- 5 They're expecting us. They would be disappointed if we (not/come).
- 6 Would George be angry if I (take) his bicycle without asking?
- 7 Ann gave me this ring. She (be) terribly upset if I lost it.
- 8 If someone (walk) in here with a gun, I'd be very frightened.
- 9 What would happen if you (not/go) to work tomorrow?
- 10 I'm sure she (understand) if you explained the situation to her.

36.2 This time you have to make questions.

Example: Perhaps one day somebody will give you a lot of money.
What would you do if somebody gave you a lot of money?

- 1 Perhaps one day a millionaire will ask you to marry him/her.
What would you do if
- 2 Perhaps one day you will lose your passport in a foreign country.
What
- 3 Perhaps one day somebody will throw an egg at you.
What
- 4 Perhaps one day your car will be stolen.
What
- 5 Perhaps one day somebody will park his car on your foot.
.....

36.3 Now answer these questions in the way shown.

Example: Are you going to catch the 10.30 train? (we / arrive too early)
No. If we caught the 10.30 train, we would arrive too early.

- 1 Is he going to take the examination? (he / fail it)
No. If he , he
- 2 Are you going to invite Bill to the party? (I / have to invite Linda too)
No. If I
- 3 Are you going to bed now? (I / not / sleep)
No.
- 4 Is she going to apply for the job? (she / not / get it)
No.

UNIT 37 If and wish sentences (present)

a) Study this example situation:

Tom wants to telephone Sue but he can't do this because he doesn't know her telephone number. He says:

If I knew her number, I would telephone her.

Tom says 'If I knew her number ...'. This tells us that he doesn't know her number. He is imagining the situation. The real situation is that he doesn't know her number.

When you imagine a situation like this, you use a *past tense* ('I did / I was / I knew' etc.) after **if**. But the meaning is present, not past:

- Tom would travel if he **had** more money. (but he doesn't have much money)
- If I **didn't** want to go, I **wouldn't**. (but I want to go)
- We **wouldn't** have any money if we **didn't** work. (but we work)

b) We also use the past for a present situation after **wish**. We use **wish** to say that we regret something, that something is not as we would like it to be:



I wish I knew Sue's telephone number. (I don't know it.)

Do you ever wish you could fly? (You can't fly.)

I wish it didn't rain so much in England. (It rains a lot.)

It's crowded here. I wish there weren't so many people. (There are a lot of people.)

I wish I didn't have to work. (I have to work.)

c) In **if** sentences and after **wish** you can use **were** instead of **was**:

- If I **were** you, I **wouldn't** buy that coat. (or 'If I **was** you')
- I'd go out if it **weren't** raining. (or 'if it **wasn't** raining')
- I wish my room **were** larger. (or 'I wish my room **was** larger.')

d) Do not use **would** in the **if** part of the sentence or after **wish**:

- If I **were** rich, I **would** buy a castle. (*not* 'if I **would** be rich')
- I wish I **were** taller. (*not* 'I wish I **would** be taller.')

But sometimes I wish ... **would** ... is possible. See Unit 39.

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

- She **could** (= would be able to) get a job more easily if she **could** (= was able to) type.

For **if** sentences and **wish** see also Units 36, 38 and 39.

UNIT 37 Exercises

37.1 In this exercise you have to put the verb into the correct form.

Examples: If I knew (know) her number, I would telephone her.
I wouldn't buy (not/buy) that coat if I were you.

- 1 I (give) you a cigarette if I had one but I'm afraid I haven't.
- 2 This soup would taste better if it (have) more salt in it.
- 3 If you (not/go) to bed so late every night, you wouldn't be so tired all the time.
- 4 I wouldn't mind living in England if the weather (be) better.
- 5 I'd help you if I (can) but I'm afraid I can't.
- 6 If I were you, I (not/marry) him.
- 7 We would happily buy that house if it (not/be) so small.

37.2 This time you have to read a situation and write a sentence with if.

Example: We don't visit you very often because you live so far away.
But if you didn't live so far away, we would visit you more often.

- 1 People don't understand him because he doesn't speak very clearly.
But if he, people
- 2 I'm not going to buy that book because it's too expensive.
But if that book
- 3 She doesn't go out very often because she can't walk without help.
But if
- 4 He's fat because he doesn't take any exercise.
But
- 5 We can't have lunch in the garden because it's raining.
.....
- 6 I can't meet you tomorrow evening because I have to work.
.....

37.3 Now you have to write sentences with I wish ...

Example: I don't know many people (and I'm lonely). I wish I knew more people.

- 1 I can't give up smoking (but I'd like to). I wish I
- 2 I haven't any cigarettes (and I need one). I wish
- 3 George isn't here (and I need him). I wish George
- 4 It's cold (and I hate cold weather). I wish
- 5 I live in London (and I hate London). I
- 6 Tina can't come to the party (she's your best friend). I
- 7 I have to work tomorrow (but I'd like to stay in bed).
- 8 I don't know anything about cars (and my car has just broken down).
.....
- 9 I'm not lying on a beautiful sunny beach (and that's a pity).
.....

UNIT 38 If and wish sentences (past)

a) Study this example situation:

Last month Ann was ill. Tom didn't know this, so he didn't go to see her. They met again after Ann got better. Tom said:

If I had known that you were ill, **I would have gone** to see you.

The real situation was that Tom didn't know that Ann was ill. So he says **If I had known ...**
When you are talking about the past, you use the *past perfect* (**I had done / I had been / I had known** etc.) after **if**.

- If I had seen you when you passed me in the street, I would have said hello. (but I didn't see you)
- I would have gone out if I hadn't been so tired. (but I was too tired)
- If he had been looking where he was going, he wouldn't have walked into the wall. (but he wasn't looking)

Do not use **would** (have) in the **if** part of the sentence:

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

Both **would** and **had** can be shortened to 'd:

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

b) You also have to use the *past perfect* (**I had done**) after **wish** when you say that you regret something that happened or didn't happen in the past:

- I wish I had known that Ann was ill. I would have gone to see her. (I didn't know that she was ill.)
- I feel sick. I wish I hadn't eaten so much. (I ate too much.)
- Do you wish you had studied science instead of languages? (You didn't study science.)
- The weather was awful. I wish it had been warmer. (It wasn't warm.)

You cannot use **would have** after **wish**:

- I wish it had been warmer. (*not* 'would have been')

c) **Would have** (done) is the past form of **would** (do):

- If I had gone to the party last night, I **would be** tired now. (I am not tired now - *present*.)
- If I had gone to the party last night, I **would have seen** Ann. (I didn't see Ann - *past*.)

Might have and **could have** are possible instead of **would have**:

- If we'd played better, we **might have won**. (= perhaps we would have won)
- We **could have gone** out if the weather hadn't been so bad. (= we would have been able to go out)

For **if** sentences and **wish** see also Units 36, 37 and 39.

UNIT 38 Exercises

38.1 In this exercise you have to put the verb into the correct form.

Examples: If I had known (know) that you were ill last week, I'd have gone to see you.
Tom wouldn't have entered (not/enter) for the examination if he had known that it would be so difficult.

- 1 Tom got to the station in time. If he (miss) the train, he would have been late for his interview.
- 2 It's good that Ann reminded me about Tom's birthday. I (forget) if she hadn't reminded me.
- 3 We might not have stayed at this hotel if George (not/recommend) it to us.
- 4 I'd have sent you a postcard while I was on holiday if I (have) your address.

38.2 Now you have to read a situation and write a sentence with if.

Example: She didn't eat anything because she wasn't hungry.

If she had been hungry, she would have eaten something.

- 1 The accident happened because the driver in front stopped so suddenly.
If the driver in front
- 2 I didn't wake George because I didn't know he wanted to get up early.
If I
- 3 I was able to buy the car because Jim lent me the money.
If
- 4 She wasn't injured in the crash because she was wearing a seat-belt.
If
- 5 You're hungry now because you didn't have breakfast.
If
- 6 She didn't buy the coat because she didn't have enough money on her.
If

38.3 This time you have to imagine that you are in a situation. For each situation, make a sentence with I wish ...

Example: You've eaten too much and now you feel sick.


You say: I wish I hadn't eaten so much.

- 1 You've just painted the door red. Now you decide that it doesn't look very nice.
You say: I wish I
- 2 You are walking in the country. You would like to take some photographs but you didn't bring your camera. You say: I
- 3 A good friend of yours visited your town but unfortunately you were away when he came. So you didn't see him. You say:
- 4 You've just come back from your holiday. Everything was fine except for the hotel, which wasn't very good. You say:

UNIT 39 Would

For **would** and **would have** in if sentences (*conditional*), see Units 36, 37 and 38.
For **would** in offers, invitations etc., see Unit 31. This unit explains some other uses of **would**.

a) Sometimes we use **would** after **I wish ...**. Study this example:



It is raining. Tom wants to go out, but not in the rain. He says:

I wish it would stop raining.

This means that Tom is complaining about the rain and wants it to stop. We use **I wish ... would ...** when we want something to happen or somebody to do something. The speaker is complaining about the present situation.

- I wish someone **would** answer that telephone. It's been ringing for about five minutes.
- The music next door is very loud. I wish they **would** turn it down.

We often use **I wish ... wouldn't** to complain about the way people do things:

- I wish you **wouldn't** drive so fast. It makes me nervous.

We use **I wish ... would** when we want something to change or somebody else to do something. So you cannot say 'I wish I would ...'.

For more information about **wish**, see Units 37 and 38.

b) **Would/wouldn't** is sometimes the past of **will/won't**:

present Tom: I'll lend you some money, Ann.

past Tom said that he **would** lend Ann some money.

present Ann: I promise I **won't** be late.

past Ann promised that she **wouldn't** be late.

present Tom: Damn! The car **won't** start.

past Tom was angry because the car **wouldn't** start.

c) You can also use **would** when you look back on the past and remember things that often happened:

- When we were children, we lived by the sea. In summer, if the weather was fine, we **would** all get up early and go for a swim.
- Whenever Arthur was angry, he **would** just walk out of the room.

Used to is also possible in these sentences:

- ... we all **used to** get up early and go ...

See Unit 25 for **used to**.

UNIT 39 Exercises

39.1 In this exercise you have to read a situation and then write a sentence with **I wish ... would ...**

Example: It's raining. You want to go out, but not in the rain. So you want it to stop raining. What do you say? I wish it would stop raining.

- 1 You're waiting for Tom. He's late and you're getting impatient. You want him to come. What do you say? I wish
- 2 A baby is crying and you're trying to sleep. You want the baby to stop crying. What do you say? I
- 3 You're looking for a job – so far without success. You want somebody to give you a job. What do you say? I wish somebody
- 4 Brian has been wearing the same old clothes for years. You think he needs some new clothes and you want him to buy some. What do you say to him?

39.2 Now you have to use **I wish ... wouldn't ...**

Example: Tom drives very fast. You don't like this. What do you say to him?
I wish you wouldn't drive so fast.

- 1 You are telling your friend about the man in the next flat. He often plays the piano in the middle of the night and you don't like this. What do you say to your friend?
I
- 2 A lot of people drop litter in the street. You don't like this. What do you say?
I wish people
- 3 Jack always leaves the door open. You don't like this. What do you say to him?
I

39.3 In this exercise you have to write a sentence with **promised**.

Example: I wonder why she's late. She promised she wouldn't be late.

- 1 I wonder why Tom hasn't written to me. He promised
- 2 I wonder why Ann told Tom what I said. She promised
- 3 I wonder why they haven't come. They

39.4 These sentences are about things that often happened in the past. You have to put in **would** with one of these verbs: be ~~walk~~ take shake

Example: Whenever Arthur was angry, he would walk out of the room.

- 1 We used to live next to a railway line. Every time a train went past, the whole house
- 2 That cinema is nearly always empty now. I remember a few years ago it crowded every night.
- 3 When he went out, Jack always an umbrella with him whether it was raining or not.

UNIT 40 In case

a) Study this example situation:



Geoff is a football referee. He always wears two watches during a game because it is possible that one watch will stop.

He wears two watches **in case** one of them stops.

In case one of them stops = 'because it is possible that one of them will stop'.

Here are some more examples of **in case**:

- John might phone tonight. I don't want to go out **in case** he phones.
(= because it is possible that he will phone)
- I'll draw a map for you **in case** you can't find our house. (= because it is possible that you won't be able to find it)

b) Do not use **will** after **in case**. Use a present tense when you are talking about the future:

- I don't want to go out tonight **in case** John **phones**. (*not* 'in case John will phone')

c) **In case** is not the same as **if**. Compare these sentences:

- We'll buy some more food **if** Tom comes. (= Perhaps Tom will come; if he comes, we'll buy some more food; if he doesn't come, we won't buy any more food.)
- We'll buy some more food **in case** Tom comes. (= Perhaps Tom will come; we'll buy some more food now, whether he comes or not; then we'll *already* have the food *if* he comes.)

Compare:

- This letter is for Ann. Can you **give** it to her **if** you see her?
- This letter is for Ann. Can you **take** it with you **in case** you see her?

d) You can use **in case** to say why someone did something in the past:

- We bought some more food **in case** Tom came. (= because it was possible that Tom would come)
- I drew a map for her **in case** she couldn't find our house.
- We rang the bell again **in case** they hadn't heard the first time.

e) 'In case of ...' is different from **in case**. **In case of** fire means 'if there is a fire':

- **In case of** fire, please leave the building as quickly as possible.
- **In case of** emergency, telephone this number. (= if there is an emergency)

UNIT 40 Exercises

40.1 Tom is going for a long walk in the country. He has decided to take these things with him: his camera, some chocolate, an umbrella, a towel, a map and some lemonade. He is taking these things because:

perhaps he'll need a drink

perhaps he'll lose his way

perhaps he'll want to have a swim

perhaps it will rain

perhaps he'll want to take some photographs

perhaps he'll get hungry

Now write sentences with **in case** saying why Tom has decided to take these things.

Example: He's going to take his camera in case he wants to take some photographs.

1 He's going to take some chocolate in case

2 He's going to take

3

4

5

40.2 In this exercise you have to write sentences with **in case**.

Example: It was possible that John would phone. So I didn't go out.

I didn't go out in case John phoned.

1 It was possible that he would come to London one day. So I gave him my address.

I gave him my address in case

2 It was possible that I wouldn't see her again. So I said goodbye.

I said

3 It was possible that her parents were worried about her. So she phoned them.

She

4 It was possible that I would forget the name of the street. So I wrote it down.

.....

5 It was possible that they hadn't received my first letter. So I wrote them a second letter.

.....

40.3 This time you have to put **in case** or **if** in these sentences.

Examples: John might phone tonight. I don't want to go out in case he phones.

Could you give this book to Tom if you see him?

1 I hope you'll come to London sometime. you come, you must visit us.

2 I've just painted the door. I'll put a Wet Paint notice next to it someone doesn't realise the paint is still wet.

3 We have fitted a burglar alarm to the house somebody tries to break in.

4 The alarm will ring somebody tries to break into the house.

5 Write your name and address on your bag you lose it.


6 Go to the lost property office you lose your bag.

7 I was advised to arrange insurance I needed medical treatment while I was on holiday abroad.

UNIT 41 Unless, as long as and provided/providing (that)

a) Unless

Study this example situation:



Joe can't hear very well. If you speak to him normally, he can't hear you. If you want him to hear you, you have to shout.

Joe can't hear **unless** you shout.

This means: 'Joe *can* hear *only if* you shout'.
Unless means **except if**. We use **unless** to make an exception to something we say.

Here are some more examples of **unless**:

- Don't tell Ann what I said **unless** she asks you. (= except if she asks you)
- I'll come tomorrow **unless** I have to work. (= except if I have to work)
- I wouldn't eat fish **unless** I was extremely hungry. (= except if I was extremely hungry)

We often use **unless** in warnings:

- We'll be late **unless** we hurry. (= except if we hurry)
- **Unless** you work harder, you're not going to pass the examination.
 (= except if you work harder)
- The man said he would hit me **unless** I told him where the money was.
 (= except if I told him)

Instead of **unless** it is possible to say **if ... not**:

- Don't tell Ann what I said **if** she doesn't ask you.
- We'll be late **if** we don't hurry.

b) As long as provided (that) providing (that)

These expressions mean **but only if**:

- You can use my car **as long as** (or 'so long as') you drive carefully. (= but only if you drive carefully)
- Travelling by car is convenient **provided (that)** you have somewhere to park. (= but only if you have somewhere to park)
- **Providing (that)** she studies hard, she should pass the examination. (= but only if she studies hard)

c) When you are talking about the future, do *not* use **will** with **unless**, **as long as**, **provided** or **providing**. Use a *present* tense:

- We'll be late **unless** we hurry. (*not* 'unless we will hurry')
- **Providing** she studies hard ... (*not* 'providing she will study')

See Unit 9 for more information about this rule.

Unit 41 Exercises

41.1 In this exercise you have to read a sentence and then write a new sentence with the same meaning. Use **unless** in your sentences.

Example: You must study more or you won't pass the examination.

You won't pass the examination unless you study more.

- 1 You must listen carefully or you won't know what to do.
You won't know what to do
- 2 We must hurry or we'll miss the train.
We'll
- 3 You must speak very slowly or he won't be able to understand you.
He
- 4 My salary must be increased or I'll look for another job.
.....
- 5 She must apologise to me or I won't forgive her.
.....

41.2 Now you have to read a sentence with **only if** and then write a new sentence with **unless**.

Example: Joe can hear only if you shout. Joe can't hear unless you shout.

- 1 I'm going to the party only if you go too.
I'm not going to the party
- 2 You are allowed into the club only if you are a member.
You're not
- 3 The dog will attack you only if you move.
The dog
- 4 He'll speak to you only if you ask him a question.
He

41.3 This time you have to choose the correct word or expression for each sentence.

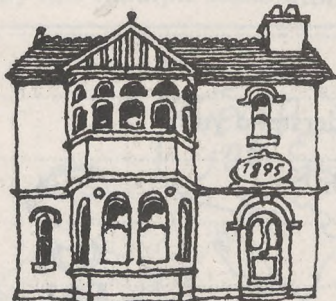
Example: You can use my car | ~~unless~~ | you drive carefully. ('as long as' is correct)

- 1 I'm playing tennis tomorrow | unless | it's raining.
providing
- 2 We're going to start painting the house tomorrow | unless | it's not raining.
provided
- 3 You can smoke in here | unless | you leave a window open to let the smoke out.
as long as
- 4 George doesn't trust anyone. He won't lend you any money | unless | you promise
in writing to pay him back. | as long as
- 5 The children can stay here | unless | they don't make too much noise.
providing
- 6 I'm going now | unless | you want me to stay.
provided
- 7 I can't understand why he's late | unless | he didn't get our message.
as long as

UNIT 42

Passive (1) (be done / have been done)

a) Active and passive Study this example:



This house was built in 1895.

This is a *passive* sentence. Compare:

Somebody built this house in 1895. (*active*)

This house was built in 1895. (*passive*)

We often prefer the passive when it is not so important who or what did the action. In this example, it is not so important who built the house.

In a passive sentence, if you want to say who did or what caused the action, use by:

- This house was built by my grandfather. (= my grandfather built it)
- Have you ever been bitten by a dog? (= Has a dog ever bitten you?)

b) In passive sentences we use the correct form of be (is/are/was/were/has been etc.) + the past participle:

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

For irregular past participles (done/seen/written etc.) see Appendix 2.

For the passive of the present and past tenses see Unit 43.

c) The *passive infinitive* is be done / be cleaned / be built etc. We use the infinitive after modal verbs (will, can, must etc.) and a number of other verbs (for example: have to, be going to, want to). Compare:

Active:	We can solve this problem.
Passive:	This problem can be solved.

- The new hotel will be opened next year.
- George might be sent to America by his company in August.
- The music at the party was very loud and could be heard from far away.
- This room is going to be painted next week.
- Go away! I want to be left alone.

There is a *past infinitive* form: have been done / have been cleaned / have been built etc.:

Active:	Somebody should have cleaned the windows yesterday.
Passive:	The windows should have been cleaned yesterday.

- My bicycle has disappeared. It must have been stolen.
- She wouldn't have been injured if she had been wearing a seat-belt.
- The weather was awful. The football match ought to have been cancelled.

UNIT 42 Exercises

42.1 Complete these sentences with one of the following verbs (in the correct form):

arrest wake knock check translate find drive make
spend ~~hear~~ carry

Example: The music at the party was very loud and could be heard from far away.

- 1 A decision will not until the next meeting.
- 2 That building is dangerous. It ought to down before it falls down.
- 3 When you go through Customs, your luggage may by a customs officer.
- 4 I told the hotel receptionist that I wanted to up at 6.30.
- 5 Her new book will probably into a number of foreign languages.
- 6 If you kicked a policeman, you'd
- 7 Police are looking for the missing boy. He can't anywhere.
- 8 Do you think that less money should on arms?
- 9 The injured man couldn't walk and had to
- 10 I don't mind driving but I prefer to by other people.

42.2 Here again you have to complete a sentence. This time use these verbs:

must ~~should~~ shouldn't might would

Example: Did anyone clean the windows?

No. They should have been cleaned but they weren't.

- 1 A: Did anyone invite Ann to the party?
B: I don't know. She - I'm not sure.
- 2 A: Did anyone see you?
B: No, but I if it hadn't been so dark.
- 3 A: Has someone repaired this machine?
B: Well, it's working again so it
- 4 A: Did someone throw those old letters away?
B: Yes, but it was a mistake. They

42.3 Now you have to read a sentence and write another sentence with the same meaning:

Example: We can solve the problem. The problem can be solved.

- 1 People should send their complaints to the head office.
Complaints
- 2 They had to postpone the meeting because of illness.
The meeting
- 3 Somebody might have stolen your car if you had left the keys in it.
Your car
- 4 An electrical fault could have caused the fire.
The fire
- 5 They are going to hold next year's congress in San Francisco.
Next year's congress
- 6 They shouldn't have played the football match in such bad weather.
The football match

UNIT 43

Passive (2) (present and past tenses)

These are the passive forms of the present and past tenses:

Present simple am/is/are + done/cleaned etc.

Active: Somebody cleans this room every day.

Passive: This room is cleaned every day.

Many accidents are caused by dangerous driving.

I'm not often invited to parties.

How many people are injured in road accidents every day?

Past simple was/were + done/cleaned etc.

Active: Somebody cleaned this room yesterday.

Passive: This room was cleaned yesterday.

During the night we were all woken up by a loud explosion.

When was that castle built?

The house wasn't damaged in the storm but a tree was blown down.

Present continuous am/is/are being + done/cleaned etc.

Active: Somebody is cleaning the room at the moment.

Passive: The room is being cleaned at the moment.

Look at those old houses! They are being knocked down.

(shop assistant to customer) Are you being served, madam?

Past continuous was/were being + done/cleaned etc.

Active: Somebody was cleaning the room when I arrived.

Passive: The room was being cleaned when I arrived.

Suddenly I heard footsteps behind me. We were being followed.

Present perfect have/has been + done/cleaned etc.

Active: The room looks nice. Somebody has cleaned it.

Passive: The room looks nice. It has been cleaned.

Have you heard the news? The president has been shot.

Have you ever been bitten by a dog?

I'm not going to the party. I haven't been invited.

Past perfect had been + done/cleaned etc.

Active: The room looked much better. Somebody had cleaned it.

Passive: The room looked much better. It had been cleaned.

Jim didn't know about the change of plans. He hadn't been told.

UNIT 43 Exercises

43.1 In this exercise you have to read a sentence and then write another sentence with the same meaning. Begin each sentence as shown.

Examples: Somebody stole my bag in the shop. My bag was stolen in the shop.
The police have arrested three men.
Three men have been arrested by the police.

- 1 The bill includes service. Service in the bill.
- 2 People don't use this road very often. This road
- 3 They cancelled all flights because of fog. All flights
- 4 Somebody accused me of stealing the money. I
- 5 They are building a new ring-road round the city.
A new ring-road
- 6 I didn't realise that someone was recording our conversation.
I didn't realise that our conversation
- 7 They have changed the date of the meeting. The date of the meeting
- 8 Brian told me that somebody had attacked and robbed him in the street.
Brian told me that he

43.2 This time you have to make a passive sentence from the words in brackets.

Examples: That church looks very old. (when / it / build?) When was it built?
A: Is Margaret popular?
B: Yes. (she / like / by everybody) She is liked by everybody.

- 1 This is a very popular television programme. (every week it / watch / by millions of people) Every week it
- 2 What happens to the cars produced in this factory? (most of them / export?)
.....
- 3 A: Was there any trouble at the demonstration?
B: Yes. (about 20 people / arrest)
- 4 A: There is no longer military service in Britain.
B: Really? (when / it / abolish?)
- 5 A: Did anybody call an ambulance to the scene of the accident?
B: Yes. (but nobody / injure / so it / not / need)
- 6 A: Last night someone broke into our house.
B: Oh dear. (anything / take?)
- 7 Mr Kelly can't use his office at the moment. (it / redecorate)
.....
- 8 George didn't have his car yesterday. (it / service / at the garage)
.....
- 9 Where's my bicycle? It's gone! (it / steal!)
- 10 The people next door disappeared six months ago. (they / not / see / since then)
.....
- 11 This room looks different. (it / paint / since I was last here?)
.....
- 12 A tree was lying across the road. (it / blow / down in the storm)
.....

UNIT 44

Passive (3)

- a) Some verbs can have two objects. For example **offer**:

They didn't offer **Ann the job**. (the two objects are **Ann** and **the job**)

So it is possible to make two different passive sentences:

- **Ann** wasn't offered the job.
- **The job** wasn't offered to Ann.

It is more usual for the passive sentence to begin with the person.

Other verbs like **offer** which can have two objects are:

ask tell give send show teach pay

Here are some examples of passive sentences with these verbs:

- **I was given** two hours to make my decision. (= they gave me two hours)
- **The men were paid** £800 to do the job. (= someone paid the men £800)
- **Have you been shown** the new machine? (= has anyone shown you the new machine?)

- b) **Born**: remember that **be born** is a *passive* verb and is usually past:

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

- c) The passive **-ing** form is **being done** / **being cleaned** etc.:

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

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

- I remember **being given** a toy drum on my fifth birthday. (= I remember someone giving me ...)
- Hurry up! You know Mr. Miller hates **being kept** waiting. (= he hates people keeping him waiting)
- He climbed over the wall without **being seen**. (= without anyone seeing him)

- d) Sometimes you can use **get** instead of **be** in the passive:

- There was a fight at the party but nobody **got hurt**. (= nobody was hurt)
- Did Ann **get offered** the job? (= was Ann offered the job?)

You can use **get** in the passive to say that something happens to someone or something.

Often the action is not planned; it happens by chance:

- The dog **got run over** by a car. (= the dog was run over)

In other types of situation **get** is not usually possible:

- George **is liked** by everyone. (not 'gets liked')

Get is used mainly in informal spoken English. You can use **be** in all situations.

UNIT 44 Exercises

44.1 In this exercise you have to read a sentence and then write a new sentence with the same meaning. Begin in the way shown each time.

Example: They didn't offer Ann the job. Ann wasn't offered the job.

- 1 They don't pay Jim very much. Jim
- 2 They will ask you a lot of questions at the interview. You
- 3 Nobody told me that George was ill. I
- 4 His colleagues gave him a present when he retired. He
- 5 We will send you your examination results as soon as they are ready. You
- 6 They didn't ask me my name. I
- 7 I think they should have offered Tom the job. I think Tom

44.2 When were these famous people born? You have to choose the right year for each person: 1889 1770 1452 ~~1870~~ 1564

- | | |
|---------------------------------------|-------------------------|
| 1 Lenin <u>was born in 1870</u> | 4 Charlie Chaplin |
| 2 Shakespeare | 5 Beethoven |
| 3 Leonardo da Vinci | 6 And you? I |

44.3 This time you have to complete the sentences. Each time you have to use **being** with one of these verbs: ~~keep~~ pay attack give invite use ask

Example: Mr Miller doesn't like being kept waiting.

- 1 He came to the party without
- 2 She won't go out alone after dark. She is afraid of
- 3 I don't like stupid questions.
- 4 Few people are prepared to work without
- 5 Mr Kelly doesn't like his phone by other people.
- 6 Most people like presents.

44.4 Here too you have to complete the sentences. This time make a passive sentence with **get** and one of these verbs: break catch sting use damage ~~hurt~~ steal

Example: There was a fight at the party but nobody got hurt.

- 1 Ted by a bee while he was sitting in the garden.
- 2 How did that window ?
- 3 Did any of these houses in the storm last night?
- 4 These tennis courts don't often. Not many people want to play.
- 5 If you want to break the law, make sure that you don't
- 6 I used to have a bicycle but it

UNIT 45

It is said that ... / He is said to ... etc. and supposed to

a) Study this example situation:



This is Henry. He is very old but nobody knows exactly how old he is. But:

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

He is said to be 108 years old.

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

You can also use these structures with:

thought	believed	reported	understood
known	expected	alleged	considered

It is said that Henry eats ten eggs a day.	or	Henry is said to eat ten eggs a day.
It is believed that the wanted man is living in New York.	or	The wanted man is believed to be living in New York.
It is expected that the strike will begin tomorrow.	or	The strike is expected to begin tomorrow.
It is alleged that he stole £60.	or	He is alleged to have stolen £60.
It was alleged that he stole £60.	or	He was alleged to have stolen £60.

These structures are often used in news reports:

It is reported that two people were killed in the explosion.	or	Two people are reported to have been killed in the explosion.
--	----	---

b) Supposed to

Sometimes (be) **supposed to** means 'said to':

- Let's go and see that film. It's **supposed to** be very good. (= It is said to be very good; people say that it's very good.)
- He is **supposed to** have stolen £60. (= He is said to have stolen £60.)

But sometimes **supposed to** has a different meaning. You can use **supposed to** to say what planned or arranged (and this is often different from what really happens):

- I'd better hurry. It's nearly 8 o'clock. I'm **supposed to** be meeting Tom at 8.15. (= I arranged to meet Tom; I said I would meet Tom.)
- The train **was supposed to** arrive at 11.30 but it was 40 minutes late. (= The train should have arrived at 11.30 according to the timetable.)
- You **were supposed to** clean the windows. Why didn't you do it?

We use **not supposed to** to say what is not allowed or not advisable:

- You're **not supposed to** park here. (= You aren't allowed to park here.)
- Mr Collins is much better after his illness but he's still **not supposed to** do any heavy work.

UNIT 45 Exercises

45.1 In this exercise you have to read a sentence and then write another sentence with the same meaning.

Example: It is believed that the wanted man is living in New York.

The wanted man is believed to be living in New York.

1 It is said that many people are homeless after the floods.

Many people are said

2 It is known that the Prime Minister is in favour of the new law.

The Prime Minister

3 It is expected that the government will lose the election.

The government

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

The prisoner

5 It is believed that the thieves got in through the kitchen window.

The thieves

6 It is alleged that he drove through the town at 90 miles an hour.

He

7 It is reported that two people were seriously injured in the accident.

Two people

8 It is said that three men were arrested after the explosion.

Three men

45.2 There are a lot of stories about Arthur but nobody knows whether they are true. Make sentences with **supposed to**.

Example: People say that Arthur eats spiders.

Arthur is supposed to eat spiders.

1 People say that Arthur is very rich. Arthur

2 People say that he has 22 children. He

3 People say that he sleeps on a bed of nails. He

4 People say that he won a lot of money gambling. He

5 People say that he writes poetry. He

45.3 Now you have to use **supposed to** with its other meaning. In each example what happens is not what is supposed to happen. Use **supposed to** or **not supposed to** with one of these verbs: ~~clean~~ come be ~~smoke~~ phone study take

Examples: Tom, you're smoking! But you know you are not supposed to smoke in this room.

Why are the windows still dirty? You were supposed to clean them.

1 What are the children doing at home? They at school.

2 He in the evenings but he always goes out.

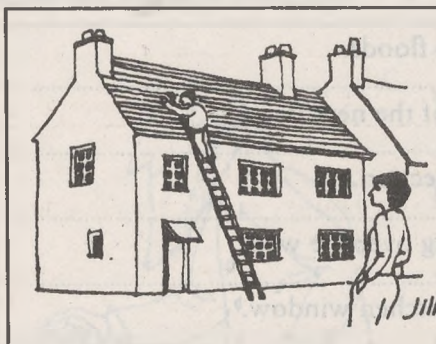
3 Don't put sugar in your tea. You know you sugar.

4 Oh dear! I Ann but I completely forgot.

5 They arrived very early – at 2.00. They until 3.30.

UNIT 46 Have something done

a) Study this example situation:



The roof of Jill's house was damaged in a storm, so she arranged for a workman to repair it. Yesterday the workman came and did the job.

Jill had the roof repaired yesterday.

This means: Jill didn't repair the roof herself. She arranged for someone else to do it for her.

Compare:

- Jill repaired the roof. (= she did it herself)
- Jill had the roof repaired. (= she arranged for someone else to do it)

Now study these sentences:

- Did Ann make that dress herself or did she have it made?
- Are you going to repair the car yourself or are you going to have it repaired?

To say that we arrange for someone else to do something for us, we use the structure **have something done**.

The word order is important: the *past participle* (done/repaired etc.) comes *after* the object (the roof):

	have +	object	+	past participle	
Jill	had	the roof		repaired	yesterday.
Where did you	have	your hair		done?	
We are	having	the house		painted	at the moment.
Tom has just	had	a telephone		installed	in his flat.
How often do you	have	your car		serviced?	
Why don't you	have	that coat		cleaned?	
I want to	have	my photograph		taken.	

b) 'Get something done' is possible instead of **have something done** (mainly in informal spoken English):

- I think you should get your hair cut. (= have your hair cut)

c) **Have something done** sometimes has a different meaning. For example:

- He had all his money stolen while he was on holiday.

This doesn't mean that he arranged for somebody to steal his money! 'He had all his money stolen' means only: 'All his money was stolen'.

With this meaning, we use **have something done** to say that something (often something not nice) happened to someone:

- George had his nose broken in a fight. (= his nose was broken)

UNIT 46 Exercises

46.1 In this exercise you have to answer the questions in the way shown.

Example: 'Did Ann make that dress herself?' 'No, she had it made.'

- 1 'Did you cut your hair yourself?' 'No, I
- 2 'Did they paint the house themselves?' 'No, they
- 3 'Did Jim cut down that tree himself?' 'No,
- 4 'Did Sue repair the car herself?' 'No,

46.2 This time you have to complete the sentences. Use the words in brackets.

Examples: We are having the house painted (the house / paint) at the moment.
Did you have your hair cut (you / your hair / cut) last week?

- 1 Your hair is too long. I think you should (it / cut).
- 2 How often (you / your car / service)?
- 3 The engine in Tom's car couldn't be repaired, so he had to
 (a new engine / fit).
- 4 (you / your newspaper / deliver) or do you go to the
 shop yourself to buy it?
- 5 A: What are those workmen doing in your garden?
 B: Oh, I (a swimming pool / build).
- 6 A: Can I see those holiday photographs you took?
 B: I'm afraid not. I (not/the film/develop) yet.
- 7 Is it true that many years ago he (his portrait / paint) by a famous artist?

46.3 Now you have to read a situation and then write a sentence with **have something done**.

Example: Jill's coat was dirty so she took it to the cleaners. Now it is clean. What has Jill
 done? She has had her coat cleaned.

- 1 Tom thinks his eyesight is getting worse, so he's going to the optician. What is Tom going
 to do there? He is
- 2 Sue is at the hairdresser's at the moment. A hairdresser is cutting her hair.
 What is Sue doing?
- 3 Ann's watch was broken, so she took it to a jeweller's. Now it's working again.
 What has Ann done?

46.4 Now you have to use **have something done** with its second meaning (see section c).

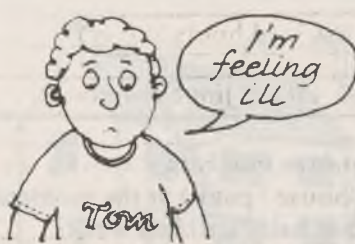
Example: George's nose was broken in a fight. What happened to George?
He had his nose broken in a fight.

- 1 John's money was stolen on a train. What happened to John?
 He
- 2 Fred's hat was blown off in the wind. What happened to Fred?

- 3 George's papers were taken from him at the police station. What happened to George?

UNIT 47 Reported speech (1)

a) Study this example situation:



Tom

You want to tell someone else what Tom said. There are two ways of doing this:

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

Or you can use *reported speech*:
Tom said (that) he was feeling ill.

Compare the two sentences:

<p><i>direct</i></p>	<p>Tom said 'I am feeling ill'.</p>	<p>you use these to show it is direct speech</p>
<p><i>reported</i></p>	<p>Tom said (that) he was feeling ill.</p>	

b) When we use reported speech, we are usually talking about the past. So verbs usually change to the past in reported speech. For example:

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


Study these examples. You met Tom. Here are some things he said to you:

My parents are very well.

I'm going to give up my job.

Ann has bought a new car.

I can't come to the party on Friday.



I want to go on holiday but I don't know where to go.

I'm going away for a few days. I'll phone you when I get back.

Now you tell someone else what Tom said (in reported speech):

- Tom said (that) his parents **were** very well.
- Tom said (that) he **was** going to give up his job.
- Tom said (that) Ann **had** bought a new car.
- Tom said (that) he **couldn't** come to the party on Friday.
- Tom said (that) he **wanted** to go on holiday but he **didn't know** where to go.
- Tom said (that) he **was** going away for a few days and **would** phone me when he got back.

c) The past simple (I **did**) can usually stay the same in reported speech, or you can change it to the past perfect (I **had done**): did → did or had done

direct Tom said 'I **woke up** feeling ill and so I **stayed** in bed'.

reported Tom said (that) he **woke (or had woken)** up feeling ill and so he **stayed (or had stayed)** in bed.

For reported speech see also Units 48 and 50b.

UNIT 47 Exercises

47.1 Yesterday you met a friend of yours, Charlie. Charlie told you a lot of things. Here are some of the things he said to you:

1 I'm thinking of going to live in Canada.

2 My father is in hospital.

3 Nora and Jim are getting married next month.

4 I haven't seen Bill for a while.

5 I've been playing tennis a lot recently.

6 Margaret has had a baby.

7 I don't know what Fred is doing.



8 I hardly ever go out these days.

9 I work 14 hours a day.

10 I'll tell Jim I saw you.

11 You can come and stay with me if you are ever in London.

12 Tom had an accident last week but he wasn't injured.

13 I saw Jack at a party a few months ago and he seemed fine.

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

- 1 Charlie said that he was thinking of going to live in Canada.
- 2 Charlie said that
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

47.2 In this exercise someone says something to you which is the opposite of what they said before. You have to answer I thought you said ...

Example: 'That restaurant is expensive.' 'I thought you said it wasn't expensive.'

- 1 'Ann is coming to the party.' 'I thought you said she
- 2 'Bill passed his examination.' 'I thought you said
- 3 'Ann likes Bill.' 'I thought
- 4 'I've got many friends.' 'I thought you said you
- 5 'Jack and Jill are going to get married.' '
- 6 'Tom works very hard.' '
- 7 'I want to be rich and famous.' '
- 8 'I'll be here next week.' '
- 9 'I can afford a holiday this year.' '

UNIT 48

Reported speech (2)

- a) It is not always necessary to change the verb when you use reported speech. If you are reporting something and you feel that it is still true, you do not need to change the tense of the verb:

direct Tom said 'New York is bigger than London'.
reported Tom said (that) New York is (or was) bigger than London.
direct Ann said 'I want to go to New York next year'.
reported Ann said (that) she wants (or wanted) to go to New York next year.

Notice that it is also correct to change the verb into the *past*.

But you *must* use a past tense when there is a difference between what was said and what is really true. Study this example situation:

You met Ann. She said 'Jim is ill'. (*direct speech*)
Later that day you see Jim playing tennis and looking well. You say:
'I'm surprised to see you playing tennis, Jim. Ann said that you were ill'.
(*not* 'that you are ill', because he isn't ill)

Must, might, could, would, should and ought stay the same in reported speech. **May** in direct speech normally changes to **might** in reported speech.

- b) Say and tell

If you say *who* you are talking to, use **tell**:

– Tom **told me** (that) he didn't like Brian. (*not* 'Tom said me ...')

Otherwise use **say**:

– Tom **said** (that) he didn't like Brian. (*not* 'Tom told (that) he ...')

Also: you can't say 'Tom told about his trip to America'. You have to say:

– Tom **told us** (or *me/them/Ann* etc.) about his trip to America.

If you don't say who he told, you have to say:

– Tom **talked** (or *spoke*) about his trip to America. (*but not* 'said about')

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

direct 'Stay in bed for a few days', the doctor said to me.

reported The doctor **told me to stay** in bed for a few days.

direct 'Don't shout', I said to Jim.

reported I **told Jim not to shout**.

direct 'Please don't tell anyone what happened', Ann said to me.

reported Ann **asked me not to tell** anyone what (had) happened.

direct 'Can you open the door for me, Tom?' Ann asked.

reported Ann **asked Tom to open** the door for her.

Said is also possible with the infinitive:

– The doctor **said to stay** in bed for a few days. (*but not* 'said me')

UNIT 48 Exercises

48.1 In this exercise you have to write what you would say in these situations.

Example: Ann says 'I'm tired'. Five minutes later she says 'Let's play tennis'. What do you say? You said you were tired.

- 1 Your friend says 'I'm hungry' so you go to a restaurant. When you get there he says 'I don't want to eat'. What do you say? You said
- 2 Tom tells you 'Ann has gone away'. Later that day you meet her. What do you say? Tom told
- 3 George said 'I don't smoke'. A few days later you see him smoking a cigarette. What do you say to him? You said
- 4 You arranged to meet Jack. He said 'I won't be late'. At last he arrives – 20 minutes late. What do you say? You
- 5 Sue said 'I can't come to the party tonight'. That night you see her at the party. What do you say to her?
- 6 Ann says 'I'm working tomorrow evening'. Later that day she says 'Let's go out tomorrow evening'. What do you say?

48.2 Now you have to complete these sentences with said, told or talked.

Example: Tom said that he didn't like Brian.

- 1 Jack me that he was enjoying his new job.
- 2 Tom it was a nice restaurant but I didn't like it much.
- 3 The doctor that I would have to rest for at least a week.
- 4 Mrs Taylor us she wouldn't be able to come to the next meeting.
- 5 Ann Tom that she was going away.
- 6 George couldn't help me. He to ask Jack.
- 7 At the meeting the chairman about the problems facing the company.
- 8 Jill us all about her holiday in Australia.

48.3 Now you have to read a sentence and write a new sentence with the same meaning.

Examples: 'Listen carefully', he said to us. He told us to listen carefully.

'Don't wait for me if I'm late', Ann said.

Ann said not to wait for her if she was late.

- 1 'Eat more fruit and vegetables', the doctor said.
The doctor said
- 2 'Read the instructions before you switch on the machine', he said to me.
He told
- 3 'Shut the door but don't lock it', she said to us.
She told
- 4 'Can you speak more slowly? I can't understand', he said to me.
He asked because
- 5 'Don't come before 6 o'clock', I said to him.
I told

Questions (1)

- | | | | | | |
|-----|-----|---|-----|------|-------------------------------|
| it | is | → | is | it? | Is it raining? |
| you | can | → | can | you? | When can you come and see us? |
| Tom | has | → | has | Tom? | Where has Tom gone? |

they were → were they? Were they surprised?

- Do you like music? (not 'like you')
- Where does Jack live? (not 'where lives Jack')

- When did they get married? (*not* 'when got they')
- Why did Ann sell her car? (*not* 'why sold Ann')

who is the *object*

Ann telephoned someone.

_____ *object* _____

Who did Ann telephone?

subject — **Someone** who is the *subject* telephoned Ann.
 Who telephoned Ann?

- **Who** wants something to eat? (*not* ‘who does want’)
- **Who** invented the steam engine? (*not* ‘who did invent’)
- **What** happened to you last night? (*not* ‘what did happen’)
- **Which** switch operates this machine? (*not* ‘which switch does operate’)

- We use negative questions especially:
to show surprise:
Didn't you hear the bell? I rang it four times.
in exclamations(!):
Doesn't that dress look nice! (= that dress looks nice)
when we expect the listener to agree with us:
'Haven't we met somewhere before?' 'Yes, I think we have.'

- Didn't Dave go to Canada? [Yes. (= Yes, he went.)
No. (= No, he didn't go.)

- Why didn't you lock the door? (*not* 'why you didn't lock')
- Why don't we go out for a meal? (*not* 'why we don't go')

UNIT 49 Exercises

49.1 In this exercise you have to ask questions about Ed and Liz.

Examples: (Ed and Liz / be / married?) Are Ed and Liz married? 'Yes, they are.'
(they / have / any children?) Have they got any children? 'Yes, three.'

- 1 (where / Ed and Liz live?) 'In Nottingham.'
- 2 (how long / they / be / married?) '15 years.'
- 3 (they / go out very often?) 'No, not very often.'
- 4 (what / Ed do for a living?) 'He's a policeman.'
- 5 (he / enjoy his job?) 'Yes, very much.'
- 6 (he / arrest anyone yesterday?) 'No.'
- 7 (they / have / a car?) 'Yes.'
- 8 (when / they / buy it?) 'A year ago.'
- 9 (how much / it cost?) '£3,000.'
- 10 (they / go / on holiday next summer?) 'Yes.'
- 11 (where / they / go?) 'To Scotland.'

49.2 This time you have to make questions with who or what.

Examples: 'Somebody hit me.' 'Who hit you?'
'I hit somebody.' 'Who did you hit?'
..... ?'

- 1 'Something happened.' 'What ?'
- 2 'Someone lives in that house.' 'Who ?'
- 3 'Somebody gave me this key.' 'Who ?'
- 4 'Henry gave me something.' 'What ?'
- 5 'Tom meets someone every day.' 'Who ?'
- 6 'I fell over something.' 'What ?'
- 7 'Something fell on the floor.' 'What ?'
- 8 'This word means something.' 'What ?'

49.3 Now you have to make negative questions. Each time you are surprised.

Example: 'We won't see Ann this evening.' 'Oh! (she / not / come / to the party tonight?)'
Isn't she coming to the party tonight?

- 1 'I hope we don't meet Brian tonight.' 'Why? (you / not / like him?)'
- 2 'I'll have to borrow some money.' 'Why? (you / not / have / any?)'
- 3 'Don't go and see that film.' 'Why? (it / not / be / good?)'

49.4 In this exercise you have to make exclamations (!).

Example: You think that dress looks nice. Doesn't that dress look nice !

- 1 You think it's a lovely day. !
- 2 You think it was a good film. !
- 3 You think everything is expensive these days. !
- 4 You think Tom looked well. !

UNIT 50

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

- a) When we ask people for information, we sometimes begin our question with **Do you know ...?** or **Could you tell me ...?** If you begin a question like this, the word order is different from a simple question:

Compare:	Where has Tom gone?	(simple question)
	Do you know where Tom has gone?	

When the question (**Where has Tom gone?**) is part of a bigger sentence (**Do you know ...**), it loses the normal question word order. Compare:

- When will Ann arrive? Have you any idea when Ann will arrive?
- What time is it? Could you tell me what time it is?
- Why are you laughing? Tell us why you are laughing.

Be careful with **do/does/did** questions:

- When does the film begin? Do you know when the film begins?
- Why did Ann leave early? I wonder why Ann left early.

Use **if** or **whether** where there is no other question word:

- Did he see you? Do you know if (or whether) he saw you?

- b) The same changes in word order happen in *reported* questions:

direct The policeman said to us, 'Where **are you going** ?'

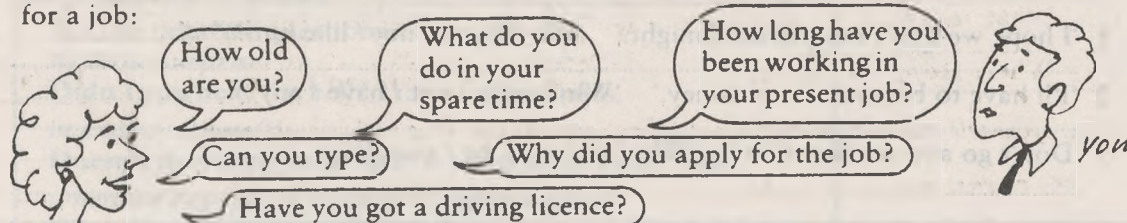
reported The policeman asked us where **we were going** .

direct Tom said, 'What time **do the banks close** ?'

reported Tom wanted to know what time **the banks closed** .

In reported questions the verb usually changes to the past (**were, closed**). For more information about this see Unit 47.

Now study these examples. Here are some of the questions you were asked at an interview for a job:



Now you tell a friend (in reported speech) what the interviewer asked you:

- She asked (me) how old I was.
- She enquired whether (or if) I **had** a driving licence. (or **had got**)
- She wanted to know whether (or if) I **could** type.
- She asked (me) what I **did** in my spare time.
- She wanted to know how long I **had been** working in my present job.
- She asked (me) why I **had applied** for the job. (or 'why I applied')

UNIT 50 Exercises

50.1 In this exercise you have to make a new sentence from these questions.

Example: Where has Tom gone? Do you know where Tom has gone ?

- 1 Where is the post office? Could you tell me
- 2 What does this word mean? Do you know
- 3 What's the time? I wonder
- 4 Where did you park your car? Can't you remember
- 5 Is Ann coming to the meeting? I don't know
- 6 Where does Jack live? Have you any idea
- 7 What time did he leave? Do you know
- 8 Where can I change some money? Could you tell me
- 9 What qualifications do I need? I want to know
- 10 Why didn't Tom come to the party? I don't know
- 11 How much does it cost to park here? Do you know

50.2 You are making a phone call. You want to speak to Sue but she isn't there. Someone else answers the phone. You want to know three things: (1) where has she gone? (2) when will she be back? and (3) did she go out alone? Complete the conversation:

- 1 'Do you know?' 'Sorry. I've got no idea.'
- 2 'Never mind. I don't suppose you know' 'No, I'm afraid I don't.'
- 3 'One more thing. Do you happen to know?' 'I'm afraid I didn't see her go out.'

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

- 1 How are you? 5 Are you glad to be back? 6 Are you going away again?
- 2 How long have you been back? 7 Why did you come back?
- 3 What are you doing now? 8 Do you still smoke?
- 4 Where are you living? 9 Can you come to dinner on Friday?



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

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

UNIT 51

Auxiliary verbs in short answers, short questions etc.

So am I / Neither am I

I think so / I hope so etc.

- a)

Can you swim?	I have lost my key.	He might not come.
---------------	---------------------	--------------------

In these sentences **can**, **have** and **might** are *auxiliary* (= helping) verbs.

We often use auxiliary verbs when we don't want to repeat something:

- 'Are you working tomorrow?' 'Yes, I **am**.' (= I am working tomorrow)
- He could lend us the money but he **won't**. (= he won't lend us the money)

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

- 'Does he smoke?' 'He **did** but he **doesn't** any more.'

- b) We use auxiliary verbs in short questions:

- 'It rained every day during our holiday.' 'Did it?'
- 'Ann isn't very well today.' 'Oh, isn't she?'
- 'I've just seen Tom.' 'Oh, have you? How is he?'

These short questions (**Did it?**, **isn't she?**, **have you?**) are not real questions. We use them to show polite interest in what someone has said and they help to keep the conversation going.

Sometimes we use short questions to show surprise:

- 'Jim and Nora are getting married.' 'Are they? Really?'

- c) We also use auxiliary verbs with **so** and **neither**:

- 'I'm feeling tired.' 'So **am** I.' (= I am feeling tired too)
- 'I never read newspapers.' 'Neither **do** I.' (= I never read them either)

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

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

Nor can be used instead of **neither**:

- 'I can't remember his name.' 'Nor can I. / Neither can I.'

Not ... **either** can be used instead of **neither** and **nor**:

- 'I haven't got any money.' 'Neither have I.' or 'I haven't either.'

- d) I think so / hope so etc.

We use **so** in this way after a number of verbs, especially **think**, **hope**, **expect**, **suppose** and **I'm afraid**:

- 'Is she English?' 'I **think so**.'
- 'Will Tom come?' 'I **expect so**.'
- 'Has Ann been invited to the party?' 'I **suppose so**.'

The negative form depends on the verb:

I think so / I expect so - I **don't think so** / I **don't expect so**

I hope so / I'm afraid so - I **hope not** / I'm **afraid not**

I suppose so - I **don't suppose so** or I **suppose not**

- 'Is she American?' 'I **don't think so**.'
- 'Is it going to rain?' 'I **hope not**.' (*not* 'I don't hope so')

UNIT 51 Exercises

51.1 In this exercise you are talking to someone. Answer him in the way shown.

Examples: I'm hungry. Are you? I'm not.
I'm not tired. Aren't you? I am.

- 1 I like Brian.
- 2 I can't ride a horse.
- 3 I've got plenty of friends.
- 4 I didn't enjoy the film much.
- 5 I'd get married if I were in Tom's position.
- 6 I don't like living in the country.
- 7 I'm not going to have anything to eat.
- 8 I've never been to America.
- 9 I thought the exam was quite easy.

51.2 Here too you are talking to someone. You have the same ideas, taste etc. as your friend. Use So ... or Neither ... each time.

Examples: I'm feeling tired. So am I. I don't like eggs. Neither do I.

- | | |
|--|---|
| 1 I need a holiday. | 6 I was ill yesterday. |
| 2 I don't like milk. | 7 I should smoke less. |
| 3 I couldn't get up this morning. | 8 I spent the whole evening watching television. |
| 4 I'd love a cup of tea. | 9 I didn't know that Ann was in hospital. |
| 5 I've never been to Africa. | |

51.3 Now you have to answer with I think so, I hope not etc. You are B in each conversation. Read the information in brackets before you answer each question.

Example: (You hate rain.) A: Is it going to rain? B: (hope) I hope not.

- 1 (You need more money quickly.)
A: Do you think you'll get a pay increase soon? B: (hope)
- 2 (You think Tom will probably get the job which he applied for.)
A: I wonder if Tom will get the job. B: (expect)
- 3 (You're not sure whether Jill is married – probably not.)
A: Is Jill married? B: (think)
- 4 (You haven't got any money.)
A: Can you lend me some money? B: (afraid)
- 5 (Your friend's sister has been badly injured in an accident.)
A: Is she badly injured? B: (afraid)
- 6 (Ann normally works every day, Monday to Friday – tomorrow is Wednesday.)
A: Is Ann working tomorrow? B: (suppose)
- 7 (You're in a hurry to catch your train – it's important that you don't miss it.)
A: Do you think we're going to miss the train? B: (hope)
- 8 (You're not sure but the concert probably begins at 7.30.)
A: Does the concert begin at 7.30? B: (think)

UNIT 52

Question tags (**are you? doesn't he?** etc.)

- a) You haven't got a car, **have you?** It was a good film, **wasn't it?**

Have you? and **wasn't it?** are *question tags* (= mini-questions which we put on the end of a sentence). In question tags we use the auxiliary verb (see Unit 51a). For the present and past simple use **do/does/did**:

- They came by car, didn't they?

- b)** Normally we use a positive question tag with a negative sentence:

<i>negative sentence +</i>	<i>positive tag</i>
Tom won't be late,	will he?
They don't like us,	do they?
That isn't George over there.	is it?

And normally we use a negative question tag with a positive sentence:

<i>positive sentence +</i>	<i>negative tag</i>
Ann will be here soon,	won't she?
Tom should pass his exam,	shouldn't he?
They were very angry,	weren't they?

Notice the meaning of **yes** and **no** in answers to question tags:

- You're not going to work today, are you? $\begin{cases} \text{Yes. (= I am going)} \\ \text{No. (= I'm not going)} \end{cases}$

- c) The meaning of a question tag depends on how you say it. If the voice goes *down*, you aren't really asking a question; you are only asking the other person to agree with you:

- 'Tom doesn't look very well today, does he?' 'No, he looks awful.'
- She's very attractive. She's got beautiful eyes, hasn't she?

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

- 'You haven't seen Ann today, have you?' 'No, I'm afraid not.'
(= Have you seen Ann today?)

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

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

- d) After Let's ... the question tag is shall we?:**

- Let's go out for a walk, shall we?

After the imperative (do/don't do something) the tag is **will you?**:

- Open the door, will you? – Don't be late, will you?

Notice that we say **aren't I?** (= am I not):

- I'm late, aren't I?

UNIT 52 Exercises

52.1 In this exercise you have to put a question tag on the end of each sentence.

Examples: Tom won't be late, will he? They were very angry, weren't they?

- | | |
|---|---|
| 1 Ann's on holiday, ? | 10 Let's have dinner, ? |
| 2 You weren't listening, ? | 11 This isn't very interesting, ? |
| 3 Sue doesn't like onions, ? | 12 I'm too fat, ? |
| 4 Jack's applied for the job, ? | 13 You wouldn't tell anyone, ? |
| 5 You've got a camera, ? | 14 Listen, ? |
| 6 You can type, ? | 15 I shouldn't have got angry, ? |
| 7 He won't mind if I go early, ? | 16 Don't drop it, ? |
| 8 Tom could help you, ? | 17 They had to go home, ? |
| 9 There are a lot of people here, ? | 18 He'd never seen you before, ? |

52.2 This time you have to read a situation and then write a sentence with a question tag. In each example you are asking your listener to agree with you.

Example: You are with a friend outside a restaurant. You are looking at the prices. It's very expensive. What do you say? It's very expensive, isn't it?

- 1 You look out of the window. It's a beautiful day. What do you say to your friend?
It's
- 2 You've just come out of the cinema with your friend. You both really enjoyed the film. You thought it was great. What do you say? The film
- 3 Tom's hair is much shorter. Clearly he has had his hair cut. What do you say to him?
You
- 4 You are shopping. You are trying on a jacket. You look in the mirror: it doesn't look very nice. What do you say to your friend? It
- 5 You are talking about Bill. You know that Bill works very hard. Everyone knows this. What do you say about Bill? Bill

52.3 In these situations you are asking people for information, asking people to do things etc. Make sentences like those in section c.

Example: You want a cigarette. Perhaps Tom has got one. Ask him.

Tom, you haven't got a cigarette, have you?

- 1 Jack is just going out. You want him to get some stamps. Ask him.
Jack, you
- 2 You're looking for Ann. Perhaps Tom knows where she is. Ask him.
Tom, you
- 3 You need a bicycle pump. Perhaps Tom has got one. Ask him.
Tom,
- 4 Ann has a car and you don't want to walk home. You want her to give you a lift. Ask her.
Ann,
- 5 You're looking for your purse. Perhaps Tom has seen it. Ask him.
.....

UNIT 53 Verb + -ing

a)

stop	enjoy	fancy	admit	consider	miss
finish	mind	imagine	deny	involve	postpone
delay	suggest	regret	avoid	practise	risk

If these verbs are followed by another verb, the structure is usually *verb + -ing*:

- Stop talking!
- I'll do the shopping when I've finished cleaning the flat.
- I don't fancy going out this evening.
- Have you ever considered going to live in another country?
- I can't imagine George riding a motor-bike.
- When I'm on holiday, I enjoy not having to get up early.

The following expressions also take -ing:

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

- Are you going to give up smoking?
- She kept (on) interrupting me while I was speaking.

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

- I don't mind being told what to do.

You cannot normally use the *infinitive* (*to do / to dance* etc.) after these verbs and expressions:

- I enjoy dancing. (*not 'to dance'*)
- Would you mind closing the door? (*not 'to close'*)
- Tom suggested going to the cinema. (*not 'to go'*)

- b) When you are talking about finished actions, you can also say **having done / having stolen** etc. But it is not necessary to use this form. You can also use the simple -ing form for finished actions:

- He admitted stealing (*or having stolen*) the money.
- They now regret getting (*or having got*) married.

- c) With some of the verbs in this unit (especially **admit, deny, regret** and **suggest**) you can also use a **that ...** structure:

- He denied that he had stolen the money. (*or denied stealing*)
- Tom suggested that we went to the cinema. (*or suggested going*)

For **suggest** see also Unit 35c.

For verbs + -ing see also Units 56 and 57.

UNIT 53 Exercises

53.1 In this exercise you have to complete the sentences with these verbs:

try	steal	meet	look	write	make	be knocked
wash	play	eat	splash	go	drive	take

Example: Do you fancy playing tennis this afternoon?

- 1 Could you please stop so much noise?
- 2 I don't enjoy letters.
- 3 Does your job involve a lot of people?
- 4 I considered the job but in the end I decided against it.
- 5 If you use the shower, try and avoid water on the floor.
- 6 Jack gave up to find a job in Britain and decided to emigrate.
- 7 Have you finished your hair yet?
- 8 The phone rang while Ann was having her dinner. She didn't answer it; she just carried on
- 9 He admitted the car but denied it dangerously.
- 10 Why do you keep on at me like that?
- 11 They had to postpone away because their son was ill.
- 12 If you walk into the road without looking, you risk down by a car.

53.2 This time you have to read a sentence and write a second sentence with the same meaning. Begin your sentence in the way shown.

Examples: Do you have to travel in your job? Does your job involve travelling ?
 He is now sorry that he didn't study harder when he was at college.
 He now regrets not studying harder when he was at college

- 1 I don't want to go out this evening. I don't fancy
- 2 Are you sorry you didn't take the job? Do you regret ?
- 3 Why don't you go away tomorrow instead of today?
 Why don't you put off until ?
- 4 It's not a good idea to travel during the rush-hour.
 It's better to avoid
- 5 Could you turn the radio down, please?
 Would you mind ?
- 6 The driver of the car said it was true that he didn't have a licence.
 The driver of the car admitted
- 7 Tom said 'Let's have fish for dinner'.
 Tom suggested

53.3 Now make your own sentences. Complete each sentence using -ing.

Example: I really enjoy going for long walks in the country

- 1 At weekends I enjoy
- 2 This evening I fancy
- 3 I often regret
- 4 Learning English involves
- 5 I think people should stop

UNIT 54 Verb + infinitive

a)

agree	offer	decide	appear	forget
refuse	attempt	plan	seem	learn (how)
promise	manage	arrange	pretend	dare
threaten	fail	hope	afford	tend

If these verbs are followed by another verb, the structure is usually *verb + to + infinitive*:

- As it was late, we **decided to take** a taxi home.
- I like George but I think he **tends to talk** too much.
- How old were you when you **learnt to drive**? (or 'learnt how to drive')
- They **agreed to lend** me some money when I told them the position I was in.

Note these examples with the *negative not to ...*:

- We **decided not to go** out because of the weather.
- He **pretended not to see** me as he passed me in the street.

With other important verbs you cannot use the infinitive. For example **think** and **suggest**:

- Are you **thinking of buying** a car? (*not* 'thinking to buy')
- Tom **suggested going** to the cinema. (*not* 'suggested to go')

b) There is a *continuous* infinitive (**to be doing**) and a *perfect* infinitive (**to have done**). We use these especially after **seem**, **appear** and **pretend**:

- I **pretended to be reading**. (= I pretended that I was reading)
- You **seem to have lost** weight. (= it seems that you have lost weight)

c) After **dare** you can use the infinitive with or without **to**:

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

But after **daren't** you must use the infinitive without **to**:

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

d) After the following verbs you can use a question word (**what/where/how** etc.) + **to + infinitive**:

ask decide know remember forget explain understand

We asked	how	to get	to the station.
Have you decided	where	to go	for your holidays?
Tom explained (to me)	how	to change	the wheel of the car.
I don't know	whether	to go	to the party or not.

Also: **show/tell/ask** someone **what/how/where** to do something:

- Can someone **show me how to change** the film in this camera?
- Ask Jack. He'll **tell you what to do**.

For verbs + infinitive see also Units 55-7.

UNIT 54 Exercises

54.1 In this exercise you have to complete each sentence with a suitable verb.

Example: Don't forget to post the letter I gave you.

- 1 Tom refused me any money.
- 2 Jill has decided not a car.
- 3 The thief got into the house because I forgot the window.
- 4 There was a lot of traffic but we managed to the airport in time.
- 5 I've arranged tennis tomorrow afternoon.
- 6 One day I'd like to learn an aeroplane.
- 7 I shouted to him. He pretended not me but I'm sure he did.
- 8 Why hasn't Sue arrived yet? She promised not late.
- 9 Our neighbour threatened the police if we didn't stop the noise.
- 10 Ann offered after our children while we were out.
- 11 The teacher was very strict. Nobody dared during his lessons.

54.2 This time you have to make sentences with *seem* and *appear*.

Examples: Is he waiting for someone? He appears to be waiting for someone.
Has she lost weight? She seems to have lost weight.

- | | |
|--------------------------------------|-------------------|
| 1 Is Tom worried about something? | He seems |
| 2 Does Ann like Jack? | She appears |
| 3 Is that man looking for something? | He appears |
| 4 Has that car broken down? | It seems |
| 5 Have they gone out? | They appear |

54.3 Now you have to use the structure in section d. Complete each sentence using *what* or *how* with one of the following verbs:

do say ~~see~~ use ride cook

Example: Do you know how to get to John's house?

- 1 Have you decided what for dinner this evening?
- 2 Can you show me the washing machine?
- 3 Do you know if there's a fire in the building?
- 4 You'll never forget a bicycle once you have learned.
- 5 I was really astonished. I didn't know

54.4 Now make your own sentences. Complete each sentence with *to + infinitive*.

Example: This evening I have arranged to go to the theatre.

- 1 Not many people can afford
- 2 I would like to learn
- 3 One day I hope
- 4 I wouldn't dare
- 5 Sometimes I tend

UNIT 55 Verb + object + infinitive

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

There are two possible structures after these verbs:

verb + to + infinitive

I asked to see the manager.

We expected to be late.

He would like to come.

verb + object + to + infinitive

I asked Tom to help me.

We expected him to be late.

He would like me to come.

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

- Can somebody **help me (to) move** this table?

Be especially careful with **want**. Do not say 'want that ...':

- Everyone **wanted him to win** the race. (*not* 'wanted that he won')
- Do you **want me to come** early? (*not* 'want that I come')

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

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

- **Remind me to phone** Ann tomorrow.
- **Who taught you (how) to drive?**
- He **warned me not to touch** anything.
- I **got Jack to repair** my car.

Here is an example in the *passive*:

- I **was warned not to touch** anything.

You cannot use **suggest** with this structure (see also Unit 35c):

- Tom **suggested that I bought** a car. (*not* 'Tom suggested me to buy')

c) advise recommend encourage allow permit

There are two possible structures after these verbs. Compare:

verb + -ing (without an object)

He doesn't **allow smoking** in his house.

I wouldn't **recommend staying** at that hotel.

verb + object + to + infinitive

He doesn't **allow anyone to smoke** in his house.

I wouldn't **recommend you to stay** at that hotel.

d) Make and let

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

- Hot weather **makes me feel** uncomfortable. (= causes me to feel)
- I only **did it because they made me do it**. (= forced me to do it)
- She **wouldn't let me read** the letter. (= allow me to read)

Remember that **make** and **let** have the infinitive without **to**:

- They **made me do it**. (*not* 'they made me to do it')
- Tom **let me drive** his car yesterday. (*not* 'Tom let me to drive')

But in the *passive* **make** has the infinitive with **to**:

- I only **did it because I was made to do it**.

UNIT 55 Exercises

55.1 Read each sentence and write a second sentence from the words given.

Example: Jill didn't have any money.

she / want / Ann / lend her some She wanted Ann to lend her some.

- 1 Tom's parents were disappointed when he decided to leave home.
they / want / Tom / stay with them
- 2 Please don't tell anyone that I'm leaving my job.
I / not / want / anyone / know
- 3 There's a football match next Saturday between England and Scotland.
you / want / Scotland / win?
- 4 Unfortunately someone had told Sue that I was going to visit her.
I / want / it / be a surprise

55.2 Now you have to read a sentence and then write a second sentence with the same meaning. Each time begin in the way shown.

Examples: 'Don't touch anything', the man said to me.

The man told me not to touch anything.

My father said I could use his car. My father allowed me to use his car.

- 1 'Don't forget to post the letter', Jack said to me.
Jack reminded
- 2 She told me that it would be best if I told the police about the accident.
She advised
- 3 I told you that you shouldn't tell him anything.
I warned
- 4 I was surprised that it rained. I didn't expect
- 5 'Would you like to have dinner with me?' Tom said to Ann.
Tom invited
- 6 At first I didn't want to play tennis but John persuaded me.
John persuaded
- 7 The sudden noise caused me to jump. The sudden noise made
- 8 If you've got a car, you are able to travel around more easily.
Having a car enables
- 9 She wouldn't allow me to read the letter. She wouldn't let

55.3 Now put the verb in the right form: -ing, to + infinitive, or infinitive without to.

Example: Mr Thomas doesn't allow smoking (smoke) in his office.

- 1 Mr Thomas doesn't let anyone (smoke) in his office.
- 2 I don't know Jack but I'd like (meet) him.
- 3 Where would you recommend me (go) for my holidays?
- 4 I don't recommend (eat) in that restaurant. The food's awful.
- 5 The film was very sad. It made me (cry).
- 6 Jack's parents have always encouraged him (study) hard.
- 7 We were kept at the police station for an hour and then allowed (go).

UNIT 56

Infinitive or -ing? (1) – like, would like etc.

a)

like	hate	enjoy	can't bear
dislike	love	mind	can't stand

These verbs and expressions are often followed by **-ing**:

- I **enjoy** being alone.
- Why do you **dislike** living here?
- I **don't like** people shouting at me.
- Ann **hates** flying.
- Tom **doesn't mind** working at night.

After **love** and **can't bear**, you can use **-ing** or **to + infinitive**:

- I **love** meeting people. or I **love** to meet people.
- She **can't bear** being alone. or She **can't bear** to be alone.

b) **Like**

Often it doesn't matter whether you say 'I like doing' or 'I like to do'. For example, you can say:

- I **like** getting up early. or I **like** to get up early.

We usually say 'I like doing' when 'like' means 'enjoy':

- Do you **like** cooking? (= do you enjoy it?)
- I **don't like** driving. (= I don't enjoy it.)

When 'like' does not mean 'enjoy', we use 'I like to do'. **I like to do something** = I find it is good or right to do something:

- I **like** to wash my hair twice a week. (This doesn't mean that I enjoy it; it means that I think it is a good thing to do.)
- Tom **likes** to do the washing-up immediately after the meal.

c) **Would like** is followed by **to + infinitive**:

- I **would like** to be rich.
- **Would you like** to come to a party?

Notice the difference in meaning between **I like** and **I would like**. **I would like** is a polite way of saying **I want**. Compare:

- I **like** playing tennis. (= I enjoy it in general)
- I **would like** to play tennis today. (= I want to play)

See also Unit 31d.

We also use **to + infinitive** after **would love/hate/prefer**:

- **Would you prefer** to have dinner now or later?
- I'd **love** to be able to travel round the world.

d) You can also say 'I would like to have done something' (= I regret that I didn't or couldn't do something):

- It's a pity we didn't visit Tom. I **would like** to have seen him again.
- We'd **like** to have gone on holiday but we didn't have enough money.

The same structure is possible after **would love/hate/prefer**:

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

UNIT 56 Exercises

56.1 Answer these questions using the verbs given.

Examples: Why do you never fly? (hate) I hate flying.

Why does Tom go to the cinema so often? (like) He likes going to the cinema.

- 1 Why do you always wear a hat? (like) I
- 2 Why does Ann watch television so often? (enjoy) She
- 3 Why do you never go to the cinema? (not/like)
- 4 Why does Jack take so many photographs? (like)
- 5 Why don't you work in the evenings? (hate)

56.2 This time put the verb into the correct form, -ing or to + infinitive.

Examples: I enjoy being (be) alone.

Would you like to come (come) to a party?

- 1 Do you mind (travel) such a long way to work every day?
- 2 Ann loves (cook) but she hates (wash) up.
- 3 I can't stand people (tell) me what to do when I'm driving.
- 4 I don't like that house. I would hate (live) there.
- 5 Do you like (drive)?
- 6 When I have to catch a train, I'm always worried about missing it. So I like (get) to the station in plenty of time.
- 7 I very much enjoy (listen) to classical music.
- 8 I would love (come) to your wedding but it just isn't possible.
- 9 Sometime I'd like (learn) to play the guitar.

56.3 Now you have to make your own sentences. Say whether you like or don't like the things in brackets (...). Choose one of these verbs for each of your sentences:

(don't) like love hate enjoy don't mind can't stand

Example: (reading) I like reading very much.

- 1 (playing cards) I
- 2 (learning languages)
- 3 (visiting museums)
- 4 (lying on the beach in the sun)
- 5 (shopping)

56.4 Now you have to write sentences like those in section d.

Example: It's a pity I couldn't go to the wedding. (like)

I would like to have gone to the wedding.

- 1 It's a pity I didn't meet Ann. (love) I would love
- 2 I'm glad I didn't lose my watch. (hate) I
- 3 I'm glad I wasn't alone. (not/like)
- 4 It's a pity I couldn't travel by train. (prefer)
- 5 It's a pity I didn't see the film. (like)

UNIT 57

Infinitive or -ing? (2) – begin, start, intend, continue, remember, try

a)

begin	start	intend	continue
-------	-------	--------	----------

These verbs can usually be followed by **-ing** or **to + infinitive**. So you can say:

- The baby **began crying**. or The baby **began to cry**.
- It has **started raining**. or It has **started to rain**.
- John **intends buying** a house. or John **intends to buy** a house.
- He **continued working** after his illness. or He **continued to work** after his illness.

b) **Remember to do and remember doing**

You **remember to do** something *before* you do it. **Remember to do something** is the opposite of 'forget to do something':

- I **remembered to lock** the door before I left but I forgot to shut the windows.
(= I remembered to lock the door and then I locked it)
- Please **remember to post** the letter. (= don't forget to post it)

You **remember doing** something *after* you do it. **I remember doing something** = I did something and now I remember it:

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

c) **Try to do and try doing**

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

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

Try doing

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

- **Try** some of this juice – perhaps you'll like it. (= drink some of it to see if you like it)
- We **tried** every hotel in the town but they were all full. (= we went to every hotel to see if they had a room)

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

- 'I can't find anywhere to live.' 'Why don't you **try putting** an advertisement in the newspaper?' (= do this to see if it helps you to find a place to live)
- I've got a terrible headache. I **tried taking** an aspirin but it didn't help. (= I took an aspirin to see if it would stop my headache)

UNIT 57 Exercises

57.1 Here is some information about Tom when he was a child.

- | | |
|--|--|
| 1 He was in hospital when he was four. | 4 He cried on his first day at school. |
| 2 He went to Paris when he was eight. | 5 He said he wanted to be a doctor. |
| 3 He fell into the river. | 6 He was bitten by a dog. |

He can still remember 1, 2 and 4. But he can't remember 3, 5 and 6. Make sentences beginning *He can remember ...* or *He can't remember ...*

- | | |
|---|---------|
| 1 <i>He can remember being in hospital.</i> | 4 |
| 2 | 5 |
| 3 | 6 |

57.2 Your friend has some problems and you have to be helpful. For each problem write a question with *try*.

Example: I can't find anywhere to live. (put an advertisement in the newspaper)

Have you tried putting an advertisement in the newspaper?

- | | |
|--|----------------------|
| 1 My electric shaver is not working. (change the batteries) | Have you tried |
| 2 I can't contact Fred. He's not at home. (phone him at work) | Have you |
| 3 I'm having difficulty sleeping at night. (take sleeping tablets) | Have |
| 4 The television picture isn't very good. (move the aerial) | |

57.3 In this exercise you have to put the verb into the correct form, *-ing* or *to + infinitive*. (Sometimes either form is possible.)

Examples: Please remember *to post* (post) this letter.

John intends *to buy (or buying)* (buy) a house.

- | |
|---|
| 1 A: You lent me some money a few months ago.
B: Did I? That's strange. I don't remember (lend) you any money. |
| 2 We tried (put) the fire out but we were unsuccessful. We had to call the fire-brigade. |
| 3 When you see Tom, remember (give) him my regards, won't you? |
| 4 What do you intend (do) about this problem? |
| 5 Someone must have taken my bag. I clearly remember (leave) it by the window and now it has gone. |
| 6 When she saw what had happened, she began (laugh) loudly. |
| 7 Sue needed some money. She tried (ask) Gerry but he couldn't help her. |
| 8 He tried (reach) the shelf but he wasn't tall enough. |
| 9 'Did you remember (phone) Ann?' 'Oh no, I completely forgot.' |
| 10 I asked them to be quiet but they continued (make) a lot of noise. |

UNIT 58

Infinitive or -ing? (3) – be afraid, need, help

a) Be afraid to do and be afraid of -ing

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

- The streets in this city are not safe at night. Many people are **afraid to go out alone**. (= they don't want to go out alone because it is dangerous)
- She was **afraid to tell** her parents that she had broken the neighbour's window. (= she didn't want to tell her parents because she knew they would be angry)

I am afraid of something happening = there is a possibility that something bad will happen:

- We walked along the path very carefully because it was icy and we were **afraid of falling**. (*not* 'afraid to fall')
- I don't like dogs. I'm always **afraid of being** bitten. (*not* 'afraid to be bitten')

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

- The boys were afraid **to play** football in the garden because they were afraid **of breaking** a window.
- I was afraid **to stay** in the sun because I was afraid **of getting** burnt.

b) Need to do and need -ing

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

- I **need to take** more exercise.
- He **needs to work** harder.
- I don't **need to come** to the meeting, do I?

Need -ing = need to be done (so the meaning is *passive*):

- The batteries in this radio **need changing**. (= need to be changed)
- This jacket is rather dirty. It **needs cleaning**. (= needs to be cleaned)
- Do you think the grass **needs cutting**? (= needs to be cut)

c) Help

Help is followed by the infinitive with or without to:

- Everybody **helped (to) clean up** after the party.
- Can somebody **help me (to) move** this table?

But there is also an expression '**can't help doing something**'. **I can't help doing something** = I can't stop myself from doing something:

- I tried to be serious but I **couldn't help laughing**.
- I'm sorry I broke the glass. Someone pushed me and I **couldn't help dropping** it.
- He is stupid but it's not his fault. He **can't help being** stupid.

UNIT 58 Exercises

58.1 In this exercise you have to make sentences with **afraid**. Read each situation and then use the words in brackets to write your sentence.

Examples: The streets are unsafe at night.

(I / afraid / go out / alone) *I'm afraid to go out alone.*

We walked very carefully along the icy path.

(we / afraid / fall) *We were afraid of falling.*

1 I don't usually carry my passport with me.

(I / afraid / lose / it)

2 The sea was very rough.

(we / afraid / go / swimming)

3 We rushed to the station.

(we / afraid / miss / our train)

4 I didn't tell Tom that I thought he had behaved foolishly.

(I / afraid / hurt / his feelings)

5 In the middle of the film there was a particularly horrifying scene.

(we / afraid / look)

6 The glasses were very full, so Ann carried them very carefully.

(she / afraid / spill / the drinks)

7 I didn't like the look of the food on my plate.

a) (I / afraid / eat / it)

b) (I / afraid / make / myself ill)

58.2 Now you have to make sentences with **need -ing**. Use the verb in brackets.

Example: This coat is rather dirty. (clean)

It needs cleaning.

1 This room hasn't been painted for years. (paint) It

2 Your hair is too long. (cut) It

3 Those shoes are rather dirty. (polish) They

4 This plant hasn't been watered for some time. (water)

5 Those screws are loose. (tighten)

6 Your jeans are too long. (take up)

58.3 Put the verb into the correct form, **-ing** or **to + infinitive**.

Examples: If you want to pass your exams, you need *to study* (study) more.

I'm sorry I broke the glass. I couldn't help *dropping* (drop) it.

1 Does this job need (do) now or can I leave it until later?

2 I've got an extra bed, so when you come to stay, you won't need (bring) your sleeping bag.

3 Tom helped his mother (get) the dinner ready.

4 When he told me that everybody had made fun of him, I couldn't help (feel) sorry for him.

5 Those shirts need (iron) but you don't need (do) it now.

6 He looks so funny. When I see him, I can't help (smile).

7 The fine weather helped (make) it a very enjoyable holiday.

UNIT 59 Preposition + -ing

- a) If a verb comes after a preposition (in/at/with/about etc.), the verb ends in **-ing**. Study these examples:

Are you interested	in	working	for us?
I'm not very good	at	learning	languages.
I'm fed up	with	studying.	
The children are excited	about	going	on holiday.
What are the advantages	of	having	a car?
This knife is only	for	cutting	bread.
John went to work	in spite of	feeling	ill. (See Unit 109.)
I bought a new bicycle	instead of	going	away on holiday.

- b) You can use **-ing** with **before** and **after**:
- Before going out I phoned Ann.
You can also say: 'Before I went out I ...'
 - What did you do after leaving school?
You can also say: '... after you left school?'
- c) You can use **by -ing** to say *how* something happened:
- They got into the house by breaking a kitchen window and climbing in.
 - You can improve your English by doing a lot of reading.
- d) You can use **-ing** after **without**:
- Tom left without finishing his dinner.
 - She ran five miles without stopping.
 - He climbed through the window without anybody seeing him.
(or '... without being seen.')
 - She needs to work without people disturbing her. (or '... without being disturbed.')
 - It's nice to go on holiday without having to worry about money.
- e) **To** is often a part of the *infinitive*. For example:
- They decided to go out.
 - I want to play tennis.
- But **to** is also a *preposition*. For example:
- Tom went to London.
 - He gave the book to Ann.
 - I prefer cities to the countryside.
 - I'm looking forward to the week-end.
- If a preposition is followed by a verb, the verb ends in **-ing** (see section a). So, if **to** is a preposition and it is followed by a verb, you must say **to -ing**. For example:
- I prefer cycling to driving (not 'to drive')
 - I'm looking forward to seeing Ann again. (not 'to see')

For **be/get used to -ing** see Unit 62.

UNIT 59 Exercises

59.1 In this exercise you have to read a sentence and then write a second sentence with the same meaning. Each time begin in the way shown.

Example: I phoned Ann and then I went out. After phoning Ann I went out.

- 1 Tom went to bed but first he had a hot drink.
Before
- 2 The plane took off and soon afterwards it crashed.
Soon after
- 3 We didn't eat at home. We went to a restaurant instead.
Instead of
- 4 You put people's lives in danger if you drive dangerously.
You put people's lives in danger by
- 5 He hurt his leg but he managed to win the race.
In spite of
- 6 Bill is a very good cook. Bill is very good at
- 7 I don't intend to lend her any money. I have no intention of
- 8 George took more exercise and so lost weight.
By
- 9 He was angry with me because I was late. He was angry with me for
- 10 Tom thinks that doing nothing is better than working.
Tom prefers doing nothing to

59.2 Now read each situation and then write a sentence with **without -ing**.

Examples: She ran five miles. She didn't stop. She ran five miles without stopping.
He left the room. Nobody saw him. He left the room without anyone seeing him.

- 1 He translated the article. He didn't use a dictionary.
He translated the article without
- 2 Look right and left before you cross the road.
Don't cross
- 3 She got married. Nobody knew about it.
She

59.3 This time read each situation and write a sentence with **look forward to**.

Examples: You are going on holiday next week. How do you feel about this?

I'm looking forward to going on holiday.

Sue is doing an examination next week. She's not very happy about it. How does she feel about it? She is not looking forward to doing the examination.

- 1 A good friend is coming to visit you soon, so you will see him/her again. How do you feel about this? I'm
- 2 You are going to the dentist. You don't like visits to the dentist. How do you feel about it?
- 3 Carol is a schoolgirl. She hates school but she is leaving school next summer. How does she feel about this? She

UNIT 60

Verb + preposition + -ing

- a) Many verbs have the structure *verb (V) + preposition (P) + object*. For example, talk about:

– We talked about the problem. (the problem is the *object*)

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

– We talked about going to America. (V + P + -ing)

Here are some more verbs which have the structure V + P + -ing:

succeed in	Has Tom succeeded	in	finding a job yet?
feel like*	I don't feel	like	going out tonight.
think about/of	Are you thinking	of/about	buying a house?
dream of	I've always dreamed	of	being rich.
approve/disapprove of	She doesn't approve	of	gambling.
look forward to	I'm looking forward	to	meeting her.
insist on	He insisted	on	buying me a drink.
decide against	We decided	against	moving to London.
apologise for	He apologised	for	keeping me waiting.

* I feel like doing = I'd like to do, I'm in the mood to do.

We say 'apologise to someone for something':

– He apologised to me for keeping me waiting. (not 'he apologised me')

With some of these verbs you can also use the structure *verb + preposition + someone + -ing*. For example:

- We are all looking forward to Peter coming home.
- She doesn't approve of her son staying out late at night.
- They insisted on me (or my) staying with them. (See also Unit 35c.)

- b) These verbs have the structure *verb + object + preposition + -ing*:

accuse	They accused	me	of	telling lies.
suspect	Did they suspect	the man	of	being a spy?
congratulate	I congratulated	Ann	on	passing the exam.
prevent	What prevented	him	from	coming to the wedding?
stop	We stopped	everyone	from*	leaving the building.
thank	I thanked	her	for	being so helpful.
forgive	Please forgive	me	for	not writing to you.
warn	They warned	us	against	buying the car.

* After stop you can leave out from. So you can say:

– We stopped everyone leaving (or from leaving) the building.

Some of these verbs are often used in the passive:

- I was accused of telling lies.
- Was the man suspected of being a spy?
- We were warned against buying it.

UNIT 60 Exercises

60.1 In this exercise you have to write the correct preposition and to put the verb into the correct form. Use the verb in brackets at the end of each sentence.

Example: Jack insisted on going out by himself. (go)

- 1 After a long time we eventually succeeded a flat. (find)
- 2 I've been thinking for a new job. (look)
- 3 His parents didn't approve him out so late. (stay)
- 4 I wonder what prevented him to the party. (come)
- 5 I'm getting hungry. I'm looking forward dinner. (have)
- 6 I don't feel today. (study)
- 7 Forgive me you but I must ask you a question. (interrupt)
- 8 The arrested man was suspected into a house. (break)
- 9 Have you ever thought married? (get)
- 10 I've always dreamed on a small island in the Pacific. (live)
- 11 The cold water didn't stop her a swim. (have)
- 12 Have you ever been accused a crime? (commit)
- 13 She apologised so rude to me. (be)
- 14 We have decided a new car. (buy)

60.2 Now you have to change direct speech into reported speech. Begin each of your sentences in the way shown.

Example: 'It was nice of you to help me. Thanks very much.' (George said to you)

George thanked me for helping him.

- 1 'I'll drive you to the station. I insist.' (Tom said to Ann)
Tom insisted
- 2 'I hear you passed your examinations. Congratulations!' (Jim said to you)
Jim congratulated
- 3 'It was nice of you to visit me. Thank you.' (Mrs Dent said to Sue)
Mrs Dent thanked
- 4 'Don't stay at the hotel near the airport.' (I said to Jack)
I warned
- 5 'I'm sorry I didn't phone you earlier.' (Margaret said to you)
Margaret apologised not
- 6 'You didn't pay attention to what I said.' (The teacher said to the boy)
The teacher accused

60.3 Now you can write some sentences about yourself. Use -ing.

Example: Today I don't feel like going out.

- 1 This evening I feel like
- 2 I'm looking forward to
- 3 I'm thinking of
- 4 I would never dream of

UNIT 61 Expressions + -ing

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

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

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

There's no point in ...

- There's **no point** in buying a car if you don't want to drive it.
- There was **no point** in waiting, so we went.

It's (not) worth ...

- My house is only a short walk from here. **It's not worth taking** a taxi.
 - It was so late when we got home, **it wasn't worth going** to bed.
- You can say: 'a book is **worth reading** / a film is **worth seeing**' etc.:
- Do you think **this book is worth reading**?
 - You should go and see the film. **It's really worth seeing**.

(Have) difficulty ...

- I had **difficulty finding** a place to live. (*not* 'to find')
- Did you have any **difficulty getting** a visa?
- People often have great **difficulty reading** my writing.

Remember that we say 'difficulty' (*not* 'difficulties'):

- I'm sure you'll have **no difficulty passing** the examination.

You can also say '(have) difficulty in -ing':

- He's shy. He has **difficulty in talking** to people he doesn't know well.

A waste of money/time ...

- It's **a waste of time** reading that book. It's rubbish.
- It's **a waste of money** buying things you don't need.

Spend/waste (time) ...

- I **spent hours** trying to repair the clock.
- I **waste a lot of time** day-dreaming.

Go -ing

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

go shopping	go swimming	go skiing	go fishing
go climbing	go sailing	go riding	go sightseeing

- How often do you **go swimming**?
- I'm **going skiing** next year.
- I have to **go shopping** this morning.
- I've never **been sailing**.

For 'I've been / I've gone' see Unit 13d.

UNIT 61 Exercises

61.1 In this exercise you have to join two sentences to make one sentence.

Examples: Don't worry about it. It's no use. It's no use worrying about it.
 Don't get a taxi. It's not worth it. It's not worth getting a taxi.

- 1 Don't try to escape. It's no use. It's no use
- 2 Don't smoke. It's a waste of money. It's a waste
- 3 Don't ask Tom to help you. It's no good. It's no good
- 4 Don't hurry. It's not worth it. It's not worth
- 5 Don't study if you're feeling tired. There's no point.
 There's no point
- 6 Don't read newspapers. It's a waste of time. It's a
- 7 Don't get angry. It's not worth it. It's not
- 8 Don't work if you don't need the money. There's no point.
 There's no

61.2 Now you have to make sentences with worth.

Examples: I'd read this book if I were you. This book is worth reading.
 I wouldn't read this book if I were you. This book isn't worth reading.

- 1 I'd visit the museum if I were you. The museum
- 2 I wouldn't repair those shoes if I were you. Those shoes
- 3 I wouldn't keep these old clothes if I were you. These old clothes
- 4 I'd consider the plan if I were you. The plan

61.3 Read these sentences and each time write a new sentence using difficulty.

Example: I found a place to live but it was difficult.

I had difficulty finding a place to live.

- 1 Tom finds it difficult to meet people. Tom has
- 2 He found a job. This wasn't difficult. He had no
- 3 It won't be difficult to get a ticket for the concert.
 You won't have any
- 4 I find it difficult to understand him when he speaks quickly.
 I have

61.4 Complete these sentences with one of the following expressions. Put the verb into the correct form.

go skiing go shopping go swimming ~~go sailing~~ go riding

- 1 Barry lives by the sea and he's got a boat, so he often goes sailing.....
- 2 There's plenty of snow in the mountains so we'll be able to
- 3 It was a very hot day, so we in the river.
- 4 Margaret likes horses. She often
- 5 The shops are shut now. It's too late to

UNIT 62 Be/get used to something (I'm used to ...)

a) Study this example situation:



Jane is American but she has lived in Britain for three years. When she first drove a car in Britain, she found it very difficult because she had to drive on the left instead of on the right. Driving on the left was strange and difficult for her because:

She wasn't used to it.

She wasn't used to driving on the left.

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

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

Now after three years, driving on the left is no problem for her:

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

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

- Frank lives alone. He doesn't mind this because he has lived alone for 15 years. So he **is used to** it. He **is used to** living alone.
- My new shoes felt a bit strange at first because I **wasn't used to** them.
- Our new flat is on a very busy street. I expect we'll **get used to** the noise but at the moment we find it very disturbing.
- Fred has a new job. He has to get up much earlier – at 6.30. He finds this difficult at present because he **isn't used to** getting up so early.

b) Notice that we say 'She **is used to** driving on the left.' (not 'she is used to drive'). **To** in **be/get used to** is a *preposition*, not a part of the infinitive (see also Unit 59e). So we say:

- Frank **is used to** living alone. (not 'is used to live')
- Jane **had to get used to** driving on the left. (not 'get used to drive')

c) Do not confuse **I am used to doing** (be/get used to) with **I used to do**. They are different in structure and in meaning.

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

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

I used to do something means only that I did something regularly in the *past* (see Unit 25). You can't use this structure for the *present*. The structure is 'I used to do' (not 'I am used to do'):

- These days I usually stay in bed until late. But when I had a job, I **used to get** up early.

UNIT 62 Exercises

62.1 Read these situations and write three sentences with *used to* as in the example.

Example: Jane is American. She came to Britain and found driving on the left difficult.

- At first she wasn't used to driving on the left.
- But soon she got used to driving on the left.
- Now she has no problems. She is used to driving on the left.

1 Juan came to England from Spain. In Spain he always had dinner late in the evening. But in England dinner was at 6 o'clock. Juan found this strange at first.

- At first he wasn't
- But after some time he got
- Now he finds it quite normal. He

2 Diana is a nurse. She started working nights two years ago. At first she found it strange and didn't like it.

- At first she
- But after a while
- Now she doesn't mind it at all.

62.2 Now read these situations and write a sentence with *be/get used to*.

Example: Frank lives alone. He doesn't mind this. He has always lived alone.

(he / used / live / alone) He is used to living alone.

1 Ron sleeps on the floor. He doesn't mind this. He has always slept on the floor.

(he / used / sleep / on the floor) He

2 Sue moved from a big house to a much smaller one. What did she have to get used to?

(she had / used / live / in a smaller house) She had

3 Jack once went to the Middle East. It was too hot for him.

(he / not / used / the heat)

4 Bill doesn't have any money. He doesn't find this unusual because he has never had any money. (he / used / have / no money)

5 Tom is going to live in your country. What will he have to get used to? (*Write your own answer!*) He'll have to

62.3 Now you have to put the verb into the correct form, *-ing* or *infinitive* (I am used to *doing* or I used to *do*). If necessary, study Unit 25 first.

Examples: Jane had to get used to driving on the left. (drive)

Bill used to be very fit. Now he's in terrible condition. (be)

1 When I was a child, I used to swimming every day (go)

2 It took me a long time to get used to glasses. (wear)

3 There used to a cinema on this corner but it was knocked down. (be)

4 I'm the boss. I'm not used to told what to do. (be)

5 You'll have to get used to less if you want to lose weight. (eat)

6 I used to Ann but now she gets on my nerves. (like)

7 Ron got tired very quickly. He wasn't used to so fast. (run)

8 Tom used to a lot of coffee when he was a student. (drink)

UNIT 63

Infinitive of purpose – 'I went out **to post** a letter.'

So that – 'I hurried **so that** I wouldn't be late.'

- a) We use **to + infinitive** to talk about the purpose of doing something (= why someone does something):

- I went out **to post** a letter. (= because I wanted to post a letter)
- She telephoned me **to invite** me to a party.
- We shouted **to warn** everyone of the danger.

We also use **to + infinitive** to talk about the purpose of something, or why someone has/wants/needs something:

- This wall is **to keep** people out of the garden.
- The minister has two bodyguards **to protect** him.
- I need a bottle-opener **to open** this bottle.

You can also use **in order to + infinitive**:

- We shouted **in order to warn** everyone of the danger.

Do **not** use **for** in these sentences:

- I'm going to Spain **to learn** Spanish. (*not* 'for learning / for to learn')

- b) We also use **to + infinitive** to say what can be done or must be done with something:

- It's usually difficult to find a **place to park** in the city centre. (= a place where you can park)
- Have you got a lot of **work to do** this evening? (= work that you must do)
- Would you like **something to eat**?
- There were no **chairs to sit on**, so we all had to sit on the floor.
- She is a bit lonely. She's got **nobody to talk to**.

We also say **time/money/energy to do something**:

- They gave me some **money to buy** some food. (*not* 'for buying')
- Did you have **time to answer** all the questions in the examination?

- c) Sometimes you have to use **so that (not to + infinitive)** to talk about the purpose of doing something. We use **so that**:

i) when the purpose is *negative* (**so that ... won't/wouldn't ...**):

- I hurried **so that** I **wouldn't** be late. (= because I didn't want to be late)
- Leave early **so that** you **won't** (or **don't**) miss the bus.

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

- He's learning English **so that** he **can** study in the United States.
- We moved to London **so that** we **could** visit our friends more often.

iii) when one person does something **so that** *another* person does something else:

- I gave him my address **so that** he **could** contact me.
- He wore glasses and a false beard **so that** **nobody** would recognise him.

UNIT 63 Exercises

63.1 Use the words in brackets to answer these questions.

Example: Why did you go out? (buy some bread) I went out to buy some bread.

1 Why do you have to go to the bank? (change some money)

I have to go

2 Why did she knock on your door? (wake me up) She

3 Why are you saving money? (go to Canada) I

4 Why is Ron going into hospital? (have an operation)

5 Why are you wearing two pullovers? (keep warm)

6 Why did you go to the police station? (report that my car had been stolen)

63.2 Now you have to complete these sentences with a suitable verb.

Examples: The minister has a bodyguard to protect him.

There were no chairs to sit on, so we all had to sit on the floor.

1 We are having a party Ann's birthday.

2 I didn't have enough time the newspaper today.

3 We've got no furniture – not even a bed in.

4 I think I need some new clothes

5 Tom didn't have enough energy the mountain.

6 There will be a meeting next week the problem.

7 I need a box these books in.

8 It's a pity we haven't got any pictures on the wall.

9 I wish I had enough money a new car.

63.3 In this exercise you have to write sentences with so that.

Examples: I hurried. I didn't want to be late. I hurried so that I wouldn't be late.

I'll give you my number. I want you to be able to phone me.

I'll give you my number so that you can (or will be able to) phone me.

1 We wore warm clothes. We didn't want to get cold.

We wore

2 I spoke very slowly. I wanted the man to understand what I said.

I

3 I whispered. I didn't want anyone to hear our conversation.

..... no-one

4 Please arrive early. We want to be able to start the meeting on time.

Please arrive

5 She locked the door. She didn't want to be disturbed.

6 I slowed down. I wanted the car behind to be able to overtake.

UNIT 64 Prefer and would rather

a) Prefer to do and prefer doing

You can use 'prefer to do' or 'prefer doing' to say what you prefer in general. 'Prefer to do' is more usual:

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

Study the difference in structure:

I prefer (doing) something	to (doing)	something else
but: I prefer to do	something rather than (do)	something else

- I **prefer** that coat **to** the coat you were wearing yesterday.

- Tom **prefers driving to travelling** by train.

but: Tom **prefers to drive rather than travel** by train.

- I **prefer to live in the country rather than (live)** in a city.

b) Would prefer (to do)

Use 'would prefer to do' to say what someone wants to do in a particular situation (not in general):

- 'Would you prefer tea or coffee?' 'Coffee, please.'
- 'Shall we go by train?' 'Well, I'd prefer to go by car.' (not 'going')

Note the structure:

I'd prefer to do something rather than (do) something else
--

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

c) Would rather (do) = would prefer to do. After would rather we use the infinitive without to.

Compare:

Shall we go by train?	{ Well, I'd prefer to go by car. Well, I'd rather go by car. (not 'to go')
-----------------------	---

- 'Would you rather have tea or coffee?' 'Coffee, please.'
- I'm tired. I'd rather not go out this evening, if you don't mind.
- 'Do you want to go out this evening?' 'I'd rather not.'

Note the structure:

I'd rather do something than (do) something else
--

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

d) Would rather someone did something

When you want someone else to do something, you can say I'd rather you did ... / I'd rather he did ... etc. We use the *past* in this structure but the meaning is present or future, not past.

Compare:

I'd rather cook the dinner now. I'd rather you cooked the dinner now. (not 'I'd rather you cook')
--

- 'Shall I stay here?' 'Well, I'd rather you came with us.'
- I'd rather you didn't tell anyone what I said.
- 'Do you mind if I smoke?' 'I'd rather you didn't.'

UNIT 64 Exercises

64.1 Make sentences using 'I prefer (something) to (something else)'.

Example: (driving / travelling by train) I prefer driving to travelling by train.

- 1 (Paris / London) I prefer Paris
- 2 (phoning people / writing letters) I prefer
- 3 (going to the cinema / watching films on television)
- 4 I

Now rewrite sentences 2 and 3 using the structure 'I prefer to do (something) ...'.

Example: I prefer to drive rather than travel by train.

- 4 (2) I prefer to phone
- 5 (3) I

64.2 Answer these questions using I'd prefer ... or I'd rather ... Use the words in brackets for your answers.

Examples: Shall we walk? (prefer / go by car) I'd prefer to go by car.
Shall we eat now? (rather / eat a bit later) I'd rather eat a bit later.

- 1 Shall we play tennis? (prefer / go for a swim)
- 2 Shall we watch television? (rather / read a book)
- 3 Shall we leave now? (rather / wait for a few minutes)
- 4 Shall we go to a restaurant? (prefer / eat at home)
- 5 Shall we decide now? (rather / think about it for a while)

Now you have to make sentences using I'd prefer ... rather than ... or I'd rather ... than ... (see sections b and c).

Examples: (walk / go by car) I'd rather walk than go by car.
(stay at home / go to the cinema) I'd prefer to stay at home rather than go to the cinema.

- 6 (go for a swim / play tennis) I'd rather
- 7 (read a book / watch television) I'd prefer
- 8 (wait for a few minutes / leave now) I'd prefer
- 9 (eat at home / go to a restaurant) I'd rather
- 10 (think about it for a while / decide now) I'd prefer

64.3 Now you have to use 'I'd rather you (did something)'. You are talking to a friend. You say you'll do something but really you want your friend to do it.

Example: I'll cook the dinner if you really want me to but I'd rather you cooked it.

- 1 I'll phone Tom if you really want me to but I'd rather
- 2 I'll do the washing-up if you really want me to but
- 3 I'll go to the bank if you really want me to but
- 4 I'll tell Ann what happened if you really want me to but

UNIT 65

Had better do something

It's time someone did something

a) Had better do something

The meaning of **had better** (**I'd better**) is similar to **should**. '**I'd better do something**' = I should do something or it is advisable for me to do something; if I don't do this, something bad might happen:

- I have to meet Tom in ten minutes. **I'd better go now** or I'll be late.
- 'Shall I take an umbrella?' 'Yes, you'd better. It might rain.'
- We've almost run out of petrol. We'd better stop at the next petrol station to fill up.

The negative form is **had better not** (**'d better not**):

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

The form is always '**had better**' (usually '**d better** in spoken English). We say **had** but the meaning is present or future, not past:

- **I'd better go** to the bank **this afternoon**.

Remember that **had better** is followed by the infinitive without **to**:

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

b) It's time ...

You can say '**it's time** (for someone) **to do something**':

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

There is another structure: **It's time someone did something**:

- It's nearly midnight. **It's time we went home**.

We use the *past* (**went**) after **It's time someone ...**, but the meaning is present or future, not past:

- Why are you still in bed? **It's time you got up**. (*not* 'time you get up')

We use the structure **It's time someone did something** especially when we are complaining or criticising or when we think someone should have already done something:

- **It's time the children were** in bed. It's long after their bedtime.
- You've been wearing the same clothes for ages. **Isn't it time you bought** some new ones?
- I think **it's time the government did** something about pollution.

We also say { '**It's high time** } someone did something'.
{ '**It's about time** }

This makes the complaint or criticism stronger:

- You're very selfish. **It's high time you realised** that you're not the most important person in the world.
- **It's about time Jack did** some work for his examinations.

UNIT 65 Exercises

65.1 Read each situation and write a sentence with **had better**.

Examples: You're going out for a walk with Tom. You think you should take an umbrella because it might rain. What do you say to Tom? We'd better take an umbrella.
Tom doesn't look very well. You don't think he should go to work today. What do you say to Tom? You'd better not go to work today.

- 1 Ann suddenly begins to feel ill. You think she should sit down. What do you say to her?
- 2 You and Tom are going to the theatre. You've just missed the bus. You think you should take a taxi. What do you say to Tom? We
- 3 Ann wants to play the piano late at night. You know that she'll wake up the people next door. What do you say to Ann?
- 4 You and Ann are going to a restaurant for a meal. You think you should reserve a table because the restaurant might be crowded. What do you say to Ann?
- 5 Tom has just cut himself. You think he should put a plaster on the cut. What do you say to him?
- 6 You are going to take your car on holiday. You think you should have it serviced before you go. What do you say (to yourself)?
- 7 You are by a river. It's a very warm day and your friend suggests going for a swim. You don't think you should do this because the river looks very dirty. What do you say?

65.2 Now you have to write sentences with **It's time someone did something**.

Examples: You think the children should be in bed. It's already 11 o'clock.
It's time the children were in bed. (or went to bed).
You think something should be done about the traffic problem in the city centre. It's (about) time something was done about the traffic problem in the city centre

- 1 You think you should have a holiday because you haven't had one for a very long time. It's time I
- 2 You think Tom should write to his parents. He hasn't written to them for ages. It's time
- 3 This room should be redecorated. It looks awful. It's
- 4 You're waiting for Ann. She is late. She should be here by now.
- 5 You're sitting in a train waiting for it to leave. It's already five minutes late.
- 6 You feel very strongly that governments should stop spending money on arms and should concentrate on raising the standard of living.
- 7 You think you should start getting the dinner ready. It's nearly dinner-time now.
- 8 You haven't been to the dentist for nearly a year. You should go every six months.

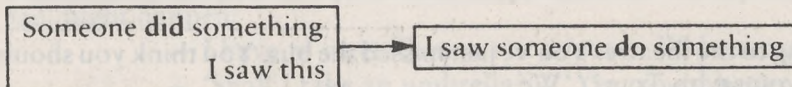
UNIT 66 See someone do and see someone doing

a) Study this example situation:

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

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

In this structure we use the *infinitive* (get, drive etc.):



Remember that we use the infinitive without **to**:

- I saw her **go** out. (*not* 'to go out')

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

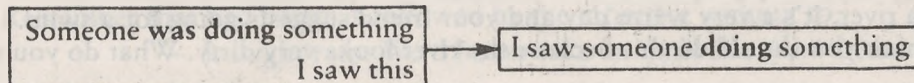
- She was seen **to go** out.

b) Now study this example situation:

Yesterday you saw Ann. She was waiting for a bus. You can say:

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

In this structure we use **-ing** (waiting):



c) Now study the difference in meaning between the two structures:

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

- He **fell** to the ground. I saw this. → I saw him **fall** to the ground.
- The accident **happened**. We saw this. → We **saw** the accident **happen**.

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

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

The difference is not always important. Sometimes you can use either form:

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

d) We use these structures especially with see and hear, and also with watch, listen to, feel and notice:

- | | |
|--|--|
| - I didn't hear you come in. | - I could hear it raining . |
| - She suddenly felt someone touch her on the shoulder. | - The missing boys were last seen playing near the river. |
| - Did you notice anyone go out? | - Listen to the birds singing ! |

After **smell** and **find** you can use the **-ing** structure only:

- Can you **smell** something **burning**?
- She **found** him **reading** her letters.

UNIT 66 Exercises

66.1 Answer these questions beginning in the way shown.

Examples: 'Does Tom ever dance?' 'I've never seen him dance. (or dancing)'
'How do you know I came in late?' 'I heard you come in late.'

- 1 'Does Ann ever smoke?' 'I've never seen
- 2 'How do you know the man took the money?' 'I saw
- 3 'Did Jack lock the door?' 'Yes, I heard
- 4 'Did the bell ring?' 'I'm not sure. I didn't hear
- 5 'Does Tom ever swear (= use bad language)?' 'I've never heard
- 6 'How do you know Ann can play the piano?' 'I've heard
- 7 'Did Bill kick the dog?' 'Yes, I saw
- 8 'Did the boy fall into the water?' 'I didn't see

66.2 In each of these situations you and a friend saw, heard or smelt something. This is what you said at the time:

- 1 Look! There's Ann! She's waiting for a bus.
- 2 Look! There's Sue! She's playing tennis.
- 3 Look! There's Tom! He's having a meal in that restaurant.
- 4 Listen! That's Bill. He's playing the guitar.
- 5 I can smell something! The dinner's burning!
- 6 Look! There's Dave! He's talking to Charles.



Later you tell someone what you saw, heard or smelt.

- 1 We saw Ann waiting for a bus.
- 2 We saw
- 3 in a restaurant.
- 4
- 5
- 6

66.3 Complete these sentences. Use one of the following verbs in the correct form.

run explode ~~burn~~ slam cry ~~happen~~ sit collide open
tell crawl climb

- 1 Can you smell something burning
- 2 I saw the accident happen
- 3 We listened to the old man his story from beginning to end.
- 4 Listen! Can you hear a child ?
- 5 Did anybody see the two cars ?
- 6 We watched the two men across the garden, a window and through it into the house.
- 7 Everybody heard the bomb It was a tremendous noise.
- 8 Oh! I can feel something up my leg! It must be an insect.
- 9 I heard someone the door in the middle of the night. It woke me up.
- 10 We couldn't find Tom at first. In the end we found him in the garden.

UNIT 67 -ing clauses – 'Feeling tired, I went to bed early.'

- a) A *clause* is a part of a sentence. Some sentences have two clauses:

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

In this sentence, 'I went to bed early' is the *main clause*.

Feeling tired is the *-ing clause*.

- b) When two things happen at the same time, you can use **-ing** for one of the verbs. The main clause usually comes first:

– She was sitting in an armchair **reading** a book. (= she was sitting and she was reading)

– I ran out of the house **shouting**. (= I was shouting when I ran out of the house)

We also use **-ing** when one action happens during another. Use **-ing** for the longer action. The longer action is the second part of the sentence.

– Jim hurt his arm **playing** tennis. (= while he was playing)

– I cut myself **shaving**. (= while I was shaving)

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

– Jim hurt his arm **while playing** tennis. (= while he was playing)

– Be careful **when crossing** the road. (= when you are crossing)

- c) When one action happens before another action, you can use **having (done)** for the first action:

– **Having found** a hotel, they looked for somewhere to have dinner.

– **Having finished** our work, we went home.

You could also say **After -ing**:

– **After finishing** our work, we went home.

If the second action happens immediately after the first, you can use the simple **-ing** form (**doing** instead of **having done**):

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

These structures are used mainly in written English.

- d) You can also use an **-ing** clause to explain something or to say why someone did something. The **-ing** clause usually comes first:

– **Feeling tired**, I went to bed early. (= because I felt tired)

– **Being unemployed**, he hasn't got much money. (= because he is unemployed)

– **Not having** a car, she finds it difficult to get around. (= because she doesn't have a car)

– **Having already seen** the film twice, I didn't want to go to the cinema. (= because I had already seen it twice)

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

UNIT 67 Exercises

67.1 From each pair of sentences make one sentence using an -ing clause.

Example: She was sitting in an armchair. She was reading a book.

She was sitting in an armchair reading a book.

- 1 Jill was lying on the bed. She was crying. Jill was
- 2 I got home. I was feeling very tired. I got
- 3 The old man was walking along the street. He was talking to himself.
The old man

In these sentences one thing happens during another.

Example: Jim was playing tennis. He hurt his arm. Jim hurt his arm playing tennis.

- 4 Ann was watching television. She fell asleep. Ann
- 5 The man slipped. He was getting off the bus. The man
- 6 The boy was crossing the road. He was knocked over.
The boy
- 7 The fireman was overcome by smoke. He was trying to put out the fire.
The fireman

67.2 This time make sentences beginning Having ...

Example: We finished our work. We went home. Having finished our work, we went home.

- 1 We bought our tickets. Then we went into the theatre.
.....
- 2 They had dinner. Then they continued on their journey.
.....
- 3 Sue did all her shopping. Then she went for a cup of coffee.
.....

67.3 Now make sentences beginning -ing or Not -ing (as in section d).

Example: I felt tired. So I went to bed early. Feeling tired, I went to bed early.

- 1 I thought they might be hungry. So I offered them something to eat.
Thinking
- 2 She is a foreigner. So she needs a visa to stay in this country.
.....
- 3 I didn't know his address. So I couldn't contact him.
Not
- 4 The man wasn't able to understand English. So he didn't know what I said.
.....
- 5 He has travelled a lot. So he knows a lot about other countries.
Having
- 6 We had spent nearly all our money. So we couldn't afford to stay in a hotel.
.....

UNIT 68 **Chance and opportunity**

a) Chance of -ing

We say: 'someone has a (good) **chance of doing something**' (passing an examination, winning a match etc.):

- Do you think I **have a chance of passing** the examination?
- We **have a very good chance of winning** the match.

You can also say **any/no/little/much chance**:

- I don't think I **have much chance of finding** a job.
- He has **no chance of passing** the examination.

You can also say '**stand a chance of doing something**':

- He **doesn't stand a chance of passing** the examination.

You can also say '**What are the chances of something (happening)?**':

- **What are the chances of success?**
- **What are my chances of passing** the examination?

You can also say '**there is a chance of something happening**' or '**there is a chance that something will happen**':

- **Is there any chance of you lending** me some money until tomorrow?
- **There is a chance that I'll be late home** this evening.

b) Chance to do something

We use '**chance to do something**' when **chance** = time or opportunity to do something. ('Chance of -ing' is less usual with this meaning.)

- 'Have you read the book I lent you?' 'No, I haven't had **a chance to look** at it yet.' (= I haven't had time / an opportunity to look at it)
- We didn't have **much chance to talk** to each other when we last met. (= we didn't have much time/opportunity to talk)
- These days I don't get **much chance to watch** television. I'm too busy.

c) Opportunity

We normally say '**opportunity to do something**' (**opportunity of -ing** is also possible):

- I have **the opportunity to study** in the United States for a year. Do you think I should go? (= the chance to study)
- After the lecture there will be **an opportunity to ask** questions.

You can also say **any/no/little/much/plenty of/more opportunity**:

- Do you have **much opportunity to speak** English? (= much chance to speak)
- We live near the mountains, so we have **plenty of opportunity to go skiing**.

Do *not* say 'possibility to do something':

- I had the **opportunity** to study in Canada. (*not* 'possibility to study')

UNIT 68 Exercises

68.1 Complete these sentences using chance of -ing or chance to Each time use the verb in brackets.

Examples: Do you think I have a chance of passing the examination? (pass)
These days I don't get much chance to watch television. (watch)

- 1 I'd like to go to the concert but I've got no tickets now.
They'll have sold out. (get)
- 2 He was badly injured in the crash but the doctors at the hospital say that he has a very good completely. (recover)
- 3 'Have you written that letter to Jack?' 'No, I didn't have a it today. There was so much else to do.' (do)
- 4 There isn't much a cheap apartment in the city centre. (find)
- 5 We're always very busy at work. We don't get much to each other. (talk)
- 6 A lot of people have applied for this job. If I apply, I don't think I stand a very good it. (get)
- 7 I'm afraid I didn't have the you while I was in London. I was only there for three days and there wasn't enough time. (visit)
- 8 If you work hard at your job, you have a good (be promoted)
- 9 I don't think there is much the rain The sky is very grey. (stop)

68.2 Now you have to write sentences using much opportunity to do something.

Example: 'Do you speak English very often?

'No, I don't have much opportunity to speak English.'

- 1 'Do you see many foreign films?' 'No, I don't have much
- 2 'Do you go fishing very often?' 'No, I don't
- 3 'Do you travel much?' 'No,
- 4 'Do you use your English much?' 'No,
- 5 'Do you go to the theatre very often?' 'No,

68.3 Now use your own ideas to complete these sentences.

Examples: I'd like to have the opportunity to go to the United States.

I don't think there is much chance of my going to England in the near future.

- 1 I'd like to have the opportunity
- 2 I don't think there is much chance of my
- 3 People today have much more opportunity
- 4 These days I don't get much chance
- 5 Where I live there is plenty of opportunity
- 6 But there isn't much opportunity
- 7 I think I have a good chance
- 8 I've never had the opportunity

UNIT 69

Uncountable nouns (gold, music, advice etc.)

Nouns can be *countable* or *uncountable*. For *countable* nouns see Unit 70.

- a) *Uncountable* nouns are, for example:

gold music blood excitement

Uncountable nouns are things we cannot count. They have no plural. You cannot say 'musics', 'bloods' or 'excitements'.

- b) Before uncountable nouns you can say **the/some/any/much/this/his** etc.:

the music some gold much excitement his blood

But you cannot use **a/an** before an uncountable noun. So you cannot say 'a music', 'an excitement' or 'a blood'.

You can also use uncountable nouns alone, with no article (see Unit 74):

– This ring is made of **gold**. – **Blood** is red.

- c) Many nouns can be used as countable or as uncountable nouns. Usually there is a difference in meaning. For example:

paper I bought a **paper**. (= a newspaper – *countable*)

I bought **some paper**. (= material for writing on – *uncountable*)

hair There's a **hair** in my soup! (= one single hair – *countable*)

She has beautiful **hair**. (= hair on her head – *uncountable*)

experience We had **many** interesting **experiences** during our holiday. (= things that happened to us – *countable*)

You need **experience** for this job. (= knowledge of something because you have done it before – *uncountable*)

- d) Some nouns are usually uncountable in English but often countable in other languages. Here are the most important of these:

accommodation	behaviour	furniture	news	scenery	trouble
advice	bread	information	permission	traffic	weather
baggage	chaos	luggage	progress	travel	work

These nouns are *uncountable*, so (i) you cannot use **a/an** before them; and (ii) they cannot be plural:

- I'm looking for **accommodation**. (*not* 'an accommodation')
- I'm going to buy **some bread**. (*or* 'a loaf of bread'; *but not* 'a bread')
- Tom gave me **some good advice**. (*not* 'some good advices')
- Where are you going to put all your **furniture**? (*not* 'furnitures')

Remember that **news** is not plural:

- The **news** is very depressing today. (*not* 'The news are ...')

Do not use **travel** to mean **journey/trip**:

- We had a good **journey**. (*not* 'a good travel')

Note these pairs of countable (C) and uncountable (UNC) nouns:

- I'm looking for a **job**. (C) *but* I'm looking for **work**. (UNC)
- What a lovely view! (C) *but* What lovely **scenery**! (UNC)

UNIT 69 Exercises

69.1 Which of the underlined parts of these sentences is right?

Example: Sue was very helpful. She gave me some good advice / ~~advices~~. ('advice' is right)

- 1 Margaret has got very long black hair / hairs.
- 2 We had a very good weather / very good weather when we were on holiday.
- 3 Sorry I'm late. I had trouble / troubles with the car this morning.
- 4 I want something to read. I'm going to buy a / some paper.
- 5 I want to write some letters. I need a / some writing paper.
- 6 It's very difficult to find a work / job at the moment.
- 7 Bad news don't / doesn't make people happy.
- 8 Our travel / journey from London to Istanbul by train was very interesting.
- 9 The flat is empty. We haven't got any furnitures / furniture yet.
- 10 When the fire alarm rang, there was a complete chaos / complete chaos.
- 11 I had to buy a / some bread because I wanted to make some sandwiches.
- 12 After spending most of his life travelling round the world, he is now writing a book about his experience / experiences.

69.2 Now you have to complete these sentences using these words:

progress advice ~~accommodation~~ hair work experience
information paper ~~permission~~

Example: We haven't got anywhere to live. We're looking for (some) accommodation.

- 1 I don't think Ann will get the job. She hasn't got
- 2 They'll tell you all you want to know. They'll give you plenty of
- 3 You'll easily recognise Alan. He's got green
- 4 Carla's English has improved. She has made
- 5 I want to write down your address. Have you got ?
- 6 If you want to leave early, you have to ask for
- 7 George is unemployed at the moment. He is looking for
- 8 I didn't know what to do. So I asked Jack for

69.3 In this exercise you have to write what you would say in these situations. Each time begin in the way shown and use one of the words in section d of this unit.

Example: Your friends have just arrived at the station. You can't see any suitcases or bags.

You say: Have you got any luggage ?

- 1 You go into the tourist office. You want to know about places to see in the town. You say: I'd like
- 2 The weather is beautiful. You say: What !
- 3 You are a pupil at school. You want your teacher to advise you about which examinations to take. You say: Can you give me ?
- 4 You want to watch the news on television but you don't know what time it is on. You ask your friend: What time ?
- 5 You are standing at the top of a mountain. You can see a very long way. It is beautiful. You say: What !

UNIT 70

Countable nouns with **a/an** and **some**

Nouns can be *countable* or *uncountable*. For *uncountable* nouns see Unit 69.

a) Countable nouns are, for example:

dog umbrella job suggestion girl

Countable nouns are things we can count. We can make them plural:

two dogs six jobs some girls many suggestions

b) Before singular countable nouns you can use **a/an**:

- That's **a** good suggestion.
- Do you need **an** umbrella?

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- I'm looking for **a** job. (*not* 'I'm looking for job')
- Be careful of **the** dog. (*not* 'Be careful of dog')
- I've got **a** headache.
- Would you like **a** cigarette?

For **a/an** and **the** see Unit 71.

c) We often use **a/an** + noun when we say what something/someone is, or what something/someone is like:

- A dog is **an** animal.
- Tom is **a** very nice person.
- This is **a** really beautiful house.
- Jack has got **a** big nose.
- What **a** lovely dress!

Remember to use **a/an** for jobs:

- Tom's father is **a** doctor. (*not* 'Tom's father is doctor')
- I wouldn't like to be **an** English teacher.

In sentences like these, we use plural countable nouns alone (*not* with *some*):

- Tom's parents are very nice people.
- What awful shoes!
- Dogs are animals.
- Ann has got blue eyes.
- Are most of your friends students?

d) We also use **some** with plural countable nouns. **Some** = **a number of / a few of** (but we don't know or say exactly how many):

- I've seen **some** good films recently. (*not* 'I've seen good films')
- **Some** friends of mine are coming to stay at the week-end.

Do not use **some** when you are talking about things in general:

- I love **bananas**. (*not* 'some bananas')

Sometimes you can use **some** or leave it out:

- There are (**some**) eggs in the fridge if you're hungry.

For **some** and **any** see Unit 84.

e) You have to use **some** when you mean *some but not all / not many* etc.

- **Some** children learn very quickly. (but not all children)
- **Some** policemen in Britain carry guns but most of them don't.

For plural countable nouns see also Unit 74.

UNIT 70 Exercises

70.1 What are these things? Try and find out if you don't know.

Example: an ant? It's an insect. ants? bees? They are insects.

- | | |
|-----------------------------|---|
| 1 a cauliflower? It's | 5 Earth? Mars? Venus? Jupiter? They |
| 2 a pigeon? It | 6 the Rhine? the Nile? the Mississippi? |
| 3 a dandelion? | |
| 4 a skyscraper? | |

And who were these people?

Example: Beethoven? He was a composer. Beethoven? Bach? They were composers.

- | | |
|--------------------------|--|
| 7 Pele? He was | 11 Kennedy? Johnson? Nixon? They |
| 8 Shakespeare? He | 12 Elvis Presley? John Lennon? |
| 9 Einstein? | |
| 10 Marilyn Monroe? | |

70.2 Now you have to read about someone's job and then write what his or her job is.

Example: Ron flies aeroplanes. He's a pilot.

- 1 Vera types letters etc. in an office. She is
- 2 Tim arranges people's holidays for them. He
- 3 Stella looks after patients in hospital. She
- 4 Mary teaches mathematics.
- 5 Martha directs films.
- 6 John translates what people are saying from one language into another so that they can understand each other.

70.3 Now you have to put in a/an or some or leave a space (without a word).

Examples: I've seen some good films recently. Have you got a headache?
Are most of your friends — students?

- | | |
|--|---|
| 1 Have you got camera? | 11 You need visa to visit foreign countries, but not all of them. |
| 2 Would you like to be actor? | 12 I'm going shopping. I'm going to get new clothes. |
| 3 Bill's got big feet. | 13 Jane is teacher. Her parents were teachers too. |
| 4 Do you collect stamps? | 14 When we reached the city centre, shops were still open but most of them were already closed. |
| 5 Tom always gives Ann flowers on her birthday. | 15 Do you enjoy going to concerts? |
| 6 Those are really nice trousers. Where did you get them? | 16 When I was child, I used to be very shy. |
| 7 What beautiful garden! | |
| 8 What lovely children! | |
| 9 birds, for example the penguin, cannot fly. | |
| 10 Jack has got very long legs, so he's fast runner. | |

UNIT 71 A/an and the

a) Study this example:

For lunch I had **a** sandwich and **an** apple. **The** sandwich wasn't very nice.

The speaker says 'a sandwich / an apple' because this is the first time he talks about them.

The speaker says 'the sandwich' because the listener now knows which sandwich he means – the sandwich he had for lunch.

Here are some more examples:

- There was **a** man talking to **a** woman outside my house. **The** man looked English but I think **the** woman was foreign.
- When we were on holiday, we stayed at **a** hotel. In the evenings, sometimes we had dinner at **the** hotel and sometimes in **a** restaurant.
- I saw **a** film last night. **The** film was about **a** soldier and **a** beautiful girl. **The** soldier was in love with **the** girl but **the** girl was in love with **a** teacher. So **the** soldier shot **the** teacher and married **the** girl.

b) We use a/an when the listener doesn't know which thing we mean. We use the when it is clear which thing we mean:

- Tom sat down on **a** chair. (we don't know which chair)
Tom sat down on **the** chair nearest **the** door. (we know which chair)
- Ann is looking for **a** job. (not a particular job)
Did Ann get **the** job **she** applied for? (a particular job)
- Have you got **a** car? (not a particular car)
I cleaned **the** car yesterday. (a particular car, my car)

c) We use the when it is clear in the situation which thing or person we mean. For example, in a room we talk about 'the light / the floor / the ceiling / the door / the carpet' etc. Study these examples:

- Can you turn off **the** light, please? (= the light in this room)
- Where is **the** toilet, please? (= the toilet in this building/house)
- **The** postman was late this morning. (= our usual postman)
- I took a taxi to **the** station. (= the station of that town)
- We got to **the** airport just in time for our flight.

Also: **the** police / **the** fire-brigade / **the** army.

We also say **the** bank, **the** post office:

- I must go to **the** bank to change some money and then I'm going to **the** post office to buy some stamps. (The speaker is usually thinking of a particular bank or post office.)

We also say **the** doctor, **the** dentist:

- John isn't very well. He has gone to **the** doctor. (= his doctor)

For the see also Units 72–7.

UNIT 71 Exercises

71.1 In this exercise you have to put in a/an or the.

Example: There was a man and a woman in the room. The man was English but the woman looked foreign. She was wearing a fur coat.

- 1 This morning I bought newspaper and magazine. newspaper is in my bag but I don't know where magazine is.
- 2 My parents have cat and dog. dog never bites cat but cat often scratches dog.
- 3 I saw accident this morning. car crashed into wall. driver of car was not hurt but car was quite badly damaged.
- 4 When you turn into Lipson Road, you will see three houses: red one, blue one and white one. I live in white one.
- 5 We live in old house in middle of the village. There is beautiful garden behind house. roof of house is in very bad condition.

71.2 Here again you have to put in a/an or the.

Examples: I'm looking for a job. Did Ann get the job she applied for?

- 1 Would you like apple?
- 2 Could you close door, please?
- 3 We live in small flat near centre of the city.
- 4 Have you finished with book I lent you last week?
- 5 We went out for meal last night. restaurant we went to was excellent.
- 6 Did police find person who stole your bicycle?
- 7 This is a nice house. Has it got garden?
- 8 It was warm and sunny, so we decided to sit in garden.
- 9 This morning I had boiled egg and toast for breakfast.
- 10 President of the United States is elected every four years.
- 11 As I was walking along the street, I saw £10 note on pavement.
- 12 I went into the shop and asked to speak to manager.
- 13 'Have you got car?' 'No, I've never had car in my life.'
- 14 There's no need to buy any milk. milkman brings it every morning.

71.3 Now you have to complete these sentences using the + noun.

Example: It was getting dark in the room, so I turned on the light.

- 1 There were no chairs so we all had to sit on
- 2 As soon as I saw the fire, I called
- 3 We didn't have any stamps, so we had to go to
- 4 I had a toothache, so I made an appointment with
- 5 Ann had to catch a train, so I took her to
- 6 When we found that someone had broken into our house, we called
- 7 Bill wasn't feeling well, so he went to
- 8 We didn't have any money, so we had to go to
- 9 The plane was delayed, so we had to wait at for three hours.

UNIT 72 The (1)

For the difference between **the** and **a/an** see Unit 71.

a) We say **the** ... when there is only one of something:

- What is **the** longest river in the world? (There is only one longest river in the world.)
- We went to **the** most expensive restaurant in town.
- **The** only television programme he watches is the news.
- Paris is **the** capital of France.
- Everybody left at **the** end of the meeting.
- The earth goes round **the** sun. (Also: 'the moon / the world / the universe'.)

b) We say: **the sea the sky the ground the countryside / the country**

- Would you rather live in a town or in **the country**?
- Don't sit on **the ground**! It's wet.
- We looked up at all the stars in **the sky**.

We say **go to sea / be at sea** (without **the**) when the meaning is **go/be on a voyage**:

- Ken is a seaman. He spends most of his life **at sea**.

but: I would love to live near **the sea**. (*not* 'near sea')

We say **space** (*not* 'the space') when we mean space in the universe:

- There are millions of stars in **space**. (*not* 'in the space')

but: He tried to park his car but **the space** wasn't big enough.

c) Cinema theatre radio television

We say **the cinema / the theatre**:

- We went to **the cinema** last night.
- Do you often go to **the theatre**?

Note that when we say '**the cinema / the theatre**', we do not necessarily mean one particular cinema or theatre.

We usually say **the radio**:

- We often listen to **the radio**. - I heard the news on **the radio**.

But we usually say **television** (without **the**):

- We often watch **television**.
- I watched the news on **television**.

but: Can you turn off **the television**, please? (= the television set)

d) Meals: We do not normally use **the** with the names of meals:

- What time is **lunch**?
- We had **dinner** in a restaurant.
- What did you have for **breakfast**?
- Ann invited me to (*or for*) **dinner**.

But we say **a meal**:

- We had **a meal** in a restaurant.

We also say **a** when there is an adjective before **lunch/breakfast** etc.

- Thank you. That was a very **nice lunch**. (*not* 'that was very nice lunch')

For more information about **the** see Units 71, 73-7.

UNIT 72 Exercises

72.1 Answer these questions in the way shown.

Example: 'Was it a good film?' 'Yes, it was the best film I've ever seen.'

- 1 'Is it a big hotel?' 'Yes, it is in the city.'
- 2 'Is he a rich man?' 'Yes, he is I've ever met.'
- 3 'Was it a bad accident?' 'Yes, it was I've ever seen.'
- 4 'Is it a cheap restaurant?' 'Well, it is you will find.'
- 5 'It's hot today, isn't it?' 'Yes, it is day of the year.'

72.2 In this exercise you have to put in a/an or the. Sometimes you don't need either word – you leave it blank. (If necessary see Unit 71 for a/an and the.)

Examples: We went to the most expensive restaurant in town.

Do you want to watch television this evening?

Last night we went out for a meal in a restaurant.

- 1 I wrote my name at top of the page.
- 2 moon goes round earth every 27 days.
- 3 The Soviet Union was first country to send a man into space.
- 4 Did you see the film on television or at cinema?
- 5 After lunch, we went for a walk by sea.
- 6 I'm not very hungry. I had big breakfast.
- 7 John was only person I talked to at the party.
- 8 Tim lives in small village in country.
- 9 Peru is country in South America. capital is Lima.
- 10 I never listen to radio. In fact I haven't got radio.
- 11 It was beautiful day. sun shone brightly in sky.
- 12 I've invited Tom to dinner next Wednesday.
- 13 What is highest mountain in world?
- 14 We don't go to theatre very much these days. In fact, in town where we live there isn't theatre.
- 15 It was a long voyage. We were at sea for four weeks.
- 16 I prefer swimming in sea to swimming in pools.
- 17 Can you turn television down, please? It's a bit loud.

72.3 Here are some things Tom did yesterday. Write a sentence for each.

Morning: 8.00 breakfast 8.30–9.00 radio 9.30 walk/country

Afternoon: 1.00 lunch 2.30 cinema

Evening: 6.30 dinner 8.00–10.00 television

- 1 At 8 o'clock he had breakfast.
- 2 From 8.30 until 9.00 he listened
- 3 At 9.30 he went for a walk in
- 4 At 1.00 he
- 5 At 2.30
- 6 At 6.30
- 7 From

UNIT 73 The (2)

a) Study these sentences:

- **The rose** is my favourite flower.
- **The giraffe** is the tallest of all animals.

In these examples **the ...** doesn't mean one particular thing. **The rose** = roses in general, **the giraffe** = giraffes in general. We use **the** + *a singular countable noun* in this way to talk about a type of plant, animal etc. Note that you can also use a plural noun without **the**:

- **Roses** are my favourite flowers. (*but not* 'The roses ...' – see Unit 74)

We also use **the** + *a singular countable noun* when we talk about a type of machine, an invention etc. For example:

- When was **the telephone** invented?
- **The bicycle** is an excellent means of transport.

We also use **the** for musical instruments:

- Can you play **the guitar**? (*not* 'Can you play guitar?')
- **The piano** is my favourite instrument.

b) The + adjective

We use **the** with some adjectives (without a noun). The meaning is always plural. For example, **the rich** = rich people in general:

- Do you think **the rich** should pay more taxes?

We use **the** especially with these adjectives:

the rich	the old	the blind	the sick	the disabled	the injured
the poor	the young	the deaf	the dead	the unemployed	

- That man over there is collecting money for **the blind**.
- Why doesn't the government do more to help **the unemployed**?

These expressions are always plural. You cannot say 'a blind' or 'an unemployed'. You have to say 'a blind man', 'an unemployed woman' etc.

c) The + nationality words

You can use **the** with some nationality adjectives when you mean 'the people of that country'. For example:

- **The French** are famous for their food. (= the French people)
- Why do **the English** think they are so wonderful? (= the English people)

You can use **the** in this way with these nationality words:

the British	the Welsh	the Spanish	the Dutch
the English	the Irish	the French	the Swiss

Also with nationality words ending in **-ese** (**the Japanese** / **the Chinese** etc.)

With other nationalities you have to use a plural noun ending in **-s**:

(the) Russians (the) Italians (the) Arabs (the) Scots (the) Turks

For **the** see also Units 71, 72 and 74–7.

UNIT 73 Exercises

73.1 Answer these questions about yourself and your favourite things. Use a dictionary if you don't know the English words you need.

Example: What is your favourite flower? the rose

- 1 What is your favourite tree?
- 2 Which bird do you like most?
- 3 What is your favourite car?
- 4 What is your favourite musical instrument?

73.2 Now you have to make sentences from the words in brackets.

Example: (Mary / play / piano very well) Mary plays the piano very well.

- 1 (Jack / play / guitar very badly) Jack plays
- 2 (Jill / play / violin in an orchestra)
- 3 (I'd like / learn / play / piano)
- 4 (you / play / guitar?) A.....

73.3 This time you have to complete these sentences about animals. Choose one of the words in brackets. Use a dictionary if you don't know these words.

Example: The giraffe is the tallest of all animals. (elephant/lion/giraffe)

- 1 is the fastest of all animals. (tiger/cheetah/elephant)
- 2 is a mammal but it lives in the sea. (octopus/elephant/whale)
- 3 is the largest living bird. (eagle/sparrow/ostrich)

73.4 Complete these sentences using the with these adjectives:

rich sick blind poor injured unemployed dead

Example: Braille is a system of reading and writing by touch for the blind.

- 1 Many people were killed in the plane crash. The bodies of were taken away. were taken to hospital.
- 2 Every English child knows the story of Robin Hood. It is said that he robbed and gave the money to
- 3 Those people with jobs have enough money but life is not so easy for
- 4 Agnes has been a nurse all her life. She has spent her life caring for

73.5 What do you call the people of these countries?

Examples: England? the English

Russia? the Russians

- | | | |
|-------------------|------------------|----------------------------|
| 1 Britain? | 6 France? | 10 Switzerland? |
| 2 Ireland? | 7 Japan? | 11 America (the US)? |
| 3 Wales? | 8 Germany? | 12 the Netherlands? |
| 4 Scotland? | 9 China? | 13 and your country? |
| 5 Spain? | | |

UNIT 74 Plural and uncountable nouns with and without **the** (**flowers / the flowers, music / the music**)

a) We don't use **the** before a noun when we mean something *in general*:

- I love **flowers**. (*not 'the flowers'*)
(**flowers** = flowers *in general*, not a particular group of flowers)
- I'm afraid of **dogs**.
- **Doctors** are paid more than **teachers**.
- **Crime** is a problem in most big cities. (*not 'the crime'*)
- **Life** has changed a lot since I was a boy. (*not 'the life'*)
- I prefer **classical music** to **pop music**. (*not 'the classical/pop music'*)
- Do you like **English food / French cheese / Swiss chocolate**? (*not 'the ...'*)
- My favourite subject at school was **history/physics/English**.
- I like **football/athletics/skiing/chess**.
- Do you collect **stamps**?

We say **most people / most dogs** etc. (*not 'the most ...'*):

- **Most people** like George. (*not 'the most people'* – see also Unit 82)

b) We say **the ...** when we mean *something in particular*:

- I like your garden. **The flowers** are beautiful. (*not 'Flowers are ...'*)
(**the flowers** = the flowers in your garden, not flowers in general)
- **Children** learn a lot from playing. (= children in general)
- but:* We took **the children** to the zoo. (= a particular group of children, perhaps the speaker's own children)
- **Salt** is used to flavour food.
- but:* Can you pass **the salt**, please? (= the salt on the table)
- I often listen to **music**.
- but:* The film wasn't very good but I liked **the music**. (= the music in the film)
- All cars have wheels.
- but:* All **the students** in the class like their teacher.
- Are **English people** friendly? (= English people in general)
- but:* Are **the English people** you know friendly? (= only the English people you know, not English people in general)

c) The difference between 'something in general' and 'something in particular' is not always very clear. Study these sentences:

- I like working with **people**. (= people in general)
- I like working with **people who are lively**. (not all people, but **people who are lively** is still a general idea)
- but:* I like **the people** I work with. (= a particular group of people)
- Do you like **coffee**? (= coffee in general)
- Do you like **strong black coffee**? (not all coffee, but **strong black coffee** is still a general idea)
- but:* Did you like **the coffee** we had with our meal last night? (= particular coffee)

UNIT 74 Exercises

74.1 In this exercise you have to write whether you like or dislike something. Begin your sentences with: I like ... / I don't like ... / I love ... / I hate ... / I don't mind ... / I'm (not) interested in ... / I have no opinion about ...
Example: (very hot weather) I don't like very hot weather.

- 1 (football)
- 2 (small children)
- 3 (cats)
- 4 (modern art)
- 5 (horror films)

74.2 What do you think about these things? Write a sentence about each one. Begin with: In my opinion ... / I think ... / I don't think ... / I don't agree with ... / I'm against ... / I'm in favour of ...

Example: (divorce) I think divorce is sometimes necessary.

- 1 (terrorism)
- 2 (smoking)
- 3 (examinations)
- 4 (capital punishment)
- 5 (nuclear power)

74.3 In this exercise you have to choose the correct form, with or without the.

Examples: I'm afraid of dogs / ~~the dogs~~ Can you pass ~~salt~~ / the salt, please?

- 1 Apples / The apples are good for you.
- 2 Look at apples / the apples on that tree! They're very large.
- 3 Women / The women are often better teachers than men / the men.
- 4 In Britain coffee / the coffee is more expensive than tea / the tea.
- 5 We had a very nice meal in that restaurant. Cheese / The cheese was especially good.
- 6 Most people / The most people still believe that marriage / the marriage and family life / the family life are the basis of our society.
- 7 They got married but marriage / the marriage wasn't successful.
- 8 I know someone who wrote a book about life / the life of Gandhi.
- 9 Life / The life would be very difficult without electricity / the electricity.
- 10 Skiing / the skiing is my favourite sport but I also like swimming / the swimming.
- 11 Second World War / The Second World War ended in 1945.
- 12 Do you know people / the people who live next door?
- 13 Are you interested in art / the art or architecture / the architecture?
- 14 All books / All the books on the top shelf belong to me.
- 15 Don't stay in that hotel. Beds / The beds are very uncomfortable.
- 16 Two of the biggest problems facing our society are crime / the crime and unemployment / the unemployment.
- 17 I hate violence / the violence.

UNIT 75 Hospital / the hospital, school / the school etc.

a) Study this example situation with hospital:



Jack had an accident a few days ago.
He had to go to hospital.
He is still in hospital now.
Jill went to the hospital to visit him.
She is at the hospital now.

Someone goes to hospital or is in hospital if he is ill or injured. We are not necessarily thinking of a particular hospital; we are thinking of the idea of hospital.

But Jill is not ill or injured. She is not 'in hospital'. She went there as a visitor. We say 'Jill went to the hospital / Jill is at the hospital' because we mean a particular hospital, the one where Jack is.

b) Prison school university college church

We say a criminal goes to prison (*not* 'to the prison'); a child goes to school; a student goes to university/college. We do not use the when we are thinking of the idea of these places and what they are used for:

- After I leave school, I want to go to university. (as a pupil/student)
- Why aren't the children at school today? (as pupils)
- Mrs Kelly goes to church every Sunday. (for a religious service)
- Ken's brother is in prison for robbery. (he is a prisoner)

We say 'be in prison', but usually 'be at school/university/college'. 'In church' and 'at church' are both possible.

Now study these sentences with the:

- Mr Kelly went to the school to meet his daughter's teacher. (He didn't go there as a pupil.)
- Excuse me, where is the university, please? (a particular building)
- The workmen went to the church to repair the roof. (They didn't go to a religious service.)
- Ken went to the prison to visit his brother. (He went as a visitor, not as a prisoner; he went to the prison where his brother was.)

c) bed work home

We say: 'go to bed / be in bed' etc. (*not* 'the bed'):

- It's time to go to bed now.
- Is Tom still in bed?

'Go to work / be at work / start work / finish work' etc. (*not* 'the work'):

- Why isn't Ann at work today?
- What time do you finish work?

'Go home / come home / be at home / stay at home' etc. (*not* 'the home'):

- Come on! Let's go home.
- Will you be at home tomorrow?

There is *no* preposition with go/come/get/arrive home. (*not* 'to home')

UNIT 75 Exercises

75.1 Complete these sentences using the words in this unit.

Example: Two people were injured in the accident and were taken to hospital.

- 1 I was very tired and it was very late, so I went
- 2 Fred robbed a bank but was caught by the police. He was sent
- 3 Tom doesn't often go out in the evenings. He usually stays
- 4 Jill isn't a religious person. She never goes
- 5 In Britain, children from the age of five have to go
- 6 Children sometimes get into trouble if they are late for
- 7 There is a lot of traffic in the morning when everybody is going
- 8 Mrs Grimes has just had an operation. She is still
- 9 When David leaves school, he wants to study economics
- 10 Bill never gets up before 9 o'clock. It's 8.30 now, so he is still

75.2 Write short answers to these questions.

Example: If you wanted to meet your children's teachers, where would you go?

To the school.

- 1 A friend of yours is in hospital. Where would you go to visit him?
- 2 A friend of yours is in prison. Where would you go to visit him?
- 3 A friend of yours is at church. If you wanted to meet him immediately after the service, where would you go?

75.3 This time you have to choose the correct form, with or without the.

Example: Ken's brother is in prison / ~~the prison~~ for robbery. ('prison' is correct)

- 1 Some children hate school / the school.
- 2 What time do your children finish school / the school?
- 3 After leaving school / the school, Nora worked as a cleaner in hospital / at the hospital.
- 4 My brother is very ill in hospital / the hospital.
- 5 All over the world, people are in prison / the prison because of their political beliefs.
- 6 The other day the fire-brigade had to go to prison / the prison to put out a fire.
- 7 On the way to London we passed through a small village with an old church. We stopped to visit church / the church. It was a beautiful building.
- 8 John's mother is a regular churchgoer. She goes to church / the church every Sunday. John himself doesn't go to church / the church.
- 9 Every term parents are invited to school / the school to meet the teachers.
- 10 After work / the work, Ann usually goes home / to home.
- 11 Tom left university / the university without doing his examinations.
- 12 When Ann was ill, we all went to hospital / the hospital to visit her.
- 13 I like to read in bed / the bed before going to sleep.
- 14 What time do you have to start work / the work tomorrow morning?
- 15 How many people go to university / the university in your country?

UNIT 76

Geographical names with and without the

- a) **Continents:** We do not say **the** with the names of continents:
Africa (*not* 'the Africa') Asia Europe South America
- b) **Countries and states:** We do not usually say **the** with the names of countries and states:
France (*not* 'the France') Japan West Germany Nigeria Texas
But we say **the** with names which include words like 'republic', 'union', 'kingdom', 'states':
the German Federal Republic **the** Soviet Union **the** United States (of
(usually called 'West Germany') **the** United Kingdom America)
the Republic of Ireland the United Arab Emirates
We also use **the** with *plural* names:
the Netherlands the Philippines
- c) **Cities:** We do not use **the** with the names of cities/towns/villages:
Cairo (*not* 'the Cairo') New York Glasgow Madrid
Exception: **The** Hague (in the Netherlands)
- d) **Islands:** Island groups usually have *plural* names with **the**:
the Bahamas the Canaries / the Canary Islands the British Isles
Individual islands usually have singular names without **the**:
Corfu Sicily Bermuda Easter Island
- e) **Regions:** We say:
the Middle East the Far East
the north of England the south of Spain the west of Canada
(*but*: northern England / southern Spain / western Canada – without **the**)
- f) **Mountains:** Mountain ranges usually have *plural* names with **the**:
the Rocky Mountains / the Rockies the Andes the Alps
But individual mountains usually have names without **the**:
(Mount) Everest Ben Nevis (in Scotland) (Mount) Etna
- g) **Lakes:** Lakes usually have names without **the**:
Lake Superior Lake Constance
- h) Names of *oceans/seas/rivers/canals* have **the**:
the Atlantic (Ocean) the Indian Ocean
the Mediterranean (Sea) the Red Sea the (English) Channel
the Nile the Amazon the Thames the Rhine
the Suez Canal the Panama Canal
Note: On maps **the** is not usually included in the name.

UNIT 76 Exercises

76.1 Read these sentences carefully. Some are correct, but some need **the** (perhaps more than once). Correct the sentences where necessary.

Examples: Everest was first climbed in 1953.

Milan is in north of Italy.

RIGHT

WRONG - the north of Italy

- 1 Last year we visited Canada and United States.
- 2 Africa is much larger than Europe.
- 3 South of England is warmer than north.
- 4 We went to Spain for our holidays and swam in Mediterranean.
- 5 Tom has visited most countries in western Europe.
- 6 A friend of mine used to work as a reporter in Middle East.
- 7 Next year we are going skiing in Swiss Alps.
- 8 Malta has been a republic since 1974.
- 9 Nile is longest river in Africa.
- 10 United Kingdom consists of Great Britain and Northern Ireland.

76.2 Here are some geography questions. You have to choose the right answer. Sometimes you need **the**, sometimes not. Try and find out the answers if you don't know them.

Example: What is the longest river in the world? (Amazon / Rhine / Nile) the Amazon.

- 1 Where is Bolivia? (Africa / South America / North America)
- 2 Where is Ethiopia? (Asia / South America / Africa)
- 3 Of which country is Manila the capital? (Indonesia / Philippines / Japan)
- 4 Of which country is Stockholm the capital?
(Norway / Denmark / Sweden)
- 5 Which country lies between Mexico and Canada?
(Venezuela / El Salvador / United States)
- 6 Which is the largest country in the world?
(United States / China / Soviet Union)
- 7 Which is the largest continent? (Africa / South America / Asia)
- 8 What is the name of the mountain range in the west of North America?
(Rocky Mountains / Andes / Alps)
- 9 What is the name of the ocean between America and Asia?
(Atlantic / Pacific / Indian Ocean)
- 10 What is the name of the ocean between Africa and Australia?
(Atlantic / Pacific / Indian Ocean)
- 11 What is the name of the sea between England and France?
(Mediterranean Sea / English Channel / French Sea)
- 12 What is the name of the sea between Africa and Europe?
(Black Sea / Red Sea / Mediterranean Sea)
- 13 What is the name of the sea between Britain and Norway?
(Norwegian Sea / English Channel / North Sea)
- 14 Which river flows through Vienna, Budapest and Belgrade?
(Rhine / Danube / Volga)
- 15 What joins the Atlantic and Pacific oceans?
(Suez Canal / Panama Canal)

UNIT 77 Names of streets, buildings etc. with and without the

- a) We do not normally use **the** with names of streets/roads/squares etc.:

Regent Street (<i>not</i> 'the ...')	Fifth Avenue	Piccadilly Circus
Cromwell Road	Broadway	Red Square

There are some exceptions (for example: 'The Mall' in London).

- b) Many names (for example, of airports or universities) are two words:

Kennedy Airport **Cambridge University**

The first word is usually the name of a person ('Kennedy') or a place ('Cambridge'). We do not usually say **the** with names like these:

Victoria Station (<i>not</i> 'the ...')	Edinburgh Castle	Hyde Park
Westminster Abbey	Buckingham Palace	London Zoo
Canterbury Cathedral		

But we say '**the** White House', '**the** Royal Palace' because 'white' and 'royal' are not names. This is only a general rule. There are exceptions. See section c for hotels etc. and section e for names with of.

- c) We usually say **the** before the names of these places:

<i>hotels</i>	the Hilton (Hotel), the Station Hotel
<i>restaurants/pubs</i>	the Bombay Restaurant, the Red Lion (pub)
<i>theatres</i>	the Palace Theatre, the National Theatre
<i>cinemas</i>	the ABC, the Odeon, the Classic
<i>museums/galleries</i>	the British Museum, the Tate Gallery

Again there are exceptions. See also section d of this unit.

- d) Many shops, restaurants, hotels, banks etc. are named after the people who started them. These names end in s or 's. We do not use **the** with these names:

<i>shops</i>	Selfridges (<i>not</i> 'the Selfridges'), Harrods
<i>restaurants</i>	Maxim's, Macdonalds, Luigi's Italian Restaurant
<i>hotels</i>	Claridge's
<i>banks</i>	Barclays Bank, Lloyds Bank

Churches are usually named after saints (St = saint):
 St John's Church St Paul's Cathedral

- e) We say **the** before the names of places, buildings etc. with of:

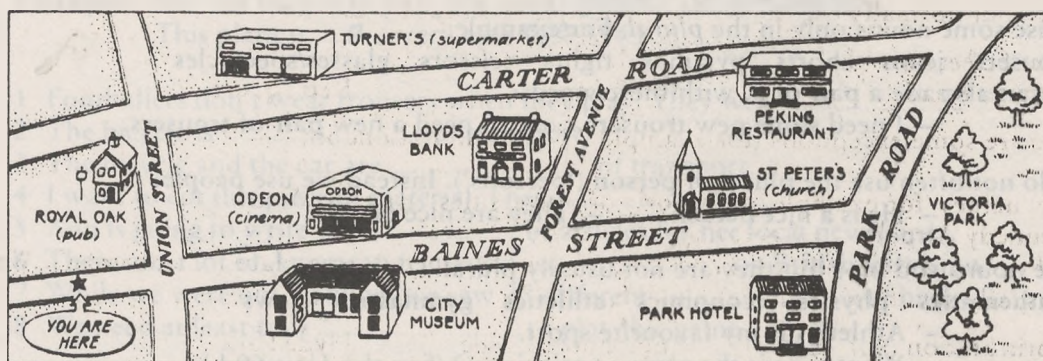
the Bank of England (<i>not</i> 'Bank of England')	the Great Wall of China
the Houses of Parliament	the Museum of Modern Art
the Tower of London	

- f) We say **the** with the names of newspapers:

the Times **the** Washington Post **the** Evening Standard

UNIT 77 Exercises

77.1 Use the map to answer the questions in the way shown. Write the name of the place and the street it is in. On maps we don't normally use **the**; in your sentences, use **the** if necessary.



Example: 'Is there a cinema near here?' 'Yes, the Odeon in Baines Street.....'

- 1 'Is there a supermarket near here?' 'Yes, in
- 2 'Is there a hotel near here?' 'Yes, in
- 3 'Is there a bank near here?' 'Yes, in
- 4 'Is there a restaurant near here?' 'Yes, in
- 5 'Is there a church near here?' 'Yes, in
- 6 'Is there a pub near here?' 'Yes, in
- 7 'Is there a museum near here?' 'Yes, in
- 8 'Is there a park near here?' 'Yes, at the end of

77.2 In this exercise you have to choose the correct form, with or without **the**.

Example: When we were in London, we visited National Gallery / the National Gallery.

- 1 The British Prime Minister lives in Downing Street / the Downing Street.
- 2 One of the nicest parks in London is St James's Park / the St James's Park, which is very near Buckingham Palace / the Buckingham Palace.
- 3 Frank is a student at Liverpool University / the Liverpool University.
- 4 Mr Jenkins reads Daily Telegraph / the Daily Telegraph but his wife reads Times / the Times.
- 5 If you want to buy some new clothes, the shop I would recommend is Harrison's / the Harrison's.
- 6 We flew from London to Orly Airport / the Orly Airport in Paris.
- 7 Tate Gallery / The Tate Gallery is the main modern art museum in London.
- 8 My local pub is called Prince of Wales / the Prince of Wales.
- 9 Have you ever visited Tower of London / the Tower of London?
- 10 'Which hotel are you staying at?' 'At Sheraton / the Sheraton.'
- 11 Diana and George got married in St Matthew's Church / the St Matthew's Church.
- 12 You must visit Science Museum / the Science Museum when you are in London.
- 13 Did you see the film at Classic / the Classic (cinema)?

UNIT 78 Singular or plural?

- a) We use some nouns only in the *plural*. For example:
trousers jeans shorts pyjamas tights scissors glasses/spectacles
You can also use a **pair of ...** with these words:
– I need **some new trousers**. or I need a new **pair of trousers**.

- b) We do not often use the plural of **person** ('persons'). Instead we use **people**:
– He is a nice **person**. – They are nice **people**.

- c) These nouns end in -s but they are not usually plural:
mathematics physics economics athletics gymnastics news
– **Athletics** is my favourite sport.
– What time is **the news** on television? (See also Unit 69d.)

These words end in -s and can be singular or plural:

means	a means of transport	many means of transport
series	a television series	two television series
species	a species of bird	200 species of bird

- d) Some singular nouns are often used with a plural verb. For example:
government staff team family audience committee
We often think of these things as a number of people ('they'), not as one thing ('it'). So we often use a plural verb:

- **The government** (= they) **want** to reduce taxes.
- **The staff** (= they) **aren't** happy with **their** new working conditions.

A singular verb ('The government wants ...') is also possible.

Note that we normally use a plural verb with the names of sports teams:

- **Scotland** **are** playing France in a football match next week.

We always use a plural verb with **the police**:

- **The police** **have** arrested Tom.
- **Are the police** well-paid?

- e) Sometimes we use a plural noun with a singular verb. We do this when we talk about a sum of money, a period of time, a distance etc.:

- **Five thousand pounds** (= it) was stolen in the robbery. (*not* 'were stolen')
- **Three years** (= it) is a long time to be without a job. (*not* 'are')

- f) We say 'a holiday of three weeks' but 'a three-week holiday':
– I've got a **three-week holiday** in July. (*not* 'a three-weeks holiday')

Here, **three-week** is used as an adjective before 'holiday'. When we use 'three-weeks' as an adjective, it loses the s. So we say:

a ten-pound note (<i>not</i> 'pounds')	two 14-year-old girls
a four-week English course	a six-hour journey

You can also say 'I've got three weeks' holiday'. See Unit 79d.

UNIT 78 Exercises

78.1 In this exercise you have to complete the sentences with words from sections a, b and c. Sometimes you need a or some.

Examples: She can't see very well. She needs glasses (or spectacles).

This plant is a very rare species.

- 1 Footballers don't wear trousers when they play. They wear
- 2 The bicycle is of transport.
- 3 The bicycle and the car are of transport.
- 4 I want to cut this piece of material. I need
- 5 Ann is going to write of articles for her local newspaper.
- 6 There are a lot of American television on British television.
- 7 While we were out walking, we saw 25 different of bird.
- 8 We need at least four to play this game.

78.2 This time you have to choose the correct form of the verb, singular or plural. Sometimes either a singular or a plural verb is possible.

Example: Gymnastics is / ~~are~~ my favourite sport. ('is' is correct)

- 1 The trousers you bought for me doesn't / don't fit me.
- 2 Physics was / were my best subject at school.
- 3 Fortunately the news wasn't / weren't as bad as we had expected.
- 4 The police wants / want to interview Fred about a robbery.
- 5 Three days isn't / aren't long enough for a good holiday.
- 6 Where does / do your family live?
- 7 England has / have lost all their football matches this season.
- 8 Does / Do the police know about the stolen money?
- 9 Can I borrow your scissors? Mine isn't / aren't sharp enough.
- 10 I'm going to take a taxi. Six miles is / are too far for me to walk.

78.3 In this exercise you have to use the structure in section f.

Examples: Our holiday lasted three weeks. It was a three-week holiday.

The girls were 14 years old. They were 14-year-old girls.

- 1 The woman was 27. She was a
- 2 The flight lasted three hours. It was a
- 3 The strike lasted four days. It was a
- 4 The book has 200 pages. It is a
- 5 The boys were ten years old. They were
- 6 The television series has ten parts. It is
- 7 The bottle holds two litres. It is
- 8 Each of the tickets cost ten pounds. They were
- 9 The building has ten storeys (= floors). It is
- 10 This bag of potatoes weighs five kilos. It is
- 11 We walked for five miles. It was

UNIT 79

...’s (apostrophe s) and ... of ...

- a) We normally use ’s when the first noun is a person or an animal:

the **manager’s** office (*not* ‘the office of the manager’)

Mr Evans’s daughter the **horse’s** tail a **policeman’s** hat

Otherwise (with things) we normally use ... of ...:

the **door of the room** (*not* ‘the room’s door’)

the **beginning of the story** (*not* ‘the story’s beginning’)

Sometimes you can use ’s when the first noun is a thing. For example, you can say:

the **book’s** title *or* the title of the book

But it is safer and more usual to use ... of ... (but see also section b).

- b) You can usually use ’s when the first noun is an organisation (= a group of people). So you can say:

the **government’s** decision *or* the decision of the **government**

the **company’s** success *or* the success of the **company**

It is also possible to use ’s with places. So you can say:

the **city’s** new theatre the **world’s** population

Britain’s system of government **Italy’s** largest city

- c) After a singular noun we use ’s. After a plural noun (which ends in -s) we use only an apostrophe (’):

my **sister’s** room (*one* sister)

Mr Carter’s house

my **sisters’** room (*more than one* sister)

the **Carters’** house (*Mr and Mrs Carter*)

If a plural noun does not end in -s, we use ’s:

a **children’s** book

Note that you can use ’s after more than one noun:

Jack and Jill’s wedding **Mr and Mrs Carter’s** house

But we would not use ’s in a sentence like this:

- I met the wife of the man who lent us the money. (‘the man who lent us the money’ is too long to be followed by ’s)

Note that you can use ’s without a following noun:

- Tom’s flat is much larger than Ann’s. (= Ann’s flat)

- d) You can also use ’s with time words (tomorrow etc.):

- **Tomorrow’s** meeting has been cancelled.

- Have you still got **last Saturday’s** newspaper?

You can also say: **yesterday’s ... today’s ... this evening’s ... next week’s ...**

Monday’s ... etc.

We also use ’s (or only an apostrophe (’) with plurals) with periods of time:

- I’ve got a **week’s** holiday.

- I’ve got **three weeks’** holiday.

- I need **eight hours’** sleep a night.

- My house is very near here – only about **five minutes’** walk.

Compare this structure with ‘a three-week holiday’ (Unit 78f).

UNIT 79 Exercises

79.1 In this exercise you have to join two nouns. Sometimes you have to use an apostrophe ('), with or without s. Sometimes you have to use ... of

Examples: the door / the room the door of the room the mother / Ann Ann's mother

- | | |
|---|---------------------------------|
| 1 the camera / Tom | 5 the newspaper / today |
| 2 the eyes / the cat | 6 the toys / the children |
| 3 the top / the page | 7 the name / your wife |
| 4 the daughter / Charles | 8 the name / this street |
| 9 the name / the man I saw you with yesterday | |
| 10 the new manager / the company | |
| 11 the result / the football match | |
| 12 the car / Mike's parents | |
| 13 the birthday / my father | |
| 14 the new headmaster / the school | |
| 15 the garden / our neighbours | |
| 16 the ground floor / the building | |
| 17 the children / Don and Mary | |
| 18 the economic policy / the government | |
| 19 the husband / the woman talking to Tom | |
| 20 the house / my aunt and uncle | |

79.2 Read each sentence and write a new sentence using 's with the underlined words.

Example: The meeting tomorrow has been cancelled. Tomorrow's meeting has been cancelled.

- The storm last week caused a lot of damage.
Last
- The only cinema in the town has been closed down.
The t.....
- Exports from Britain to the United States have fallen recently.
B.....
- There will be a big crowd at the football match this evening.
There will be a big crowd at this
- Tourism is the main industry in the region.
The r.....

79.3 Now you have to use the information given to complete the sentences.

Example: If I leave my house at 9 o'clock and drive to London, I arrive at about 12 o'clock.

So it's about three hours' drive to London from my house.

- I'm going on holiday on the 12th. I have to be back at work on the 26th.
So I've got holiday.
- I went to sleep at 3 o'clock this morning and woke up an hour later at 4 o'clock.
So I only had sleep.
- If I leave my house at 8.50 and walk to work, I get to work at 9 o'clock.
So it's only walk from my house to work.

UNIT 80

'A friend of mine', 'my own house' On my own / by myself

a) A friend of mine / a friend of Tom's

We say 'a friend of mine/yours/his/hers/ours/theirs'. (*not* 'a friend of me/you/him' etc.):

- A friend of mine is coming to stay with me next week. (*not* 'a friend of me')
- We went on holiday with some friends of ours. (*not* 'some friends of us')
- Tom had an argument with a neighbour of his.
- It was a good suggestion of yours to go swimming this afternoon.

We also say 'a friend of Tom's', 'a friend of my brother's' etc.:

- That man over there is a friend of my brother's.
- It was a good idea of Tom's to go swimming.

b) My own ... / your own ... etc.

You cannot say 'an own ...' ('an own house', 'an own car', etc.)

You must use **my/your/his/her/its/our/their** before **own**:

my own house your own car her own room

My own ... = something that is only mine, not shared or borrowed:

- Do many people in England have **their own house**? (*not* 'an own house')
- I don't want to share with anyone. I want **my own room**.
- Unfortunately the flat hasn't got **its own entrance**.
- It's **my own fault** that I've got no money. I spend it too quickly.
- Why do you want to borrow my car? Why can't you use **your own** (car)?

You can also use **...own...** to say that you do something yourself instead of somebody else doing it for you. For example:

- Ann always cuts **her own hair**. (= she cuts it herself; she doesn't go to the hairdresser)
- Do you grow **your own vegetables**? (= do you grow them yourself in your garden instead of buying them from shops?)

c) On my own / by myself

On my own and **by myself** both mean **alone**. We say:

on my/your/his/her/its/our/their **own**

by { myself/yourself/himself/herself/itself (*singular*)
ourselves/yourselves/themselves (*plural*)

- I like living **on my own / by myself**.
- Did you go on holiday **on your own / by yourself**?
- Jack was sitting **on his own / by himself** in a corner of the café.
- Learner drivers are not allowed to drive **on their own / by themselves**.

For **myself/yourself** etc. see also Unit 81.

UNIT 80 Exercises

80.1 Write new sentences using the structure in section a (a friend of mine etc.).

Example: I am writing to one of my friends. I'm writing to a friend of mine.

- 1 We met one of your relations. We met a
- 2 Henry borrowed one of my books. Henry
- 3 Tom invited some of his friends to his flat. Tom
- 4 We had dinner with one of our neighbours.
- 5 Ann is in love with one of her colleagues.
- 6 They went on holiday with two of their friends.

80.2 Make sentences from the words in brackets. Each time use **my own** / **your own** etc.

Example: I don't want to share a room. (want / have / room) I want to have my own room.

- 1 I don't watch television with the rest of the family. (have / television / in my bedroom) I have in my bedroom.
- 2 Jack and Bill are fed up with working for other people. (want / start / business) They
- 3 Henry is extremely rich. (have / private jet) He
- 4 The Isle of Man is an island off the coast of Britain. It is not completely independent but (have / parliament and laws) it

80.3 Now you have to complete these sentences using **my own** / **your own** etc.

Examples: Why do you want to borrow my car? Why can't you use your own car?
Ann never goes to the hairdresser. She cuts her own hair.

- 1 Don't blame me. It's not my fault. It's
- 2 He's always smoking my cigarettes. Why doesn't he buy ?
- 3 Why do you want my pen? Can't you use ?
- 4 I don't often buy clothes. I usually make
- 5 Nobody cooks Don's meals for him. He has to cook
- 6 She doesn't buy ready-made cigarettes. She rolls

80.4 Complete these sentences using **on my own** / **by myself** etc.

Example: Learner drivers are not allowed to drive on their own.

- 1 I'm glad I live with other people. I wouldn't like to live on
- 2 The box was too heavy for me to lift by
- 3 I went over to talk to Tim at the party because he was by
- 4 Very young children should not be allowed to go swimming by
- 5 Hasn't she got any friends? When I see her, she is always on
- 6 I don't like strawberries with cream. I like them on
- 7 Do you like working with other people or do you prefer working by ?
- 8 We had no help decorating the flat. We did it completely on

UNIT 81

Reflexive pronouns (**myself** / **yourself** etc.)

a) The reflexive pronouns are:

<i>singular:</i>	myself	yourself (<i>one person</i>)	himself/herself/itself
<i>plural:</i>	ourselves	yourselves (<i>more than one person</i>)	themselves

We use a reflexive pronoun when the subject and object are the same:

Tom cut **himself** while he was shaving. (*not 'Tom cut him'*)

- I don't want you to pay for me. I'll pay for **myself**.
- The old lady sat in a corner talking to **herself**.
- Don't get angry. Control **yourself**! (*said to one person*)
- If you want more to eat, help **yourselves**. (*said to more than one person*)
- The party was great. We enjoyed **ourselves** very much.

But we do not use 'myself' etc. after **bring/take something with ...**:

- I went out and took an umbrella with **me**. (*not 'with myself'*)

b) We do not use 'myself' etc. after **feel/relax/concentrate**:

- I **feel great** after having a swim. (*not 'I feel myself great'*)
- You must try and **concentrate**.
- It's good to **relax**.

We do not normally use 'myself' etc. after **wash/dress/shave**:

- I got up, **shaved**, washed and dressed. (*not 'shaved myself' etc.*)

But we say: I **dried myself**.

Note how we use **meet**:

- What time shall we **meet**? (*not 'meet ourselves / meet us'*)

c) Study the difference between **-selves** and **each other**:

- Tom and Ann stood in front of the mirror and looked at **themselves**.
(= *Tom and Ann looked at Tom and Ann*)

but: Tom looked at Ann and Ann looked at Tom. They looked at **each other**.

You can use **one another** instead of **each other**:

- How long have you and Bill known **each other** (*or one another*)?
- Sue and Ann don't like **each other** (*or one another*).

d) We also use **myself** etc. in another way. For example:

- 'Who repaired your bicycle for you?' 'Nobody. I **repaired it myself**.'

I repaired it myself = I repaired it, not anybody else. We use **myself** here to emphasise I. Here are some more examples:

- I'm not going to do it for you. **You can do it yourself**.
- Let's paint the house **ourselves**. It will be much cheaper.
- The **film itself** wasn't very good but I liked the music.
- I don't think Tom will get the job. **Tom himself** doesn't think he'll get it. (*or 'Tom doesn't think he'll get it himself.'*)

For 'by myself / by yourself' etc. see Unit 80c.

UNIT 81 Exercises

81.1 Complete these sentences using myself/yourself etc. with these verbs:

kick teach ~~cut~~ lock look after hurt burn talk to blame

Example: Tom cut himself while he was shaving this morning.

- 1 Be careful! That pan is very hot. Don't
- 2 They couldn't get back into the house. They had out.
- 3 It isn't her fault. She really shouldn't
- 4 What a stupid fool I am! I could !
- 5 The boy was lucky when he fell down the stairs. He didn't
- 6 I'm trying to Spanish but I'm not making much progress.
- 7 He spends most of his time alone, so it's not surprising that he
- 8 Don't worry about us. We can

81.2 Complete these sentences with these verbs. This time, use myself etc. only where necessary:

dry concentrate feel enjoy relax wash ~~shave~~ meet

Example: Tom is growing a beard because he doesn't like shaving.

- 1 I really well today – much better than yesterday.
- 2 He climbed out of the pool, picked up a towel and
- 3 I tried to study but I just couldn't
- 4 Jack and I first at a party five years ago.
- 5 You're always rushing about. Why don't you more?
- 6 It was a lovely holiday. We really very much.
- 7 I overslept this morning. I didn't have time to or have breakfast.

81.3 In these sentences you have to write -selves or each other.

Examples: Tom and Ann stood in front of the mirror and looked at themselves.

How long have Tom and Ann known each other ?

- 1 At Christmas friends often give presents.
- 2 Did the children enjoy when they were on holiday?
- 3 Jack and Jill are very happy together. They love very much.
- 4 They had an argument last week. They are still not speaking to
- 5 Some people are very selfish. They only think of
- 6 Nora and I don't see very often these days.

81.4 Answer these questions using myself/yourself etc.

Example: 'Who repaired the bicycle for you?' 'Nobody. I repaired it myself.'

- 1 'Who cut your hair for you?' 'Nobody. I cut
- 2 'Who told you Linda was getting married?' 'Linda
- 3 'Does Mr Thomas have a secretary to type his letters?' 'No, he
- 4 'Do you want me to post that letter for you?' 'No, I'll
- 5 'Can you clean the windows for me?' 'Why don't you ?'

UNIT 82

All / all of, no / none of, most / most of etc.

- a)

all	no/none	some	any	much/many	most	little/few	each	half
-----	---------	------	-----	-----------	------	------------	------	------

You can use these words (except **none** and **half**) with a noun:

- **Some people** are very unfriendly.
- Did you put **any salt** in the soup?
- I've got **no money**.
- **All cars** have wheels.
- Hurry! We have very **little time**.
- Study **each sentence** carefully.

Be careful with **most**:

- **Most tourists** do not visit this part of the town. (*not* 'most of tourists', *not* 'the most tourists')
- George is much richer than **most people**.

- b) You can also use these words (except **no**) alone, without a noun:

- 'I need some money. Have you got **any**?' 'Yes, but not **much**.'
- 'How many cigarettes have you got?' '**None**.'
- Most people like Tom but **some** don't.

We usually say **each one** instead of **each** alone:

- There were three boxes on the table. **Each one** was a different colour.

For **all** see Unit 87a.

- c) You can also use these words (except **no**) with **of** So you can say **some of the people**, **all of these cars**, **none of my money** etc.

When you use these words with **of**, you need **the/this/that/these/those/my/your/his** etc. You cannot say 'some of people', 'all of cars'. You must say: 'some of the people', 'all of these cars' etc.:

- **Some of the people** at the party were very friendly.
- **Most of my friends** live in London.
- **None of this money** is mine.
- **Each of the rooms** in the hotel has its own bathroom.
- I haven't read **many of these books**.

With **all** and **half** we usually leave out **of**:

all my friends (= all of my friends)

half the money (= half of the money) (*not* 'the half')

- d) After **all of** / **none of** etc. you can also use **it/us/you/them**:

- 'How many of these people do you know?' '**None of them**.'
- Do **any of you** want to come to a party tonight?
- 'Do you like this music?' '**Some of it**. Not all of it.'

You must say '**all of**' and '**half of**' before **it/us/you/them**:

all of us (*not* 'all us') **half of them** (*not* 'half them')

For **no** and **none** see Unit 85b.

For more information about the words in this unit see Units 83–7.

UNIT 82 Exercises

82.1 Read each situation and then make a sentence from the words in brackets.

Example: I need someone who can speak Spanish. (any / your friends / speak Spanish?)

Do any of your friends speak Spanish?

- 1 We went out and it started to rain. We all got wet because (none / us / have / an umbrella)
none
- 2 When they got married, they kept it a complete secret. (they / not / tell / any / their friends)
They
- 3 I don't want all this cake. (you / want / some / it?) Do
- 4 This is a very old town. (many / the buildings / over 800 years old)
.....
- 5 Jim won a lot of money last year. (he / spend / half / it on a new car)
.....
- 6 A lot of people were interested in the job. (the manager / interview / each / the people who
applied)
- 7 Not many people live in the north of the country. (most / the population / live / the south)
.....
- 8 The club is mainly for younger people. (few / the members / over 25)
.....
- 9 When the post arrived, she looked through it hopefully but (none / the letters / for her)
.....

82.2 Complete these sentences with **most** or **most of**.

Example: Most tourists do not visit this part of the town.

- 1 I spend my spare time gardening.
- 2 The public transport system is bad but people have a car.
- 3 days I get up early.
- 4 We had a lazy holiday. the time we lay on the beach.
- 5 The church is very old. it was built in the 12th century.
- 6 I expect you are very tired after your long journey.

82.3 Answer these questions using the word(s) in brackets.

Example: Do you like this music? (some) Some of it

- 1 Did you watch the film? (most)
- 2 Did you take these photographs? (some)
- 3 Have you read these books? (a few)
- 4 Are those people English? (most)
- 5 How much of this luggage is yours? (all)
- 6 How many of these people do you know? (not many)
- 7 Does this furniture belong to you? (some)
- 8 Have you spent all the money I gave you? (not all)
- 9 How much of this money is yours? (half)

UNIT 83

Both / both of, neither / neither of, either / either of

- a) We use **both**, **neither** and **either** when we are talking about two things. You can use these words with a noun:

- **Both restaurants** are very good. (*not* 'the both restaurants')
- **Neither restaurant** is expensive.
- We can go to **either restaurant**. I don't mind. (*either* = one or the other, it doesn't matter which one)
- I didn't like **either restaurant**. (not the one or the other)

- b) You can also use **both/neither/either** with **of** When you use these words with **of**, you always need **the/these/those/my/your/his** etc. You cannot say 'both of restaurants'. You have to say 'both of the restaurants', 'both of these restaurants' etc.:

- **Both of these restaurants** are very good.
- **Neither of the restaurants** we went to was (*or were*) expensive.
- We can go to **either of those restaurants**. I don't mind.

With **both** you can leave out **of**. So you can say:

both my parents or both of my parents

- c) After **both of / neither of / either of** you can also use **us/you/them**:

- Can **either of you** speak Spanish?
- I wanted Tom and Ann to come but **neither of them** wanted to.

You must say 'both of' before **us/you/them**:

- **Both of us** were very tired. (*not* 'Both us ...')

- d) After **neither of** ... you can use a singular or a plural verb:

- **Neither of the children** *wants (or want)* to go to bed.
- **Neither of us** *is (or are)* married.

- e) You can say **both ... and ...**, **neither ... nor ...** and **either ... or ...**. Study these examples:

- **Both Tom and Ann** were late.
- They were **both tired and hungry**.
- **Neither Tom nor Ann** came to the party.
- He said he would contact me but he **neither wrote nor phoned**.
- I'm not sure where he is from. He's **either Spanish or Italian**.
- **Either you apologise or I'll never speak to you again**.

- f) You can also use **both/neither/either** alone:

- 'Is he British or American?' 'Neither. He's Australian.'
- 'Do you want tea or coffee?' 'Either. I don't mind.'
- I couldn't decide which one to choose. I liked **both**.

For I don't **either** and **neither** do I see Unit 51c.

UNIT 83 Exercises

83.1 Complete these sentences with both/neither/either. Sometimes you need of.

Examples: There are two windows in my room. It was very warm so I had both of them open.

'Do you want tea or coffee?' Either I really don't mind.'

- 1 After the accident cars stopped. drivers got out and started shouting at each other. them were very aggressive.
- 2 It wasn't a very good football match. team played well.
- 3 A: Which of the two films did you prefer? The first one or the second one?
B: Actually I didn't like them.
- 4 There are two ways to the city centre. You can go along the footpath by the river or you can go along the main road. You can go way.
- 5 these pullovers are very nice. I don't know which one to buy.
- 6 my parents is English. My father is Polish and my mother is Italian.
- 7 'Do you mind which sandwich I take?' 'No, take'
- 8 'Is today the 18th or the 19th?' '..... It's the 20th.'
- 9 Tom and I hadn't eaten for a long time, so us were very hungry.
- 10 When the boat started to sink, we were really frightened because us could swim.
- 11 A: Did you go to Scotland or Ireland for your holidays?
B: We went to A week in Scotland and a week in Ireland.

83.2 This time you have to make sentences with both ... and ..., neither ... nor ... and either ... or ...

Examples: Tom was late. So was Ann. Both Tom and Ann were late.
He didn't write. He didn't telephone. He neither wrote nor telephoned.

- 1 The hotel wasn't clean. And it wasn't comfortable.
The hotel was neither
- 2 It was a very boring film. It was very long too.
The film was
- 3 Is that man's name Richard? Or is it Robert? It's one of the two.
That man's name
- 4 I haven't got the time to go on holiday. And I haven't got the money.
I've got
- 5 We can leave today or we can leave tomorrow – whichever you prefer.
We
- 6 He gave up his job because he needed a change. Also because the pay was low.
He gave up his job both
- 7 George doesn't smoke. And he doesn't drink.
.....
- 8 The front of the house needs painting. The back needs painting too.
.....

UNIT 84

Some and any

Some/any + -one/-body/-thing/-where

- a) In general we use **some** in positive sentences and **any** in negative sentences (but see also sections b and d):

- Ann has bought **some** new shoes.
- They haven't got **any** children.
- I've got **something** in my eye.
- He's lazy. He **never** does **any** work.

We use **any** in the following sentences because the meaning is negative:

- He left home **without any** money. (He didn't have any money.)
- She refused to say **anything**. (She didn't say anything.)

- b) We often use **any/anyone/anything** etc. after if:

- **If any** letters arrive for me, can you send them to this address?
- **If anyone** has any questions, I'll be pleased to answer them.
- **If you need anything**, just ask.
- Buy some pears if you see **any**.

The following sentences are without if, but they have the idea of if:

- **Anyone** who wants to do the examination must give me their names before Friday. (= if there is anyone who ...)
- I'll send on **any** letters that arrive for you. (= if there are any)

- c) In questions we usually use **any** (not 'some'):

- Have you got **any** money?
- Has **anybody** seen Tom?

But we often use **some** in questions when we expect the answer 'yes':

- What's wrong with your eye? Have you got **something** in it? (= I think you have got something in your eye and I expect you to say 'yes')

We use **some** in questions especially when we offer or ask for things:

- Would you like **some** tea?
- Can I have **some** of those apples?

- d) **Any** also has another meaning. **Any/anyone/anybody/anything/anywhere** can mean it doesn't matter which/who/what/where:

- You can catch **any** of these buses. They all go to the centre. (= it doesn't matter which of these buses)
- Come and see me **any** time you want. (= it doesn't matter when)
- You can have **anything** you want for your birthday present.
- We left the door unlocked. **Anybody** could have come in.
- I'd rather go **anywhere** than stay at home during my holiday.
- 'Sing a song.' 'Which song shall I sing?' 'Any song. I don't mind.'

- e) **Someone/somebody/anyone/anybody** are singular words:

- Someone wants to see you.
- Is anybody there?

But we often use **they/them/their** after these words:

- If **anyone** wants to leave early, **they** can. (= he or she can)
- **Somebody** has spilt **their** (= his or her) coffee on the carpet.

For **some of / any of** see Unit 82. For **not ... any** see Unit 85.

UNIT 84 Exercises

84.1 Complete these sentences with some/any/someone/anyone/somebody/anybody/something/anything/somewhere/anywhere.

Examples: Ann has bought some new shoes.

The boy refused to tell us anything.

- 1 Does mind if I smoke?
- 2 Would you like to eat?
- 3 Do you live near Jim?
- 4 The prisoners refused to eat
- 5 There's at the door. Can you go and see who it is?
- 6 We slept in the park because we didn't have to stay. We didn't know we could stay with and we didn't have money for a hotel.
- 7 Can I have milk in my coffee, please?
- 8 Sue is very secretive. She never tells (two words).
- 9 Why are you looking under the bed? Have you lost ?
- 10 You can cash these travellers cheques at bank.
- 11 I haven't read of these books but Tom has read of them.
- 12 He left the house without saying to
- 13 Would you like more coffee?
- 14 The film is really great. You can ask who has seen it.
- 15 This is a No Parking area. who parks their car here will have to pay a fine.
- 16 Can you give me information about places to see in the town?
- 17 With this special tourist bus ticket you can go you like on bus you like.

84.2 In this exercise you have to write sentences with if.

Example: Perhaps someone will need help. If so, they can ask me.

If anyone needs help, they can ask me.

- 1 Perhaps someone will ring the doorbell. If so, don't let them in.
If, don't let them in.
- 2 Perhaps someone will ask you some questions. If so, don't tell them anything.
If
- 3 Perhaps someone saw the accident. If so, they should contact the police.
If

84.3 Complete these sentences. Use any/anyone/anybody/anything/anywhere.

Example I don't mind what you tell him. You can tell him anything you like.

- 1 I don't mind what you wear to the party. You can wear
- 2 I don't mind where you sit. You can
- 3 It doesn't matter which day you come. You
- 4 I don't mind who you talk to. You
- 5 It doesn't matter which flight you travel on. You
- 6 I don't mind who you marry.
- 7 It doesn't matter what time you phone.

UNIT 85

No/none/any

No/any + -one/-body/-thing/-where

a) No none no-one nobody nothing nowhere

We use these negative words especially at the beginning of a sentence or alone:

- **No-one** (or **Nobody**) came to visit me when I was in hospital.
- **No** system of government is perfect.
- 'Where are you going?' 'Nowhere. I'm staying here.'
- **None** of these books are mine.
- 'What did you do?' 'Nothing.'

You can also use these words in the middle or at the end of a sentence. But don't use 'not' with these words. They are already negative:

- I saw **nothing**. (not 'I didn't see nothing.')

In the middle or at the end of a sentence, we more often use: **not ... any/anyone/anybody/anything/anywhere**:

- I didn't see **anything**. (= I saw nothing.)
- We haven't got **any** money. (= We've got no money.)
- The station isn't **anywhere** near here. (= ... is nowhere near here)
- She didn't tell **anyone** about her plans. (= She told no-one)

Where there is another negative word, you don't need 'not':

- **Nobody** tells me **anything**. (= people don't tell me anything)

b) No and none

We use **no** with a noun. **No** = **not a** or **not any**:

- We had to walk because there was **no bus**. (= there wasn't a bus)
- I can't talk to you now. I have **no time**. (= I haven't any time)
- There were **no shops** open. (= there weren't any shops)

We use **none** alone (without a noun):

- 'How much money have you got?' 'None.'

Or we use **none** of:

none of these shops none of my money none of it/us/you/them

After **none of** + a *plural* word ('none of the girls / none of them' etc.), you can use a singular or a plural verb. A plural verb is more usual:

- None of the **people** I met **were** English.

c) After no-one/nobody we often say they/them/their:

- **Nobody** phoned, did **they**? (= did he or she)
- **No-one** in the class did **their** homework. (= his or her homework)

d) You can use any/no with comparatives (any better / no bigger etc.):

- Do you feel **any better** today? (= Do you feel better at all? - *said to someone who felt ill yesterday*)
- We've waited long enough. I'm **not waiting any longer**. (= not even a minute longer)
- I expected your house to be very big but it's **no bigger** than mine. (= not even a little bigger)

For **any** see also Unit 84.

UNIT 85 Exercises

85.1 Answer these questions with **none (of)/no-one/nobody/nothing/nowhere**.

Example: What did you do? *Nothing.*

- | | |
|---------------------------------------|--|
| 1 Where are you going? | 4 Who were you talking to? |
| 2 How many children has he got? | 5 How much of this money is yours? |
| 3 What did you tell them? | |

Now write answers to these questions with **any/anyone/anybody/anything/anywhere**.

Example: 'What did you do?' 'I *didn't do anything*.'

- | | |
|--|--|
| 6 'Where are you going?' 'I | |
| 7 'How many children have they got?' 'They | |
| 8 'Who did you dance with?' 'I | |
| 9 'What did they give you?' ' | |

85.2 Complete these sentences with **no/none/no-one/nobody/nothing/nowhere/any/anyone/anybody/anything/anywhere**.

Examples: There were *no* shops open. I don't want *anything* to eat.

- The bus was completely empty. There wasn't on it.
- 'Where did you go for your holidays?' '..... I stayed at home.'
- I couldn't make an omelette because I had eggs.
- I didn't say Not a word.
- The accident looked serious but fortunately was injured.
- The town was still the same when I returned years later. had changed.
- We took a few photographs but of them were very good.
- I can't find my watch I've looked all over the house.
- 'What did you have for breakfast?' '..... I don't usually have for breakfast.'
- We cancelled the party because of the people we invited could come.
- intelligent person could do such a stupid thing.
- There was complete silence in the room. said
- 'How many cinemas are there in this town?' '..... The last one closed six months ago.'
- The four of us wanted to go to a restaurant but we couldn't because of us had money.

85.3 Now you have to make sentences with **any/no + a comparative**.

Example: I hear you weren't feeling well yesterday. Do you feel *any better* today?

- I'm going as fast as I can. I can't go
- What makes you think Harry is old? He is than you.
- I'm sorry I've come a bit late but I couldn't come
- This restaurant is a bit expensive. Is the other one ..?
- I must stop for a rest. I can't walk

UNIT 86 Much, many, little, few, a lot, plenty

a) Much many few little

We use **much** and **little** with uncountable nouns:

much time **much** luck **little** energy **little** money

We use **many** and **few** with plural nouns:

many friends **many** people **few** cars **few** countries

b) A lot (of) lots (of) plenty (of)

We use **a lot of** / **lots of** / **plenty of** with uncountable and plural nouns:

a lot of luck **lots of** time **plenty of** money

a lot of people **lots of** books **plenty of** ideas

Plenty = more than enough:

- 'Have some more to eat.' 'No, thank you. I've had **plenty**.'
- There's no need to hurry. We've got **plenty of** time.

c) We use **much** and **many** mainly in negative sentences and questions:

- We didn't spend **much** money.
- Have you got **many** friends?

In positive sentences it is usually better to use **a lot (of)**. **Much** is especially unusual in positive sentences:

- We spent **a lot of** money. (*not* 'we spent much money')
- There has been **a lot of** rain recently. (*not* 'much rain')

But we use **too much** and **so much** in positive sentences:

- I can't drink this tea. There's **too much** sugar in it.

d) Little / a little few / a few

Little and **few** (without **a**) are negative ideas

- Hurry up! We've got **little** time. (= not much, not enough time)
- He's not popular. He has **few** friends. (= not many, not enough friends)

We also use **very little** and **very few**:

- We've got **very little** time.
- He has **very few** friends.

'**A little**' and '**a few**' are more positive ideas. **A little** / **a few** = some, a small amount or small number:

- Let's go and have a drink. We've got **a little** time before the train leaves
(= some time, enough time to have a drink)
- 'Have you got any money?' 'Yes, **a little**. Do you want to borrow some?
(**a little** = not much but enough for you to borrow some)
- I enjoy my life here. I have **a few** friends and we meet quite often.
(**a few** friends = not many but enough to have a good time)
- 'When did you last see Tom?' '**A few** days ago.' (= some days ago)

But '**only a little**' and '**only a few**' have a negative meaning:

- Hurry up! We've **only** got **a little** time.
- The village was very small. There were **only a few** houses.

UNIT 86 Exercises

86.1 Complete these sentences with **much**, **many** and **a lot (of)**. Sometimes there are two possibilities.

Examples: There weren't many people at the party I had seen before.
It cost me a lot of money to furnish this house.

- 1 We'll have to hurry. We haven't got time.
- 2 Tom drinks milk – one litre a day.
- 3 She is a very quiet person. She doesn't say
- 4 I put salt in the soup. Perhaps too
- 5 people do not like flying.
- 6 The man was badly injured in the accident. He lost blood.
- 7 It's not a very lively town. There isn't to do.
- 8 This car is expensive to run. It uses petrol.
- 9 Don't disturb me. I've got work to do.
- 10 He's got so money, he doesn't know what to do with it.
- 11 He always puts salt on his food.
- 12 We didn't take photographs when we were on holiday.

86.2 Now you have to make sentences with **plenty (of)**. Use the word in brackets.

Example: We needn't hurry. (time) We ve got plenty of time.

- 1 He's got no financial problems. (money) He's got
- 2 We don't need to go to a petrol station. (petrol) We
- 3 Come and sit at our table. (room) There is
- 4 We can make omelettes for lunch. (eggs) We
- 5 We'll easily find somewhere to stay. (hotels) There
- 6 I can't believe you're still hungry. (to eat) You've had
- 7 Why are you sitting there doing nothing? (things to do) You

86.3 Complete these sentences with **little** / **a little** / **few** / **a few**.

Examples: Hurry! We've got little time.
I last saw Tom a few days ago.

- 1 We didn't have any money but Tom had
- 2 He doesn't speak much English. Only words.
- 3 Nora's father died years ago.
- 4 'Would you like some more cake?' 'Yes, please, but only'
- 5 This town isn't very well-known and there isn't much to see, so tourists come here.
- 6 I don't think Jill would be a good teacher. She's got patience with children.
- 7 This is not the first time the car has broken down. It has happened times before.
- 8 The cinema was almost empty. There were very people there.
- 9 There is a shortage of water because there has been very rain recently.

UNIT 87 All, every and whole

a) All everyone everybody everything

We do not normally use **all** to mean **everyone/everybody**:

- Everybody enjoyed the party. (*not* 'All enjoyed ...')
- Ann knows **everyone** in her street. (*not* '... all in her street')

Sometimes you can use **all** to mean **everything**, but it is usually better to say **everything**:

- He thinks he knows **everything**. (*not* 'knows all')
- It was an awful holiday. **Everything** went wrong. (*not* 'all went wrong')

But you can use **all** in the expression **all about**:

- They told us **all about** their holiday.

We also use **all** to mean **the only thing(s)**:

- **All** I've eaten today is a sandwich. (= the only thing I've eaten)

b) We use a *singular* verb after **every/everyone/everybody/everything**:

- **Every** seat in the theatre **was** taken.
- **Everybody** **looks** tired today.
- **Everything** he said **was** true.

But we often use **they/them/their** after **everyone/everybody**:

- Has **everyone** got **their** tickets? (= his or her ticket)
- **Everybody** said **they** would come. (= he or she would come)

c) All and whole

We use **whole** mainly with singular nouns:

- Have you read **the whole book**? (= all the book, not just a part of it)
- He was very quiet. He didn't say a word **the whole evening**.
- She has spent **her whole life** in India.

We say **the/my/her** etc. before **whole**. Compare:

the whole book / all the book her whole life / all her life

You can also say 'a whole ...':

- Jack ate **a whole chocolate cake** last night. (= a complete cake)

We do not normally use **whole** with uncountable nouns:

all the money (*not* 'the whole money')

d) Every/all/whole with time words

We use **every** to say how often something happens. So we say **every day / every week / every Monday / every ten minutes / every three weeks** etc.:

- We go out **every Friday night**.
- The buses run **every ten minutes**.
- Ann goes to see her mother **every three weeks**.

All day / the whole day = the complete day:

- We spent **all day / the whole day** on the beach.
- I've been trying to find you **all morning / the whole morning**.

Note that we say **all day / all week** etc. (*not* 'all the day / all the week')

For **all** see also Units 82 and 106.

UNIT 87 Exercises

87.1 Complete these sentences with **all**, **everything** or **everyone/everybody**.

Examples: Ann knows everyone in her street.

All I've eaten today is a sandwich.

- 1 Tom is very popular. likes him.
- 2 was very kind to us. They did they could to help us.
- 3 Jill doesn't do any of the housework. Her husband does
- 4 Margaret told me about her new job. It sounds quite interesting.
- 5 Can write their names on a piece of paper, please?
- 6 I can't lend you any money. I've got is a pound and I need that.
- 7 I can't stand him. He disagrees with I say.
- 8 I didn't spend much money in the shops. I bought was a pair of gloves.
- 9 Why are you always thinking about money? Money isn't
- 10 He didn't say where he was going. he said was that he was going away.
- 11 has got their faults. Nobody is perfect.

87.2 Now you have to make sentences with **the whole**.

Example: He read the book from beginning to end. He read the whole book

- 1 He opened a box of chocolates. When he finished eating, there were no chocolates left in the box. He ate
- 2 The police came to our house. They were looking for something. They searched everywhere, every room. They searched
- 3 She worked from early in the morning until late in the evening.
- 4 Everyone in Tim and Carol's family plays tennis. Tim and Carol play, and so do all their children. The tennis.
- 5 Jack and Jill went on holiday to the seaside for a week. It rained from the beginning of the week to the end. It
- 6 It was a terrible fire. Nothing was left of the building afterwards. destroyed in the fire.
- 7 Everyone in the team played well.

Now make sentences for 3 and 5 again. This time use **all** instead of **whole**.

- 8 (3) She
- 9 (5)

87.3 Now you have to say how often something happens. Use **every** with these periods of time:

four years ten minutes four hours six months five minutes

Example: There's a good bus service to the centre. The buses run every five minutes

- 1 Tom is ill in bed. He has some medicine. He has to take it
- 2 The Olympic Games take place
- 3 Everyone should have a check-up with the dentist
- 4 We live near a busy airport. A plane flies over the house

UNIT 88

Relative clauses (1) – clauses with **who/that/which**

a) Study this example:

The man **who lives next door** is very friendly.
 └ relative clause ┘

A *clause* is a part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:

- The man **who lives next door** ... (who lives next door tells us which man)
- People **who live in London** ... (who live in London tells us what kind of people)

We use **who** in a relative clause when we are talking about *people*. We use **who** instead of **he/she/they**:

the man – **he** lives next door – is very friendly
→ The man **who** lives next door is very friendly.
we know a lot of people – **they** live in London
→ We know a lot of people **who** live in London.

- An architect is someone **who** designs buildings.
- What was the name of the man **who** lent you the money?
- The girl **who** was injured in the accident is now in hospital.
- Anyone **who** wants to do the examination must enter before next Friday.

It is also possible to use **that** instead of **who**:

- The man **that** lives next door is very friendly.

But sometimes you must use **who** for people – see Unit 91.

b) When we are talking about *things*, we use **that** (not **who**) in a relative clause. We use **that** instead of **it/they**:

where are the eggs? – **they** were in the fridge
Where are the eggs **that** were in the fridge?

- I don't like stories **that** have unhappy endings.
- Gerry works for a company **that** makes typewriters.
- Everything **that** happened was my fault.
- The window **that** was broken has now been repaired.

You can also use **which** for things (but not for people):

- Where are the eggs **which** were in the fridge?

That is more usual than **which** in the sentences in this unit. But sometimes you must use **which** – see Unit 91.

c) Remember that we use **who/that/which** instead of **he/she/they/it**:

- Do you know the man **who** lives next door? (not '... who *he* lives ...')

Now study the next unit for more information about relative clauses.

UNIT 88 Exercises

88.1 In this exercise you have to explain what some words mean. Choose the right meaning from the list and then write a sentence with **who**. Use a dictionary if necessary.

he/she steals from a shop	he/she breaks into a house and steals things
he/she doesn't eat meat	he/she doesn't drink alcohol
he/she designs buildings	he/she buys something from a shop

- 1 (an architect) An architect is someone who designs buildings.
- 2 (a burglar) A burglar is someone
- 3 (a vegetarian) A vegetarian
- 4 (a customer)
- 5 (a shoplifter)
- 6 (a teetotaler)

88.2 Now you have to read two sentences and then write one sentence with the same meaning. Use a relative clause in your sentence.

Example: A girl was injured in the accident. She is now in hospital.

The girl who was injured in the accident is now in hospital.

- 1 A man answered the phone. He told me you were out.
The man
- 2 A waitress served us. She was very impolite and impatient.
The
- 3 Some boys were arrested. They have now been released.
The boys

88.3 The sentences in this exercise are not complete. Choose the most suitable ending from the list and make it into a relative clause.

he invented the telephone	it makes typewriters
she runs away from home	it gives you the meanings of words
they are never on time	it won the race
they stole my car	it can support life
they used to hang on that wall	it was found last week

- 1 Gerry works for a company that (or which) makes typewriters.
- 2 The book is about a girl
- 3 What was the name of the horse
- 4 The police have caught the men
- 5 Alexander Bell was the man
- 6 Where are the pictures
- 7 The police are still trying to identify the body
- 8 A dictionary is a book
- 9 I don't like people
- 10 It seems that Earth is the only planet

UNIT 89 Exercises

89.1 The sentences in this exercise are not complete. Complete each one with a relative clause. Use the sentences in the box to make your relative clauses.

we met her yesterday	we wanted to visit it	Tom tells them
Tom recommended it	we had it for dinner	you lost them
Ann is wearing it	the police arrested him	I invited them to the party

- 1 Have you found the keys you lost.....?
- 2 I like the dress
- 3 The museum was shut when we got there.
- 4 Most of the people couldn't come.
- 5 I didn't like that woman
- 6 The fish was really delicious.
- 7 We stayed at a hotel
- 8 The stories are usually very funny.
- 9 The man has now been released.

89.2 This time you have to make a relative clause with a preposition.

you were with her last night	I am living in it	I slept in it
they were talking about them	she is married to him	I work with them
we wanted to travel on it	I applied for it	we went to it

- 1 The bed I slept in was too soft.
- 2 I didn't get the job
- 3 The man has been married twice before.
- 4 The party wasn't very enjoyable.
- 5 Who was that girl?
- 6 The flight was fully booked.
- 7 I enjoy my job because I like the people
- 8 I wasn't interested in the things
- 9 The house is not in very good condition.

89.3 Complete these sentences, where necessary, with **that**, **who** or **what**. If it is possible to write **that** or leave it out, write (that) – in brackets.

Examples: Did you hear what I said? Everything (that) he said was true.

- 1 She gives her children everything they want.
- 2 Tell me you want and I'll try to help you.
- 3 Why do you blame me for everything goes wrong?
- 4 I won't be able to do very much but I'll do the best I can.
- 5 I can't lend you any money. All I've got is a pound.
- 6 Nora is the only person understands me.
- 7 Why do you always disagree with everything I say?
- 8 I don't agree with you've just said.
- 9 This is an awful film. It's the worst I've ever seen.

UNIT 89

Relative clauses (2) – clauses with or without **who/that**

a) Look again at these examples from Unit 88:

- The man **who** lives next door is very friendly. (or 'that lives')
- Where are the eggs **that** were in the fridge? (or 'which were')

In these sentences **who** and **that** are *subjects* of the verbs in the relative clauses: the man lives next door, the eggs were in the fridge. You cannot leave out **who** or **that** in these sentences.

Sometimes **who** and **that** are *objects* of the verbs:

the man – I wanted to see **him** – was away on holiday

→ The man **who** (or that) I wanted to see was away on holiday.

have you found the keys? – you lost **them**

→ Have you found the keys **that** you lost?

When **who** or **that** are objects of the verb in the relative clause, you can leave them out:

- The man I wanted to see was away on holiday. (*but not* 'The man I wanted to see *him* was away on holiday.')
- Have you found the keys you lost? (*but not* 'Have you found the keys you lost *them*?')
- The dress Ann bought doesn't fit her very well. (= the dress **that** Ann bought)
- The girl Gerry is going to marry is American. (= the girl **who/that** Gerry is going to marry)
- Is there anything I can do? (= is there anything **that** I can do?)

b) There are often prepositions (**in/at/with** etc.) in relative clauses. Study the position of the prepositions in these sentences:

do you know the girl? – Tom is talking **to** her

→ Do you know the girl (who/that) Tom is talking **to** ?

the bed – I slept **in** it last night – wasn't very comfortable

→ The bed (that) I slept **in** last night wasn't very comfortable.

- The man (who/that) I sat next to on the plane talked all the time.
- Are these the books (that) you have been looking for?
- The girl (who/that) he fell in love with left him after a few weeks.

c) You cannot use **what** instead of **that**:

- Everything (that) he said was true. (*not* 'everything what he said')
- I gave her all the money (that) I had. (*not* 'all ... what I had')

What = the thing(s) that:

- Did you hear what I said? (= the words that I said)
- I won't tell anyone what happened. (= the thing that happened)

UNIT 89 Exercises

89.1 The sentences in this exercise are not complete. Complete each one with a relative clause. Use the sentences in the box to make your relative clauses.

we met her yesterday	we wanted to visit it	Tom tells them
Tom recommended it	we had it for dinner	you lost them
Ann is wearing it	the police arrested him	I invited them to the party

- 1 Have you found the keys you lost ?
- 2 I like the dress
- 3 The museum was shut when we got there.
- 4 Most of the people couldn't come.
- 5 I didn't like that woman
- 6 The fish was really delicious.
- 7 We stayed at a hotel
- 8 The stories are usually very funny.
- 9 The man has now been released.

89.2 This time you have to make a relative clause with a preposition.

you were with her last night	I am living in it	I slept in it
they were talking about them	she is married to him	I work with them
we wanted to travel on it	I applied for it	we went to it

- 1 The bed I slept in was too soft.
- 2 I didn't get the job
- 3 The man has been married twice before.
- 4 The party wasn't very enjoyable.
- 5 Who was that girl ?
- 6 The flight was fully booked.
- 7 I enjoy my job because I like the people
- 8 I wasn't interested in the things
- 9 The house is not in very good condition.

89.3 Complete these sentences, where necessary, with **that**, **who** or **what**. If it is possible to write **that** or leave it out, write **(that)** – in brackets.

Examples: Did you hear what I said? Everything (that) he said was true.

- 1 She gives her children everything they want.
- 2 Tell me you want and I'll try to help you.
- 3 Why do you blame me for everything goes wrong?
- 4 I won't be able to do very much but I'll do the best I can.
- 5 I can't lend you any money. All I've got is a pound.
- 6 Nora is the only person understands me.
- 7 Why do you always disagree with everything I say?
- 8 I don't agree with you've just said.
- 9 This is an awful film. It's the worst I've ever seen.

UNIT 90 Relative clauses (3) – **whose**, **whom** and **where**

a) **Whose**

We use **whose** in relative clauses instead of **his/her/their**:

we saw some people – their car had broken down
→ We saw some people whose car had broken down.

We use **whose** mostly for people:

- A widow is a woman **whose** husband is dead. (her husband is dead)
- What's the name of the girl **whose** car you borrowed? (you borrowed her car)
- The other day I met someone **whose** brother I went to school with. (I went to school with his brother)

b) **Whom** is possible instead of **who** (for people) when it is the *object* of the verb in the relative clause (like the sentences in Unit 89):

- The man **whom** I wanted to see was away on holiday. (I wanted to see him)

You can also use **whom** with a preposition (to/from/with **whom** etc.):

- The girl **with whom** he fell in love left him after a few weeks. (he fell in love with her)

But we do not often use **whom**. In spoken English we normally prefer **who** or **that** (or you can leave them out – see Unit 89):

- The man (**who/that**) I wanted to see ...
- The girl (**who/that**) he fell in love with ...

For **whom** see also Units 91 and 92.

c) **Where**

You can use **where** in a relative clause to talk about places:

the hotel – we stayed there – wasn't very clean
→ The hotel where we stayed wasn't very clean.

- I recently went back to the town **where** I was born. (or 'the town (that) I was born in')
- I would like to live in a country **where** there is plenty of sunshine.

d) We use **that** (or we leave it out) when we say **the day / the year / the time** (etc.) **that** something happened:

- Do you still remember **the day (that)** we first met?
- **The last time (that)** I saw her, she looked very well.
- I haven't seen them since **the year (that)** they got married.

e) You can say **the reason why** something happens or **the reason that** something happens. You can also leave out **why** and **that**:

- **The reason (why/that)** I'm phoning you is to invite you to a party.

UNIT 90 Exercises

90.1 You were on holiday with a friend of yours. You met some people who had some bad experiences during their holiday. You met:

- 1 some people / their car broke down
- 2 a man / his wife became ill and was taken to hospital
- 3 a woman / her husband was arrested by the police
- 4 a girl / her passport was stolen
- 5 a couple / their luggage disappeared

You can't remember the names of these people, so you ask your friend. Make sentences with **whose**.

- 1 What was the name of the people whose car broke down ?
- 2 What was the name of the man ?
- 3 What ?
- 4 ?
- 5 ?

90.2 The sentences in this exercise are not complete. You have to complete them with **where** Use the sentences in the box to make your relative clauses.

I can buy postcards there	I was born there
she had bought it there	we spent our holidays there
people are buried there	we can have a really good meal there

- 1 I recently went back to the town where I was born
- 2 The dress didn't fit her, so she took it back to the shop
- 3 Do you know a restaurant ?
- 4 Is there a shop near here ?
- 5 The place was really beautiful.
- 6 A cemetery is a place

90.3 Again you have to complete the sentences with a relative clause. Use the sentences in the box to make your relative clauses.

(her) dog bit me	they haven't got a car (for this reason)
John is staying (there)	I didn't write to you (for this reason)
we first met (on that day)	the Second World War ended (in that year)
(his/her) parents are dead	you telephoned (that evening)

- 1 Do you remember the day (that) we first met ?
- 2 An orphan is a child
- 3 The reason was that I didn't know your address.
- 4 Unfortunately I wasn't at home the evening
- 5 I protested to the woman
- 6 The reason is that they can't afford one.
- 7 Do you know the name of the hotel ?
- 8 1945 was the year

UNIT 91 Relative clauses (4) – ‘extra information’ clauses (1)

a) Look again at these examples from Units 88 and 89:

- The man **who lives next door** is very friendly.
- Gerry works for a company **that makes typewriters**.
- Have you found the keys **(that) you lost**?

In these examples, the relative clauses tell us *which person or thing (or what kind of person or thing)* the speaker means:

‘The man **who lives next door**’ tells us *which* man.

‘a company **that makes typewriters**’ tells us *what kind* of company.

‘the keys **(that) you lost**’ tells us *which* keys.

But not all relative clauses are like this. For example:

- Tom’s father, **who is 78**, goes swimming every day.
- The house at the end of the street, **which has been empty for two years**, has just been sold.

In these examples the relative clauses (**who is 78** and **which has been empty for two years**) do *not* tell us which person or thing the speaker means. *We already know* which person or thing is meant: ‘Tom’s father’ and ‘the house at the end of the street’. The relative clauses in these sentences give us *extra information* about the person or thing.

b) In these ‘extra information’ relative clauses you have to use **who** for people and **which** for things. You cannot use **that** and you cannot leave out **who** or **which**.

When you write clauses like this, you have to put *commas* (,) at the beginning and at the end of the clause. Study these examples:

- Yesterday I met John, **who told me he was getting married**.
- Mr Yates, **who has worked for the same company all his life**, is retiring next month.
- She told me her address, **which I wrote down on a piece of paper**.
- The strike at the car factory, **which lasted ten days**, is now over.

Remember that we use **who/which** instead of **he/she/it/they**:

- Last night we went to Ann’s party, **which we enjoyed very much**. (*not* ‘which we enjoyed *it* very much’)

c) You can also use **whose**, **whom** and **where** in ‘extra information’ relative clauses:

- Martin, **whose mother is Spanish**, speaks both Spanish and English fluently.
- Mr Hogg is going to Canada, **where his son has been living for five years**.
- My sister, **whom (or who) you once met**, is visiting us next week.

For more information about **whose**, **whom** and **where** see Unit 90.

See also the next unit for ‘extra information’ relative clauses.

UNIT 91 Exercises

91.1 In this exercise you have to write these sentences again together with a relative clause. Sometimes the relative clause is in the middle of the sentence, sometimes at the end. Use the sentences in brackets to make your relative clauses.

Examples: Tom's father goes swimming every day. (Tom's father is 78.)

Tom's father, who is 78, goes swimming every day.

She told me her address. (I wrote her address down on a piece of paper.)

She told me her address, which I wrote down on a piece of paper.

- 1 She showed me a photograph of her son. (Her son is a policeman.)
She showed me a photograph of her son,
- 2 We decided not to swim in the sea. (The sea looked rather dirty.)
We
- 3 The new stadium will be opened next month. (The stadium holds 90,000 people.)
The
- 4 John is one of my closest friends. (I have known John for eight years.)
.....
- 5 That man over there is an artist. (I don't remember his name.) (use whose)
.....
- 6 Opposite our house there is a nice park. (There are some beautiful trees in this park.)
(use where)
- 7 The storm caused a lot of damage. (Nobody had been expecting the storm.)
.....
- 8 The postman was late this morning. (The postman is nearly always on time.)
.....
- 9 We often go to visit our friends in Bristol. (Bristol is only 30 miles away.)
.....
- 10 Mr Edwards has gone into hospital for some tests. (His health hasn't been good recently.) (use whose)
- 11 Jack looks much nicer without his beard. (His beard made him look much older.)
.....
- 12 I went to see the doctor. (The doctor told me to rest for a few days.)
.....
- 13 Thank you for your letter. (I was very happy to get your letter.)
.....
- 14 A friend of mine helped me to get a job. (His father is the manager of a company.)
(use whose)
- 15 Next week-end I'm going to Glasgow. (My sister lives in Glasgow.) (use where)
.....
- 16 The population of London is now falling. (London was once the largest city in the world.)
.....
- 17 I looked up at the moon. (The moon was very bright that evening.)
.....
- 18 We spent a pleasant day by the lake. (We had a picnic by the lake.) (use where)
.....

UNIT 92 Relative clauses (5) – 'extra information' clauses (2)

You should study Unit 91 before you study this unit.

a) Prepositions + whom/which

In 'extra information' clauses you can use a preposition before **whom** (for people) and **which** (for things). So you can say 'to whom / with whom / about which / for which' etc.:

- Mr Carter, **to whom** I spoke on the phone last night, is very interested in our plan.
- Fortunately we had a map, **without which** we would have got lost.

But in spoken English we often keep the preposition after the verb in the relative clause. When we do this, we normally use **who** (not 'whom'):

- This is Mr Carter, **who** I was telling you **about**.
- Yesterday we visited the City Museum, **which** I'd never been to before.

b) All of / most of etc. + whom/which Study these examples:

- | | |
|---|--|
| → | Jack has three brothers. All of them are married. (2 sentences) |
| → | Jack has three brothers, all of whom are married. (1 sentence) |
| | Ann has a lot of books. She hasn't read most of them. (2 sentences) |
| → | Ann has a lot of books, most of which she hasn't read. (1 sentence) |

You can also say:

none of / many of / much of / (a) few of / some of	} + whom (people) + which (things)
any of / half of / each of / both of / neither of	
either of / one of / two of etc.	

- He tried on three jackets, **none of which** fitted him.
- They've got three cars, **two of which** they never use.
- Tom has a lot of friends, **many of whom** he was at school with.
- Two men, **neither of whom** I had seen before, came into my office.

c) Which (not 'what')

Study this example:

- | | | |
|------------------------------|--------------|------------------------------------|
| Jim passed his driving test. | This | surprised everybody. (2 sentences) |
| Jim passed his driving test, | which | surprised everybody. (1 sentence) |
| | | relative clause |

In this example **which** = the fact that he passed his driving test. You cannot use **what** instead of **which** in sentences like this:

- She couldn't come to the party, **which** was a pity. (not '... what was a pity')
- The weather was very good, **which** we hadn't expected. (not '... what we hadn't expected')

For **what** see Unit 89c.

UNIT 92 Exercises

92.1 In this exercise you have to write these sentences again, together with a relative clause. Use the sentences in brackets to make your relative clauses.

Example: Mr Carter is very interested in our plan. (I spoke to him on the phone last night.)

Mr Carter, who I spoke to on the phone last night, is very interested in our plan.

or: Mr Carter, to whom I spoke on the phone last night, is very interested in our plan.

- 1 This is a photograph of our friends. (We went on holiday with them.)
This is
- 2 The wedding took place last Friday. (Only members of the family were invited to it.)
The
- 3 I've just bought some books about astronomy. (I'm very interested in astronomy.)
.....

92.2 Now you have to make sentences with **all of / most of etc. + whom/which**.

Example: Jack has three brothers. All of them are married.

Jack has three brothers, all of whom are married.

- 1 They gave us a lot of information. Most of it was useless.
They gave
- 2 There were a lot of people at the party. I had met only a few of them before.
.....
- 3 I have sent him two letters. Neither of them has arrived.
.....
- 4 Norman won £20,000. He gave half of it to his parents.
.....
- 5 Ten people applied for the job. None of them were suitable.
.....
- 6 Tom made a number of suggestions. Most of them were very helpful.
.....

92.3 Now you have to complete these sentences with a relative clause. Use the sentences in the box to make your relative clauses.

this means I can't leave the country
this makes it difficult to contact her
this makes it difficult to sleep
I thought this was very rude of them

this was very nice of him
this was perfectly true
~~this was a pity~~

- 1 She couldn't come to the party, which was a pity.
- 2 Jill isn't on the phone,
- 3 They said they didn't have any money,
- 4 I haven't got a passport,
- 5 He offered to let me stay in his house,
- 6 They didn't thank us for the meal before they left,
- 7 The part of town where I live is very noisy at night,

UNIT 93

-ing and -ed clauses ('the girl talking to Tom', 'the man injured in the accident')

a) A *clause* is a part of a sentence. Some clauses begin with **-ing** or **-ed**:

- Do you know the girl **talking to Tom** ? (-ing clause)
- The man **injured in the accident** was taken to hospital. (-ed clause)

b) We use **-ing** clauses to say what someone (or something) is doing or was doing at a particular time:

- Do you know the girl **talking to Tom**? (the girl **is talking to Tom**)
- The policemen **investigating the robbery** are looking for three men. (the policemen **are investigating the robbery**)
- I was woken up by a bell **ringing**. (the bell **was ringing**)
- Who was that man **standing outside**? (the man **was standing outside**)
- Can you hear someone **singing**? (someone **is singing**)

For **see/hear someone doing something** see Unit 66.

When you are talking about *things* (and sometimes people), you can use an **-ing** clause for permanent characteristics (what something does all the time, not just at a particular time):

- The road **joining the two villages** is very narrow. (the road **joins the two villages**)
- I live in a pleasant room **overlooking the garden**. (the room **overlooks the garden**)

c) **-ed** clauses have a *passive* meaning:

- The man **injured in the accident** was taken to hospital. (the man **was injured in the accident**)
- None of the people **invited to the party** can come. (the people **have been invited to the party**)

Injured and **invited** are *past participles*. Many verbs have irregular past participles which do not end in **-ed**. For example: **stolen/made/bought/written** etc.:

- The money **stolen in the robbery** was never found. (the money **was stolen in the robbery**)
- Most of the goods **made in this factory** are exported. (the goods **are made in this factory**)

For a full list of irregular verbs see Appendix 2.

d) We often use **-ing** and **-ed** clauses after **there is / there was** etc.:

- **Is there** anybody **waiting to see me**?
- **There were** some children **swimming in the river**.
- When I arrived, **there was** a big red car **parked** outside the house.

For more information about **-ing** clauses see Unit 67.

UNIT 93 Exercises

93.1 In this exercise you have to re-write the sentences. Each time use the information in brackets to make an **-ing** clause.

Example: That girl is Australian. (she is talking to Tom)

The girl talking to Tom is Australian.

- 1 A plane crashed into the sea yesterday. (it was carrying 28 passengers)
A plane yesterday.
- 2 When I was walking home, there was a man. (he was following me)
When
- 3 I was woken up by the baby. (she was crying)
I
- 4 At the end of the street there is a path. (the path leads to the river)
At
- 5 Some paintings were stolen from the palace. (they belong to the Queen)
Some

93.2 This exercise is similar but this time you have to make an **-ed** clause.

Example: The man was taken to hospital. (he was injured in the accident)

The man injured in the accident was taken to hospital.

- 1 The window has now been repaired. (it was broken in last night's storm)
The window repaired.
- 2 Most of the suggestions were not very practical. (they were made at the meeting)
.....
- 3 The paintings haven't been found yet. (they were stolen from the museum)
.....
- 4 Did you hear about the boy? (he was knocked down on his way to school this morning)
Did

93.3 Complete these sentences with the following verbs. Each time you have to put the verb in the correct form:


blow call ~~invite~~ live offer post read ~~ring~~ sit study
wait work

- 1 I was woken up by a bell ringing.
- 2 None of the people invited to the party can come.
- 3 Tom has got a brother in a bank in London and a sister economics at university in Glasgow.
- 4 Somebody Jack phoned while you were out.
- 5 All letters today should arrive tomorrow.
- 6 When I entered the waiting-room there was nobody except for a young man by the window a magazine.
- 7 A few days after the interview, I received a letter me the job.
- 8 There was a tree down in the storm last night.
- 9 Sometimes life must be very unpleasant for people near airports.

UNIT 94

Adjectives ending in -ing and -ed (boring/bored etc.)

- a) There are many pairs of adjectives ending in -ing and -ed. For example: **boring** and **bored**. Study this example situation:



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy it any more and would like to do something different.

Jane's job is boring.
Jane is bored (with her job).

Someone is **-ed** if something (or someone) is **-ing**. Or, if something is **-ing**, it makes you **-ed**. So:

- Jane is **bored** because her job is **boring**.
- Jane's job is **boring**, so Jane is **bored**. (*not* 'Jane is boring')

Now study these examples:

Someone is **interested** because something (or someone) is **interesting**:

- Tom is **interested** in politics. (*not* 'interesting in politics')
- Tom finds politics **interesting**.
- Are you **interested** in buying a car?
- Did you meet anyone **interesting** at the party?

Someone is **surprised** because something is **surprising**:

- Everyone was **surprised** that he passed the examination.
- It was quite **surprising** that he passed the examination.

Someone is **disappointed** because something is **disappointing**:

- I was **disappointed** with the film. I expected it to be much better.
- The film was **disappointing**. I expected it to be much better.

Someone is **tired** because something is **tiring**:

- He is always very **tired** when he gets home from work.
- He has a very **tiring** job.

- b) Other pairs of adjectives ending in -ing and -ed are:

fascinating	fascinated	horrifying	horrified
exciting	excited	terrifying	terrified
amusing	amused	frightening	frightened
amazing	amazed	depressing	depressed
astonishing	astonished	worrying	worried
shocking	shocked	annoying	annoyed
disgusting	disgusted	exhausting	exhausted
embarrassing	embarrassed	satisfying	satisfied
confusing	confused		

UNIT 94 Exercises

94.1 In this exercise you have to complete two sentences for each situation. Use an adjective ending in **-ing** or **-ed** to complete each sentence.

Example: The film wasn't as good as we had expected. (disappoint-)

- a) The film was disappointing.
b) We were disappointed with the film.

- 1 It's been raining all day. I hate this weather. (depress-)
a) This weather is b) This weather makes me
- 2 Astronomy is one of Tom's main interests. (interest-)
a) Tom is in astronomy.
b) He finds astronomy very
- 3 I turned off the television in the middle of the programme. (bor-)
a) The programme was b) I was
- 4 Ann is going to America next month. She has never been there before. (excit-)
a) She is really about going.
b) It will be an experience for her.
- 5 Diana teaches young children. It's a hard job. (exhaust-)
a) She often finds her job
b) At the end of the day's work she is often

94.2 Choose the right adjective.

Example: I was ~~disappointing~~/disappointed with the film. I had expected it to be better.

- 1 We were all horrifying/horrified when we heard about the disaster.
- 2 It's sometimes embarrassing/embarrassed when you have to ask people for money.
- 3 Are you interesting/interested in football?
- 4 I enjoyed the football match. It was quite exciting/excited.
- 5 It was a really terrifying/terrified experience. Afterwards everybody was very shocking/shocked.
- 6 I had never expected to be offered the job. I was really amazing/amazed when I was offered it.
- 7 The kitchen hadn't been cleaned for ages. It was really disgusting/disgusted.
- 8 Do you easily get embarrassing/embarrassed?

94.3 Complete these sentences with an adjective ending in **-ing** or **-ed**. The first letter(s) of the adjective are given each time.

Example: Jane finds her job boring..... She wants to do something different.

- 1 I seldom visit art galleries. I'm not very in..... in art.
- 2 We went for a very long walk. It was very ti.....
- 3 Why do you always look so b.....? Is your life really so b.....?
- 4 He's one of the most b..... people I've ever met. He never stops talking and never says anything in.....
- 5 I was as..... when I heard they were getting divorced. They had always seemed so happy together.
- 6 I'm starting a new job next week. I'm quite ex..... about it.

UNIT 95

Adjectives: word order ('a **nice new** house') Adjectives after verbs ('Do you **feel tired**?')

a) Sometimes we use two or more adjectives together:

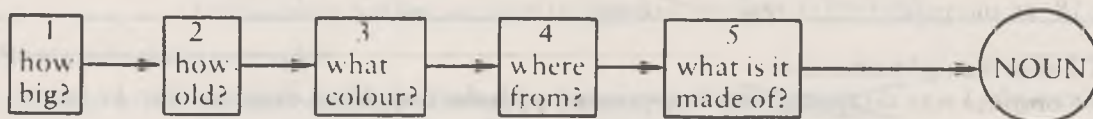
- Tom lives in a **nice new** house.
- In the kitchen there was a **beautiful large round wooden** table.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us objective information about something (age, size, colour etc.). Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what someone thinks of something.

Opinion adjectives usually go before *fact* adjectives:

	<i>opinion</i>	<i>fact</i>	
a	nice	sunny	day
	delicious	hot	soup
an	intelligent	young	man
a	beautiful	large round wooden	table

b) Sometimes there are two or more *fact* adjectives. Very often (but not always) we put *fact* adjectives in this order:



a tall young man (1 → 2)

big blue eyes (1 → 3)

a small black plastic bag (1 → 3 → 5)

a large wooden table (1 → 5)

an old Russian song (2 → 4)

an old white cotton shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long** etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide** etc.):

a large round table a tall thin girl a long narrow street

c) We also use adjectives after some verbs, especially **be/get/become**:

Are you tired? Be careful! I'm getting hungry.

We also use adjectives after: **feel smell taste sound seem look**:

- Do you **feel tired**?
- The dinner **smells good**.
- Tom **sounded angry** when I spoke to him on the phone.
- This tea **tastes a bit strange**.
- Your friend **seems very nice**.

But after other verbs you must use an *adverb* (see also Units 96 and 97):

- **Drive carefully!** (*not* 'drive careful')
- Susan **plays** the piano **very well**. (*not* 'plays ... very good')
- Tom **shouted** at me **angrily**. (*not* 'shouted ... angry')

Look We use an adjective after **look** when it means **seem**:

- Tom **looked sad** when I saw him.

But after **look at** we use an *adverb*:

- Tom **looked at me sadly**. (*not* 'looked at me sad')

UNIT 95 Exercises

95.1 Put the adjectives in brackets in the correct position.

Example: a beautiful table (wooden round) a beautiful round wooden table

- 1 an unusual ring (gold)
- 2 an old lady (nice)
- 3 a good-looking man (young)
- 4 a modern house (attractive)
- 5 black gloves (leather)
- 6 an American film (old)
- 7 a large nose (red)
- 8 a sunny day (lovely)
- 9 a hot bath (nice)
- 10 an ugly dress (orange)
- 11 a red car (old / little)
- 12 a metal box (black / small)
- 13 a long face (thin)
- 14 a wide avenue (long)
- 15 a big cat (fat / black)
- 16 a little village (old / lovely)
- 17 long hair (fair / beautiful)
- 18 an old painting (interesting / French)

95.2 Complete each sentence with a verb and an adjective from the box.

feel	look	seemed	awful	fine	interesting
smell	sounded	tastes	nice	upset	wet

- 1 Ann seemed upset this morning. Do you know what was wrong?
- 2 I can't eat this. I've just tried it and it
- 3 Jim told me about his new job last night. It quite
....., much better than his old job.
- 4 I wasn't very well yesterday but I today.
- 5 What beautiful flowers! They too.
- 6 You Have you been out in the rain?

95.3 Choose the right word, adjective or adverb.

Examples: The dinner smells good/~~well~~. Drive ~~careful~~/carefully!

- 1 Please shut the door quiet/quietly.
- 2 Can you be quiet/quietly, please?
- 3 This soup tastes nice/nicely.
- 4 Tom cooks very good/well.
- 5 Don't go up that ladder. It doesn't look safe/safely.
- 6 We were relieved that he arrived safe/safely after his long journey.
- 7 Do you feel nervous/nervously before examinations?
- 8 Hurry up! You're always so slow/slowly.
- 9 He looked at me angry/angrily when I interrupted him.

UNIT 96 Adjectives and adverbs (1) (quick/quickly)

a) Study these examples:

- Our holiday was too short – the time went **quickly**.
- The driver of the car was **seriously** injured in the accident.

Quickly and **seriously** are *adverbs*. Many adverbs are made from an adjective + -ly:

<i>adjective:</i>	quick	serious	careful	quiet	heavy	bad
<i>adverb:</i>	quickly	seriously	carefully	quietly	heavily	badly

For spelling rules see Appendix 3. For **hard/fast/well** see Unit 97.

Not all words ending in -ly are adverbs. Some adjectives end in -ly too. For example:
friendly lively elderly lonely silly lovely

b) Adjective or adverb?

An adjective tells us more about a *noun*. We use adjectives before nouns and after a few verbs (especially **be**):

- Tom is a **careful** driver.
- **Be quiet**, please!
- We didn't go out because of the **heavy** rain.
- I was disappointed that my exam results were so **bad**.

For adjectives after **look/smell/feel** etc. see Unit 95c.

An adverb tells us more about a *verb*. An adverb tells us in what way someone does something or in what way something happens:

- Tom **drove carefully** along the narrow road. (*not* 'drove careful')
- **Speak quietly**, please! (*not* 'speak quiet')
- We didn't go out because it was **raining heavily**. (*not* 'raining heavy')
- I was disappointed that I **did so badly** in the exam. (*not* 'did so bad')

Compare: She speaks perfect English. (*adjective + noun*)

She speaks English perfectly. (*verb + object + adverb*)

c) We also use adverbs before *adjectives* and *other adverbs*. For example:

reasonably cheap (*adverb + adjective*)
terribly sorry (*adverb + adjective*)
incredibly quickly (*adverb + adverb*)

- It's a **reasonably cheap** restaurant and the food is **extremely** good.
- Oh, I'm **terribly** sorry. I didn't mean to push you.
- Maria learns languages **incredibly** quickly.
- I was **bitterly** disappointed that I didn't get the job.
- The examination was **surprisingly** easy.

You can use an adverb before a *past participle* (**injured/organised** etc.):

- The meeting was very **badly** organised.
- The driver of the car was **seriously** injured in the accident.
- The building was **totally** destroyed in the fire.

UNIT 96 Exercises

96.1 In this exercise you have to decide whether the underlined words are right or wrong. Correct those which are wrong.

Examples: The driver of the car was serious injured. **WRONG** - seriously
Be quiet, please! I'm trying to concentrate. **RIGHT**

- 1 I waited nervous in the waiting-room before the interview.
- 2 Why were you so unfriendly when I saw you yesterday?
- 3 It rained continuous for three days.
- 4 Alice and Stan are very happy married.
- 5 Tom's French is not very good but his German is almost fluent.
- 6 Eva lived in America for five years, so she speaks very well English.
- 7 Everybody at the party was very colourful dressed.
- 8 Ann likes wearing colourful clothes.
- 9 Sue is terrible upset about losing her job.

96.2 This time you have to complete the sentences with adverbs. The first letter(s) of each adverb are given.

Example: We didn't go out because it was raining heavily.

- 1 We had to wait for a long time but we didn't complain. We waited pat.....
- 2 I lost the match because I played very ba.....
- 3 I don't think he trusted me. He looked at me so sus.....
- 4 Sorry, I didn't mean to kick you. I didn't do it int.....
- 5 Nobody knew he was coming. He arrived unex.....
- 6 Jill has just got a job in a shop but she won't be staying there long. She is only working there tem..... until she can find another job.
- 7 My French isn't very good but I can understand per..... if people speak sl..... and cl.....
- 8 I had little difficulty finding a flat. I found one quite ea.....

96.3 Choose two words (one from each box) to complete each sentence.

absolutely	reasonably	badly
completely	seriously	fully
extremely	unusually	slightly

cheap	enormous	planned
changed	ill	quiet
damaged	insured	sorry

- 1 I thought the restaurant would be expensive but it was reasonably cheap.....
- 2 George's mother is in hospital.
- 3 The fire destroyed our house but luckily we were
- 4 What a big house! It's
- 5 It wasn't a serious accident. The car was only
- 6 A lot of things went wrong during our holiday because it was
- 7 The children are normally very lively but they're today.
- 8 When I returned home after 20 years, everything had
- 9 I'm about losing your book. I'll buy you another one.

UNIT 97

Adjectives and adverbs (2) (good/well, fast/hard/late, hardly)

a) Good/well Good is an *adjective*. The *adverb* is well:

- Your **English** is very **good**. You **speak** English **well**.
- Susan is a **good** pianist. She **plays** the piano **well**.

We often use **well** with *past participles* (dressed/known etc.):

well-dressed (not 'good dressed') **well-known** **well-educated**

But **well** is also an *adjective* with the meaning 'in good health':

- 'How are you today?' 'I'm very **well**, thanks.' (not 'I'm very good')

b) Fast/hard/late These words are both adjectives and adverbs:

adjective

Jack is a very **fast** runner.

Ann is a **hard** worker.

The train was **late**.

adverb

Jack can run very **fast**.

Ann **works** **hard**. (not 'works hardly')

I **got up** **late** this morning.

The adverb **lately** = recently:

- Have you seen Tom **lately**?

c) Hardly has a completely different meaning from **hard**:

Hardly = almost not. Study these examples:

- George asked Hilda to marry him. She was surprised because they had only known each other for two days. She said: 'We can't get married now! We **hardly** know each other.' (= we know each other very little; we almost don't know each other)
- Why was Tom so unfriendly at the party last night? He **hardly** spoke to me. (= he spoke to me very little)

We often use **hardly** with **can/could**:

- Your writing is terrible. I **can hardly** read it. (= I can read it but only with a lot of difficulty)
- My leg was hurting me. I **could hardly** walk.

We also use **hardly** with **any/anyone/anything/anywhere**:

- 'How much money have you got?' '**Hardly any**.' (= almost none, very little)
- I'll have to go shopping. We've got **hardly any** food. (= almost no food, very little food)
- The examination results were very bad. **Hardly anyone** passed. (= almost no-one passed, very few people passed)
- She ate **hardly anything** because she didn't feel hungry. (= she ate almost nothing, she ate very little)

Note that you can say:

- She ate **hardly anything**. or She **hardly** ate anything.
- We've got **hardly any** food. or We've **hardly** got any food.

Hardly ever = almost never:

- I'm nearly always at home in the evenings. I **hardly ever** go out.

UNIT 97 Exercises

97.1 In this exercise you have to decide whether the underlined words are right or wrong. Correct those which are wrong.

Examples: We lost the match because we didn't play very good.
Ann has been working very hard recently.

WRONG - well
RIGHT

- 1 Give my best wishes to your parents. I hope they are well.
- 2 The children behaved themselves very good.
- 3 I tried hardly to remember his name but I couldn't.
- 4 The company's financial situation is not well at present.
- 5 Jack has started his own business. Everything is going quite good.
- 6 Don't walk so fast! Can't you walk more slowly?
- 7 See you soon! Don't work too hard.

97.2 This time you have to finish these sentences with **well** + one of the following words:
balanced behaved dressed informed kept known

- 1 The children were very good. They were well-behaved....
- 2 Many people have heard of him. He is quite well-
- 3 Their garden is neat and tidy. It is very
- 4 You should eat different types of food. Your diet should be
- 5 Ann knows quite a lot about many things. She is quite
- 6 His clothes weren't very smart. He wasn't very

97.3 Now you have to make sentences with **hardly**. Use the words in brackets.

Example: George and I have only met once. (know / each other) We hardly know each other.

- 1 I'm very tired this morning. (slept / last night) I night.
- 2 You're speaking very quietly. (can / hear) I can you.
- 3 I met Keith a few days ago. I hadn't seen him for a long time. He looks very different now. (recognised) I
- 4 They were really shocked when they heard the news. (could / speak)

97.4 Complete these sentences with **hardly** + **any/anyone/anything/anywhere/ever**.

Example: I'll have to go shopping. We've got hardly any food.

- 1 I listen to the radio a lot but I watch television.
- 2 The weather was good during our holiday. There was rain.
- 3 He is not very popular. likes him.
- 4 It's crowded in here. There's to sit down.
- 5 We used to be good friends but we see each other now.
- 6 I hate this town. There's to do and to go.
- 7 I enjoyed driving this morning. There was traffic.

UNIT 98 So and such

a) Study these examples:

- I didn't enjoy the book. The story was **so** stupid.
- I didn't enjoy the book. It was **such** a stupid story.

We use **so** with an adjective *without* a noun: **so** stupid

We use **such** with an adjective *with* a noun: **such** a stupid story

You can also use **so** with an adverb:

- He's difficult to understand because he speaks **so** quickly.

b) **So** and **such** make the meaning of the adjective stronger:

- It's a lovely day, isn't it? It's **so** warm. (= really warm)
- We enjoyed our holiday. We had **such** a good time. (= a really good time)

Compare **so** and **such** in these sentences:

- I like Tom and Ann. They are **so** nice.
- I like Tom and Ann. They are **such** nice people. (*not* 'so nice people')

We often say **so ... that ...** and **such ... that ...**

- I was **so** tired **that** I went to bed at seven o'clock.
- She worked **so** hard **that** she made herself ill.
- It was **such** lovely weather **that** we spent the whole day in the garden.
- { The book was **so** good **that** I couldn't put it down.
 It was **such** a good book **that** I couldn't put it down.

You can leave out **that** in these sentences:

- I was so tired (that) I went to bed at 7 o'clock.

c) In these sentences we use **so** and **such** in a different way:

- I expected the weather to be much cooler. I didn't expect it to be **so** warm.
 (= as warm as it is)
- I'm tired because I got up at 6 o'clock. I don't usually get up **so** early. (= as early as 6 o'clock)
- Hurry up! Don't walk **so** slowly. (= as slowly as you are walking)
- I was surprised when Jack told me the house was built 100 years ago. { I didn't realise it was **so** old.
 I didn't realise it was **such** an old house. (= as old as it is)

d) We say: **so** long but '**such** a long time'; **so** far but '**such** a long way'; **so** many, **so** much but '**such** a lot (of)':

- I haven't seen him for **so** long that I've forgotten what he looks like.
 (*or ... for such a long time ...*)
- I didn't know you lived **so** far from the city centre. (*or ... such a long way from ...*)
- Why did you buy **so** much food? (*or ... such a lot of food?*)

UNIT 98 Exercises

98.1 In this exercise you have to put in *so* or *such*.

Examples: Come on! Don't walk*so*.....slowly!
I've never read*such*.....a stupid book.

- 1 I was surprised that he looked well after his recent illness.
- 2 They've got a lot of money, they don't know what to do with it.
- 3 She is a very attractive girl. She's got beautiful eyes.
- 4 Everything is expensive these days, isn't it?
- 5 Why did you ask them stupid questions?
- 6 It was a boring film that I fell asleep in the middle of it.
- 7 The wind was strong, it was difficult to walk.
- 8 The food at the hotel was very bad. I've never eaten awful food.

98.2 This time you have to make a sentence with *so* from two sentences.

Example: She worked very hard. She made herself ill.

She worked so hard (that) she made herself ill.

- 1 I was very excited about going away. I couldn't sleep.
I was so
- 2 The water was very dirty. We decided not to go swimming.
.....
- 3 She speaks English very well. You would think it was her native language.
.....

98.3 In this exercise you have to use *such* instead of *so*.

Example: The book was so good that I couldn't put it down.

It was such a good book that I couldn't put it down.

- 1 The road is so narrow that it is difficult for two cars to pass each other.
It is
- 2 The weather was so warm that I didn't need a coat.
It
- 3 His feet are so big that he has difficulty finding shoes to fit him.
He has got
- 4 There were so many people in the room that we couldn't move.
There were

98.4 Now you have to complete these sentences.

Example: We had a lot of problems. We hadn't expected to have so *many problems*.

- 1 It's quite a long way from your house to the station.
I didn't know it was so
- 2 It took us a long time to get home this evening.
It doesn't usually take us so
- 3 You've got a lot of furniture in this room.
Why have you got so

UNIT 99 Enough and too

a) The position of **enough**:

Enough goes *after* adjectives and adverbs:

- He didn't get the job because he wasn't **experienced enough**. (*not* 'enough experienced')
- You won't pass the examination if you don't work **hard enough**.
- She can't get married yet. She's not **old enough**.

Enough goes *before* nouns:

- He didn't get the job because he didn't have **enough experience**. (*not* 'experience enough')
- I'd like to go on holiday but I haven't got **enough money**.
- Some of us had to sit on the floor because there weren't **enough chairs**.

You can also use **enough** alone (without a noun):

- I'll lend you some money if you haven't got **enough**.

b) After **enough** and **too** you can say **for someone/something**:

- I haven't got enough money **for a holiday**.
- He wasn't experienced enough **for the job**.
- This shirt is too big **for me**. I need a smaller size.

But we do not usually say 'enough/too ... for doing something'. We use **to + infinitive** after **enough** and **too**. So we say '**enough money to do something**', '**old enough to do something**', '**too young to do something**' etc.:

- I haven't got **enough money to go on holiday**. (*not* 'for going')
- He wasn't **experienced enough to do the job**.
- She's only sixteen. She's not **old enough to get married**. (*or She's too young to get married.*)
- Let's get a taxi. It's **too far to walk**.
- There weren't **enough chairs for everyone to sit down**.
- The weather wasn't **nice enough to go swimming**.
- He spoke **too quickly for us to understand**.

c) We say:

- The food was so hot that we couldn't eat it.

and: The food was very hot. We couldn't eat it.

or we say: – The food was **too hot to eat**. (without 'it')

Here are some more examples like this:

- That picture is **too heavy to hang** on the wall.
- I had to carry my wallet in my hand. It was **too big to put** in my pocket.
- The water wasn't **clean enough to swim** in.

UNIT 99 Exercises

99.1 Complete these sentences using **enough** with one of the following words:
big ~~old~~ warm well cups money qualifications room time

- 1 She can't get married yet. She's not old enough.
- 2 Tom would like to buy a car but he hasn't got
- 3 I couldn't make coffee for everybody. There weren't
- 4 Are you? Or shall I switch on the heating?
- 5 It's only a small car. There isn't for all of you.
- 6 George didn't feel to go to work this morning.
- 7 I didn't finish the examination. I didn't have
- 8 Do you think I've got to apply for the job?
- 9 Try this jacket on and see if it's for you.

99.2 Answer these questions using the words in brackets.

Example: 'Is she getting married?' (not old enough)

'No, she isn't old enough to get married.'

- 1 'Why can't you talk to me now?' (too busy) 'I'm too now.'
- 2 'Let's go to the cinema.' (too late) 'No, it's cinema.'
- 3 'Why don't we sit in the garden?' (not warm enough)
'It's not
- 4 'Would you like to be a politician?' (too nice)
'No, I'm
- 5 'Are you going on holiday this year?' (not enough money)
'No, I haven't got
- 6 'Shall we take a photograph?' (too dark) 'No,
- 7 'Did you hear what he was saying?' (too far away)
'No, we
- 8 'Can he make himself understood (in English)?' (not enough English)
'No, he doesn't speak
- 9 'Does Harry work?' (too lazy) 'No, he's

99.3 In this exercise you have to make one sentence (using **too** or **enough**) from the two sentences given.

Example: We couldn't eat the food. It was too hot. The food was too hot (for us) to eat.

- 1 I can't drink this coffee. It's too hot. This coffee is
- 2 Nobody could move the piano. It was too heavy.
The piano
- 3 I can't wear this coat in winter. It's not warm enough.
This coat
- 4 Don't stand on that chair. It's not strong enough.
That chair
- 5 Two people can't sleep in this bed. It's not wide enough for two people.
This bed

UNIT 100 To + infinitive after adjectives

a) Compare these two sentences:

- Jim doesn't speak very clearly. { A It is **difficult** to understand him.
B He is **difficult** to understand.

Sentences A and B have the same meaning. But note that we say 'He is **difficult to understand**.' (not 'He is difficult to understand *him*.')

You can use the structure in sentence B after **difficult/easy/impossible/hard** and after a few other adjectives:

- Your writing is almost **impossible to read**. (not '... to read it')
(= It is almost impossible to read your writing.)
- Do you think this water is **safe to drink**? (not '... to drink it')
- Jill is very **interesting to talk to**. (not '... to talk to her')

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

- This is a very **difficult question** to answer. (not '... to answer it')
- Jill is an **interesting person** to talk to.
- I enjoyed the football match. It was an **exciting game** to watch.

b) We use **to + infinitive** after **the first / the second / the third** etc. and also after **the next** and **the last**:

- Who was **the first man to reach** the South Pole?
- If I have any more news, you'll be **the first to know**.
- **The next train to arrive** at platform 4 will be the 6.58 to Cardiff.
- Who was **the last person to leave** the building last night?

c) You can use **to + infinitive** after a number of adjectives to say how someone feels about something. For example:

- I was **sorry to hear** that your father is ill.
- Was Tom **surprised to see** you when you visited him?
- I was **delighted to get** your letter last week.

Other adjectives you can use in this way include:

happy	pleased	disappointed	amazed
glad	sad	relieved	astonished

d) Note the structure **(it is) nice of someone to do something**. This structure is possible after a number of adjectives including:

nice	mean	silly	polite	generous
kind	stupid	clever	careless	

- It was **nice of you to take** me to the station. Thank you very much.
- It was **careless of Jack to leave** the door unlocked when he went out.
- It's **stupid of him to give up** his job when he needs the money.
- It was very **generous of Ann to lend** us the money.

UNIT 100 Exercises

100.1 Write these sentences in another way, beginning as shown.

Example: It is difficult to understand him. He is difficult to understand.

- 1 It's quite easy to find our house. Our house is
- 2 It was very difficult to open the window. The window
- 3 It's impossible to translate some words. Some words
- 4 It's not very difficult to make bread. Bread
- 5 It's not safe to stand on that chair. That chair
- 6 It's difficult to explain some grammatical rules.
Some grammatical rules
- 7 It's hard to find a good restaurant in this town.
A good restaurant

100.2 Use the following words to complete each sentence:

first man/walk first/complain last/arrive last person/see
~~next train/arrive~~

- 1 The next train to arrive at platform 2 will be the 7.45 to Birmingham.
- 2 When anything goes wrong, Harry is always
- 3 Nobody has seen Keith for days. Who was him?
- 4 Neil Armstrong was on the moon.
- 5 We always have to wait for him. He's always

100.3 Use the following words to complete these sentences:

~~delighted/get~~ astonished/find sorry/hear pleased/see glad/hear

- 1 I was really delighted to get your letter last week.
- 2 Thank you for your letter. I'm that you're keeping well.
- 3 When I walked into my bedroom, I was a complete stranger sleeping in my bed.
- 4 Hello! I'm so glad you could come. I'm really you again.
- 5 I'm that your mother is ill. I hope she gets better soon.

100.4 Make sentences using the words in brackets.

Example: Jack left the door unlocked when he went out. (careless)

It was careless of Jack to leave the door unlocked when he went out.

- 1 Tom offered to help me. (kind)
It was me.
- 2 You make the same mistake again and again. (careless)
It's
- 3 She went out in the rain without a raincoat. (stupid)
It was
- 4 Don and Jenny invited me to stay with them for a few days. (nice)
It
- 5 He left without saying thank you. (not polite)
It wasn't

UNIT 101

Comparison (1) – cheaper, more expensive etc.

a) Study these examples:

Let's go by car. It's **cheaper**.

Don't go by train. It's **more expensive**.

Cheaper and **more expensive** are *comparative* forms.

After comparatives we use **than**:

– It's cheaper to go by car **than** to go by train.

For **than** see also Unit 103.

b) We use **-er** for the comparative of short adjectives and adverbs:

cheap/cheaper hard/harder large/larger thin/thinner

– This jacket is too small. I need a **larger** size.

– Ann works **harder** than most of her friends.

We prefer **-er** with some two-syllable adjectives, especially adjectives ending in **-y**. For example:

lucky/luckier funny/funnier easy/easier pretty/prettier

and also: quiet/quieter clever/cleverer narrow/narrower simple/simpler

– The examination was **easier** than we expected.

– It's too noisy here. Can we go somewhere **quieter**?

For spelling rules see Appendix 3.

c) We use **more ...** (*not* **-er**) for other two-syllable adjectives and longer adjectives:

more modern more serious more expensive more comfortable

– **More expensive** hotels are usually **more comfortable** than cheaper ones.

– Her illness was **more serious** than we at first thought.

We also use **more ...** for adverbs which end in **-ly**:

more slowly more seriously more quietly more carefully

– Could you speak **more slowly**, please?

We also say **more often**:

– I don't play tennis much now. I used to play **more often**.

But we say **earlier** (*not* 'more early'):

– You're always tired in the mornings. You should go to bed **earlier**.

d) Before the comparative of adjectives and adverbs you can use:

a bit a little much a lot far (= a lot)

– Let's go by car. It's **much** (*or a lot*) **cheaper**.

– Don't go by train. It's **much** (*or a lot*) **more expensive**.

– Ann works **a lot** (*or much*) **harder** than most of her friends.

– Could you speak **a bit** (*or a little*) **more slowly**?

– Her illness was **far more serious** than we at first thought.

UNIT 101 Exercises

101.1 Complete these sentences. Each time use the comparative form of one of the following adjectives or adverbs:

crowded early easily expensive interested ~~large~~ near often
quiet thin

- 1 This jacket is too small. I need a larger size.
- 2 You look Have you lost weight?
- 3 He's not so keen on his studies. He's in having a good time.
- 4 You'll find your way around the town if you have a map.
- 5 You're making too much noise. Can you be a bit ?
- 6 There were a lot of people on the bus. It was than usual.
- 7 You're late. I expected you to be here
- 8 You hardly ever write to me. Why don't you write a bit ?
- 9 The hotel was surprisingly cheap. I expected it to be much
- 10 It's a pity you live so far away. I wish you lived

101.2 Complete these sentences. Use the comparative of the words in brackets + **than**.

Example: Her illness was ~~more serious than~~ we at first thought. (serious)

- 1 Sorry I'm late. It took me to get here I expected. (long)
- 2 My toothache is it was yesterday. (painful)
- 3 She looks about 20, but in fact she's much she looks. (old)
- 4 The problem is not so complicated. It's you think. (simple)
- 5 Your English has improved. You speak a lot you did when we last met. (fluently)
- 6 Health and happiness are money. (important)
- 7 We always go camping when we go on holiday. It's much staying in a hotel. (cheap)
- 8 I like the countryside. It's and living in a town. (healthy/peaceful)

101.3 This exercise is similar but this time you also have to use **a bit / a little / much / a lot / far**. Use **than** where necessary.

Example: Her illness was ~~much more serious than~~ we at first thought.
(much / serious)

- 1 It's today it was yesterday. (a little / warm)
- 2 You're driving too fast. Can you drive ? (a bit / slowly)
- 3 A: Did you enjoy your visit to the museum?
B: Yes, I found it I expected. (far / interesting)
- 4 I prefer this armchair. It's the other one.
(much / comfortable)
- 5 You looked depressed this morning but you look now.
(a bit / happy)
- 6 This flat is too small for me. I need something (much / big)
- 7 It's to learn a foreign language in the country where it is spoken.
(a lot / easy)

UNIT 102 Comparison (2)

a) Some adjectives and adverbs have irregular comparative forms:

good/well	better	Let me ask him. I know him better than you do.
bad/badly	worse	The garden looks better since you tidied it up. 'Is your headache better?' 'No, it's worse .'
far	further (or farther)	The situation was much worse than we expected. I'm very tired. I can't walk much further . (or ... much farther .)

Further (but not 'farther') can also mean **more** or **additional**:

- Let me know immediately if you hear any **further** news. (= any more news)

Note the comparative words **more** and **less**:

- I smoke **more** than I used to.
- We've got **less** time than I thought.

b) **Older and elder**

The comparative of **old** is **older**:

- Tom looks **older** than he really is.

We use **elder** when we are talking about members of a family. We say (my) **elder brother/sister/son/daughter**:

- My **elder** brother is a pilot.

We use **elder** only before a noun:

- My brother is **older** than me. (not 'elder than me')

For **eldest** see Unit 104c.

c) Sometimes you can use two comparatives together. For example: **harder and harder**, **more and more**, **more and more difficult**. We use this structure to say that something is changing continuously:

- It's becoming **harder and harder** to find a job.
- Your English is improving. It's getting **better and better**.
- It's becoming **more and more difficult** to find a job.
- These days **more and more** people are learning English.

d) Note the structure **the + comparative the better**. For example:

- 'What time shall we leave?' 'The **sooner** the better.' (= it will be best if we leave as soon as possible)
- 'What size box do you want?' 'The **bigger** the better.' (= it will be best if the box is as big as possible)

We also use **the ... the ...** (with two comparatives) to say that one thing depends on another thing:

- The **warmer** the weather, the **better** I feel.
- The **earlier** we leave, the **sooner** we will arrive.
- The **more expensive** the hotel, the **better** the service.
- The **more** electricity you use, the **higher** your bill will be.
- The **more** you have, the **more** you want.

UNIT 102 Exercises

102.1 Complete these sentences using these words: better worse further older elder
You have to use some of these words more than once. Use **than** where necessary.
Example: Let me ask him. I know him better than you do.

- 1 We complained about the food in our hotel. But instead of improving, it got
- 2 Your work isn't very good. I'm sure you can do this.
- 3 Ann's younger sister is still at school. Her sister is a nurse.
- 4 Our team played really badly this afternoon. We played we have ever played before.
- 5 You're standing too near the camera. Can you move a bit away?
- 6 'Is Jim younger than Tom?' 'No, he's
- 7 The damage to our car wasn't so bad. It could have been much
- 8 If you need any information, please contact our head office.

102.2 In this exercise you have to use the structure ... and ... (see section c).

Examples: It's becoming harder and harder to find a job. (hard)
It's becoming more and more difficult to find a job. (difficult)

- 1 As I waited for my interview, I became (nervous)
- 2 That hole in your pullover is getting (big)
- 3 The suitcase seemed to get as I carried it along the road.
(heavy)
- 4 As the day went on, the weather got (bad)
- 5 As the conversation went on, he became (talkative)
- 6 Travelling is becoming (expensive)
- 7 Since she has been in Britain, her English has got (good)

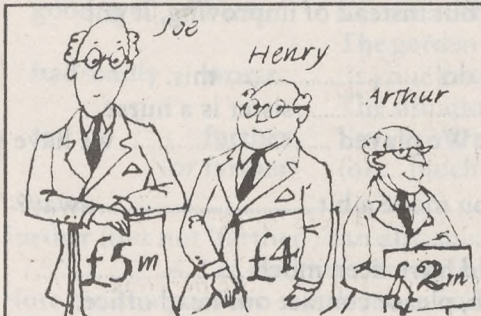
102.3 In this exercise you have to write sentences with the ... the Choose a half-sentence from box A to go with a half-sentence from box B.

<p>A the earlier we leave the longer he waited the more I got to know him the more you practise your English the longer the telephone call the more goods you sell</p>	<p>B the faster you'll learn the more you have to pay the sooner we'll arrive the more profit you'll make the more impatient he became the more I liked him</p>
---	--

- 1 The earlier we leave, the sooner we'll arrive
- 2
- 3
- 4
- 5
- 6

UNIT 103 Comparison (3) – as ... as / than

a) Study this example situation:



Joe, Henry and Arthur are all millionaires. They are all very rich. Joe has £5 million, Henry has £4 million and Arthur has £2 million. So:

Henry is rich.
He is **richer than** Arthur.
But he **isn't as rich as** Joe. (= Joe is **richer than** he is)

Here are some more examples of **not as ... as**:

- Jack **isn't as old as** he looks. (= he looks **older than** he is)
- The city centre **wasn't as crowded** this morning **as** it usually is. (= it is usually **more crowded**)
- Jim **didn't do as well** in his examination **as** he had hoped. (= he had hoped to **do better**)
- 'The weather's better today, isn't it?' 'Yes, it's **not as cold**.' (= yesterday was **colder**)
- I **don't know as many** people **as** you do. (= you know **more** people)

You can also say 'not so ... as' (instead of 'not as ... as'):

- Henry **isn't so rich as** Joe.

b) You can also use **as ... as** (but not 'so ... as') in positive sentences and in questions:

- I'm sorry I'm late. I got here **as fast as** I could.
- There's plenty of food, so eat **as much as** you like.
- Let's walk. It's **just as quick as** taking the bus.
- Can you send me the money **as soon as** possible, please?

We also say **twice as ... as**, **three times as ... as** etc.

- Petrol is **twice as expensive as** it was a few years ago.
- Their house is about **three times as big as** ours.

c) We say **the same as** (not 'the same like'):

- Ann's salary is **the same as** mine. (or Ann gets **the same** salary **as** me.)
- Tom is **the same** age **as** George.
- 'What would you like to drink?' 'I'll have **the same as** last time.'

d) After **than** and **as** it is more usual to say **me/him/her/them/us** when there is no verb. Compare these sentences:

- | | |
|---|--|
| – You are taller than I am. | <i>but:</i> You are taller than me. |
| – They have more money than we have. | <i>but:</i> They have more money than us. |
| – I can't run as fast as he can. | <i>but:</i> I can't run as fast as him. |

UNIT 103 Exercises

103.1 In this exercise you have to complete the sentences using *as ... as*.

Examples: I'm quite tall but you are taller. I'm not *as tall as you*.

Ann works reasonably hard but she used to work much harder.

Ann doesn't *work as hard as she used to*.

- 1 My salary is high but yours is higher. My salary isn't
- 2 You know a bit about cars but I know more. You don't
- 3 I still smoke but I used to smoke a lot more. I don't
- 4 I still feel quite tired but I felt a lot more tired yesterday.
I don't
- 5 They've lived here for quite a long time but we've lived here longer.
They haven't
- 6 I was a bit nervous before the interview but usually I'm a lot more nervous.
I wasn't
- 7 The weather is still unpleasant today but yesterday it was worse.
The weather isn't

103.2 Re-write these sentences so that they have the same meaning. Begin as shown.

Example: Jack is younger than he looks. Jack isn't *as old as he looks*.

- 1 It's warmer today than yesterday. It isn't
- 2 The station was nearer than I thought. The station wasn't
- 3 I go out less than I used to. I don't
- 4 The hotel is cheaper than I expected. The hotel isn't
- 5 There were fewer people at this meeting than at the last one.
There weren't
- 6 The examination was easier than we expected.
The examination wasn't

103.3 Complete these sentences using *just as* with one of the following words:

bad comfortable expensive ~~quick~~ well-qualified

- 1 Let's walk. It's *just as quick as* taking the bus.
- 2 I'm going to sleep on the floor. It's sleeping in that bed.
- 3 Why did he get the job? I'm him.
- 4 I thought you were nice but you're everybody else.
- 5 You won't find a cheaper restaurant than this. They'll all be

103.4 Now you have to make sentences with the same *as*.

Example: (Tom / same age / George) *Tom is the same age as George*.

- 1 (your hair / same colour / mine) Your hair
- 2 (I arrived here / same time / you)
- 3 (you made / same mistake / I made)

UNIT 104 Superlatives – the longest, the most enjoyable etc.

a) Study these examples:

What is the **longest** river in the world?
What was the **most enjoyable** holiday you've ever had?
Longest and **most enjoyable** are *superlative* forms.

b) We use -est or most ... to form the superlative of adjectives and adverbs. In general we use -est for shorter words and most ... for longer words. (The rules are the same as those for the comparative – see Unit 101.) For example:

long/longest	hot/hottest	easy/easiest	hard/hardest
but: most famous	most boring	most difficult	most expensive

For spelling rules see Appendix 3.

- Yesterday was **the hottest** day of the year.
- That was **the most boring** film I've ever seen.
- 'Why did you stay at that hotel?' 'It was **the cheapest** we could find.'
- She is a really nice person – one of **the nicest** people I know.

Note the irregular superlatives **best** and **worst**:

- That was a delicious meal. It's one of **the best** I've ever had.
- Why does he always come to see me at **the worst** possible moment?

Don't forget that we normally use **the** with superlatives: 'the best', 'the most boring' etc.

c) Oldest and eldest

The superlative of old is **oldest**:

- That house over there is **the oldest** building in the town.

We use **eldest** when we are talking about the members of a family:

- My **eldest** son is 13 years old.
- Are you **the eldest** in your family?

d) After superlatives, we use **in** with places (towns, buildings etc.):

- What's the longest river **in the world**? (*not* 'of the world')
- We were lucky to have one of the nicest rooms **in the hotel**.

Also: (the best ...) **in the class** / **in the team** / **in the company** etc.

But: the happiest day **of my life**, the hottest day **of the year**.

Note that we often use the *present perfect* (I have done) after a superlative (see also Unit 14a):

- What's the **best** film **you've ever seen**?
- That was the **most delicious** meal I've had for a long time.

e) We sometimes use **most** + adjective (without 'the') to mean **very**:

- The book you lent me was **most interesting**. (= very interesting)
- Thank you for the money. It was **most generous** of you. (= very generous)

UNIT 104 Exercises

104.1 Complete the sentences with a superlative and preposition.

Example: It's a very nice room. It's the nicest room in the hotel.

- 1 It's a very cheap restaurant. It's the town.
- 2 It was a very happy day. It was my life.
- 3 She's a very intelligent student. She the school.
- 4 It's a very valuable painting. It the gallery.

In the following sentences use one of the + superlative.

Example: It's a very nice room. It's one of the nicest rooms in the hotel.

- 5 He's a very rich man. He's one the world.
- 6 It's a very old castle. It's Britain.
- 7 He's a very good player. He the team.
- 8 It was a very bad experience. It was my life.
- 9 He's a very dangerous criminal. He the country.

104.2 Read these sentences and then write a new sentence with the same meaning. Use a superlative each time and begin each sentence as shown.

Example: I've never seen such a boring film. It's the most boring film I've ever seen.

- 1 I've never heard such a funny story. That's the heard.
- 2 He's never made such a bad mistake. It's
- 3 I haven't tasted such good coffee for a long time.
That's time.
- 4 I've never slept in such an uncomfortable bed.
This is
- 5 I've never had such a big meal. It's
- 6 I've never met such a generous person as Ann.
Ann is
- 7 I've never had such a good friend as you. You
- 8 I haven't had to make such a difficult decision for years.
This is years.

104.3 Now here are some questions for you to answer. But first you have to write the questions using the words in brackets. Then answer them.

- 1 (what / large / city / your country?) What is the largest city in your country?
- 2 (who / famous singer / your country?) Who your country?
- 3 (what / popular sport / your country?) What
- 4 (what / expensive thing / you / ever bought?)
- 5 (what / happy / day / your life?) What was
- 6 (what / stupid thing / you / ever done?)
- 7 (who / intelligent person / you know?) you know?
- 8 (who / beautiful person / you know?)

UNIT 105

Word order (1) – verb + object; place and time

a) Verb + object

The *verb* and the *object* of the verb normally go together. We do *not* usually put other words between them:

<i>verb + object</i>			
I like	children	very much.	(<i>not</i> 'I like very much children.')
Did you see	Norman	yesterday?	
Ann often plays	tennis.		

Here are some more examples. Notice how each time the verb and the object go together:

- Do you **clean the house** every week-end? (*not* 'Do you clean every week-end the house?')
- Everybody **enjoyed the party** very much. (*not* 'Everybody enjoyed very much the party.')
- Our guide **spoke English** fluently. (*not* '... spoke fluently English.')
- I not only lost all my money – I also **lost my passport**. (*not* 'I lost also my passport.')
- At the end of the street you'll **see a supermarket** on your left. (*not* '... see on your left a supermarket.')

For the position of words like **also** and **often** before the verb, see Unit 106.

b) Place and time

We usually say the *place* (where?) before the *time* (when? / how often? / how long?):

	<i>place</i>	<i>time</i>	
Tom walks	to work	every morning.	(<i>not</i> 'Tom walks every morning to work.')
She has been	in Canada	since April.	
We arrived	at the airport	early.	

Here are some more examples:

- I'm going to **Paris on Monday**. (*not* 'I'm going on Monday to Paris.')
- Don't be late. Make sure you're **here by 8 o'clock**.
- Why weren't you **at home last night**?
- You really shouldn't go **to bed so late**.

It is often possible to put the time at the beginning of the sentence:

- **On Monday** I'm going to Paris.
- **Every morning** Tom walks to work.

Note that you *cannot* use **early** or **late** at the beginning of the sentence in this way.

There is more information about word order in Unit 106.

UNIT 105 Exercises

105.1 In this exercise you have to decide whether the word order is right or wrong. Correct the sentences which are wrong.

Examples: I like children very much.

RIGHT

Tom walks every morning to work.

WRONG -

...to work every morning.

- 1 Jim doesn't like very much football.
- 2 Ann drives every day her car to work.
- 3 When I heard the news, I phoned Tom immediately.
- 4 Maria speaks very well English.
- 5 After eating quickly my dinner, I went out.
- 6 You watch all the time television. Can't you do something else?
- 7 Jim smokes about 20 cigarettes every day.
- 8 I think I'll go early to bed tonight.
- 9 You should go to the dentist every six months.
- 10 When I heard the alarm, I got immediately out of bed.
- 11 Did you learn a lot of things at school today?
- 12 How many people do you know who go on Sundays to church?

105.2 Now you have to put the parts of a sentence in the correct order. The first nine sentences are like those in section a.

Example: (children / very much / I like)

I like children very much.

- 1 (he won / easily / the game) He won
- 2 (again / please don't ask / that question) Please
- 3 (football / every week-end / does Ken play?) Does
- 4 (quietly / the door / I closed) I
- 5 (his name / after a few minutes / I remembered)
- 6 (a letter to her parents / Ann writes / every week)
- 7 (at the top of the page / your name / please write)
- 8 (some interesting books / we found / in the library)
- 9 (opposite the park / a new hotel / they are building)

The next six sentences are like those in section b.

- 10 (to the bank / every Friday / I go) I go
- 11 (home / why did you come / so late?) Why
- 12 (around the town / all morning / I've been walking)
- 13 (recently / to the theatre / have you been?)
- 14 (to London / for a few days next week / I'm going)
- 15 (on Saturday night / I didn't see you / at the party)

UNIT 106

Word order (2) – adverbs with the verb

- a) We put some adverbs (for example **always**, **also**, **probably**) with the verb in the middle of a sentence:

- Tom **always** goes to work by car.
- We were feeling very tired. We **were also** hungry.
- Your car **has probably been** stolen.

- b) Study these rules for the position of adverbs in the middle of a sentence. (They are only general rules, so there are exceptions.)

- i) If the verb is one word (goes, cooked etc.), we usually put the adverb *before* the verb:

	adverb	verb	
Tom	always	goes	to work by car.

- I cleaned the house and **also** cooked the dinner. (*not* 'cooked also')
- Jack **hardly ever** watches television and **rarely** reads newspapers.
- She **almost** fell over as she came down the stairs.

Note that these adverbs (**always/often/also** etc.) go *before* **have to**:

- We **always have to** wait a long time for the bus.

But adverbs go *after* **am/is/are/was/were**:

- We were feeling very tired. We **were also** hungry.
- Why are you always late? You're **never** on time.
- The traffic **isn't usually** as bad as it was this morning.

- ii) Sometimes a verb is two or more words (**can remember**, **doesn't smoke**, **has been stolen** etc.). We usually put the adverb after the first part of the verb:

	verb 1	adverb	verb 2	
I	can	never	remember	his name.
Ann	doesn't	usually	smoke.	
Are you	definitely	going		to the party tomorrow?
Your car	has	probably	been	stolen.

- My parents **have always** lived in London.
- Jack can't cook. He **can't even** boil an egg.
- The house **was only built** a year ago and it's **already falling** down.

In negative sentences **probably** goes before the negative. So we say:

- I **probably won't** see you. or I will **probably not** see you.
(*but not* 'I won't probably see you.')

- c) We also use **all** and **both** in these positions:

- We **all** felt ill after the meal.
- Jack and Tom **have both** applied for the job.
- We **are all** going out for a meal this evening.
- My parents **are both** teachers.

UNIT 106 Exercises

106.1 In this exercise you have to decide whether the underlined words are in the right position or not. Correct the sentences which are wrong.

Examples: Tom goes always to work by car.

WRONG... Tom always goes...

I cleaned the house and also cooked the dinner.

RIGHT.....

- 1 I have a good memory for faces but I always forget names.
- 2 Those tourists over there probably are American.
- 3 Tom gets hardly ever angry.
- 4 We both were astonished when we heard the news.
- 5 I soon found the keys I had lost.
- 6 I did some shopping and I went also to the bank.
- 7 Tom has always to hurry in the morning because he gets up so late.
- 8 The baby is very good. She seldom cries during the night.
- 9 I usually am very tired when I get home from work.
- 10 I usually have a bath when I get home from work.

106.2 This time you have to re-write the sentences to include the word in brackets.

Example: Ann doesn't smoke. (usually)

Ann doesn't usually smoke.

- 1 Have you been arrested? (ever) Have
- 2 I don't have to work on Saturdays. (usually) I
- 3 Does Tom sing when he's in the bath? (always)
- 4 I'll be late home this evening. (probably)
- 5 We are going away tomorrow. (all)
- 6 (Don't take me seriously.) I was joking. (only) I
- 7 Did you enjoy the party? (both)
- 8 (I've got a lot of housework to do.) I must write some letters. (also)
I

106.3 Now you have to put the words in brackets into the sentences in the correct order.

Example: I can never remember his name. (remember / never / can)

- 1 I sugar in my tea. (take / usually)
- 2 'Where's Jim?' 'He home early.' (gone / has / probably)
- 3 Ann very generous. (is / always)
- 4 Ann and Tom in Manchester. (both / were / born)
- 5 Tim is a good pianist. He very well. (sing / also / can)
- 6 Our television set down. (often / breaks)
- 7 We a long time for the bus. (have / always / to wait)
- 8 My sight isn't very good. I with glasses. (read / can / only)
- 9 I early tomorrow. (probably / leaving / will / be)
- 10 I'm afraid I able to come to the party. (probably / be / won't)
- 11 If we hadn't taken the same train, we each other.
(never / met / might / have)

UNIT 107

Still and yet

Any more / any longer / no longer

a) Still and yet

We use **still** to say that a situation or action is continuing. **Still** usually goes in the middle of the sentence with the verb (see Unit 106b for the exact position):

- It's 10 o'clock and Tom is **still** in bed.
- 'Have you given up smoking?' 'No, I **still** smoke.'
- Are you **still** living in the same house or have you moved?
- When I went to bed, Ann was **still** working.
- Do you **still** want to go to the party or have you changed your mind?

We use **yet** when we ask if something has happened or when we say that something has not happened. We use **yet** mainly in questions and negative sentences. **Yet** usually goes at the end of the sentence:

- I'm hungry. Is dinner ready **yet**?
- Have you finished writing that letter **yet**?
- It's 10 o'clock and Tom hasn't got up **yet**. (or ... isn't up **yet**.)
- We don't know where we're going for our holidays **yet**.

We often use **yet** with the *present perfect* ('Have you finished writing that letter **yet**?'). See also Unit 15b.

Now compare **still** and **yet** in these sentences:

- Jack lost his job a year ago and he is **still** unemployed.
Jack lost his job a year ago and **hasn't found** another job **yet**.
- Is it **still** raining?
Has it stopped raining **yet**?

Still is also possible in *negative* sentences:

- He said he would be here an hour ago and he **still** **hasn't** come.

This is similar to 'he **hasn't** come **yet**'. But **still ... not** shows a stronger feeling of surprise or impatience. Compare:

- She **hasn't** written to me **yet**. (but I expect she will write soon)
- She **still** **hasn't** written to me. (she should have written before now)

b) We use **not ... any more**, **not ... any longer** and **no longer** to say that a situation has changed. **Any more** and **any longer** go at the end of the sentence:

- Mr Davies doesn't work here **any more** (or **any longer**). He left about six months ago.
- We were good friends once but we aren't friends **any more** (or **any longer**).

No longer goes in the middle of the sentence (see Unit 106b):

- We are **no longer** friends.
- She **no longer** loves him.

We do not normally use **no more** in this way:

- He is **no longer** a student. (not 'He is no more a student.')

UNIT 107 Exercises

107.1 In this exercise you have to ask some questions about a friend, Dave. You haven't seen Dave for a very long time. When you last saw him:

- | | |
|--------------------------------|--------------------------------|
| 1 he was living in Harrow Road | 4 he had a beard |
| 2 he was single | 5 he wanted to be a politician |
| 3 he was working in a factory | 6 he smoked a lot |

You meet someone who has met Dave recently. Ask questions about Dave using still.

- | | |
|--------------------------------------|---------|
| 1 Is he still living in Harrow Road? | 4 |
| 2 single? | 5 |
| 3 | 6 |

107.2 This time you have to write sentences with yet.

Example: It's still raining. (stopped) ~~It hasn't stopped raining yet.~~

- 1 George is still here. (gone) He
- 2 The concert is still going on. (finished) It
- 3 The children are still asleep. (woken up)
- 4 Ann is still on holiday. (come back)
- 5 Jack is still up. (gone to bed)
- 6 We're still waiting for him to reply to our letter. (replied)
- 7 I'm still thinking about what colour to paint the wall. (decided)

107.3 In this exercise you have to use still and not ... any more.

Example: Tom used to play tennis and football. (still / tennis but ...)

~~He still plays tennis but he doesn't play football any more.~~

- 1 Jack used to have long hair and a beard. (still / long hair but ...) He but
- 2 She was in hospital and she was on the danger list. (still / hospital but ...) but
- 3 She used to believe in God and go to church on Sundays. (still / God but ...)
- 4 I was feeling tired and sick. (still / tired but ...)
- 5 He was a good player and he was the best in the team. (still / good player but ...)
- 6 I used to like George and Ken. (still / George but ...)

Now use no longer instead of not ... any more in sentences 1-4.

- | | |
|---------------------------------|-----------------|
| 7 (1) He no longer has a beard. | 9 (3) She |
| 8 (2) | 10 (4) |

UNIT 108 Quite and rather

a) Quite = less than 'very' but more than 'a little':

- I'm surprised you haven't heard of him. He's **quite famous**. (= less than very famous but more than a little famous)
- It's **quite cold**. You'd better wear your coat.
- Tom lives **quite near** me, so we see each other **quite often**.

Quite goes before a/an:

quite a nice day **quite** an old house **quite** a long way

We also use **quite** with some verbs, especially **like** and **enjoy**:

- I **quite like** tennis but it's not my favourite sport.

For another meaning of **quite** see section c.

b) Rather is similar to quite but we use **rather** mainly with negative words and negative ideas:

- It's **rather cold**, so you'd better wear your coat.
- 'What was the examination like?' '**Rather difficult**, I'm afraid.'
- Let's get a taxi. It's **rather a long way** to walk.

Quite is also possible in these examples.

We often use **quite** with a *positive* idea and **rather** with a *negative* idea:

- She is **quite intelligent** but **rather lazy**.

When we use **rather** with *positive* words (*nice/interesting* etc.), it means 'unusually' or 'surprisingly'. For example: **rather nice** = unusually nice / surprisingly nice / nicer than expected:

- These oranges are **rather nice**. Where did you get them?
- Ann didn't like the book but I thought it was **rather interesting**. (= more interesting than expected)

Rather can go before or after a/an:

a **rather** interesting book or **rather** an interesting book

c) Quite can also mean 'completely'. For example:

'Are you sure?' 'Yes, **quite sure**.' (= completely sure)

Quite means 'completely' with a number of adjectives, especially:

sure	right	true	unnecessary	different	amazing
certain	wrong	safe	extraordinary	impossible	amazed

- She was **quite different** from what I expected. (= completely different)
- Everything they said was **quite true**. (= completely true)

We also use **quite** (= 'completely') with some verbs:

- I **quite agree** with you. (= I completely agree)
- They **haven't quite finished** their dinner yet.
- I **don't quite understand** what you mean.

UNIT 108 Exercises

108.1 Re-write these sentences to include **quite**.

Example: They live in an old house.

They live in quite an old house.

1 Tom's got a good voice.

2 They bought an expensive camera.

3 It was a nice day.

4 We had to walk a long way.

5 It was a frightening experience.

6 There was a strong wind.

7 You've made a lot of mistakes.

8 I've had a tiring day.

108.2 Complete these sentences using the words in brackets. Each time use **quite** with the positive word and **rather** with the negative word.

Example: Carol is quite intelligent but rather lazy. (intelligent / lazy)

1 The weather is but (warm / windy)

2 Jill's flat is but (clean / untidy)

3 The water in the pool was but
(warm / dirty)

4 The concert was but (good / long)

5 The film was but (exciting / frightening)

6 The car goes but it's (well / noisy)

7 He is but he's (a hard worker / slow)

8 Jim lives me but it's to get to his house.
(near / difficult)

9 Tom's plan was but (interesting / complicated)

10 It's but it's work. (a well-paid job / hard)

11 I was with the hotel but Jim was
(pleased / disappointed)

108.3 Complete these sentences using **quite** with one of the following words:

different amazing impossible right safe sure unnecessary

~~True~~

1 We didn't believe them at first, but what they said was quite true.

2 You needn't have done that. It was

3 I'm afraid I can't do what you ask. It's

4 I couldn't agree with you more. You are

5 You won't fall. The ladder is

6 You can't compare the two things. They are

7 I think I saw him go out but I'm not

8 I couldn't believe what had happened. It was

UNIT 109

Although/though/even though In spite of / despite

a) Study this example situation:



Last year Jack and Jill spent their holidays by the sea. It rained a lot but they enjoyed themselves. You can say:

Although it rained a lot, they enjoyed themselves.
(= It rained a lot *but* they ...)

or: In spite of /
Despite } the rain, they enjoyed themselves.

b) After **although** we use a *subject + verb*:

- Although she smokes 40 cigarettes a day, she is quite fit.
- Although it rained a lot, we enjoyed our holiday.
- I didn't get the job although I had all the necessary qualifications.

After **in spite of** (or **despite**) we use a *noun*, a *pronoun* (*this/that/what* etc.) or **-ing**:

- In spite of the rain, we enjoyed our holiday.
- I didn't get the job despite my qualifications.
- She wasn't well, but in spite of this she went to work.
- Despite what I said last night, I still love you.
- I'm not tired in spite of working hard all day.

Note that we say 'in spite of', but **despite** (without of).

You can also say **in spite of / despite the fact (that) ...**:

- In spite of the fact (that) I was tired, I couldn't sleep.
- She's quite fit despite the fact (that) she smokes 40 cigarettes a day.

Compare **although** and **in spite of / despite**:

- Although the traffic was bad, I arrived on time.
In spite of the traffic, I arrived on time.
- I couldn't sleep although I was very tired.
I couldn't sleep despite being very tired.

c) Sometimes we use **though** instead of **although**:

- I didn't get the job though I had all the necessary qualifications.

In spoken English we often use **though** at the end of a sentence:

- The house isn't very nice. I like the garden though. (= but I like the garden)
- I see him every day. I've never spoken to him though. (= but I've never spoken to him)

Even though is a stronger form of **although**:

- Even though I was really tired, I couldn't sleep.

UNIT 109 Exercises

109.1 Complete these sentences. Each time use **although** + a sentence from the box.

I didn't speak the language	he has a very responsible job
I had never seen him before	we don't like her very much
it was quite cold	he had promised to be on time

- 1 ~~Although he has a very responsible job~~, he isn't particularly well-paid.
- 2 Although, I recognised him from a photograph.
- 3 I didn't wear a coat
- 4 We thought we'd better invite her to the party
- 5, I managed to make myself understood.
- 6 He was late

109.2 Complete these sentences with **although** or **in spite of**.

Example: Although it rained a lot, we enjoyed our holiday.

- 1 all my careful plans, a lot of things went wrong.
- 2 I had planned everything carefully, a lot of things went wrong.
- 3 I love music I can't play a musical instrument.
- 4 being very tired, we carried on walking.
- 5 The heating was full on, but this the house was still cold.
- 6 Keith decided to give up his job I advised him not to.

109.3 Read these sentences and then write a new sentence with the same meaning. Use the word(s) in brackets in your sentences.

Example: I couldn't sleep although I was tired. (despite)

I couldn't sleep despite being tired (or despite the fact (that) I was tired).

- 1 Although he's got an English name, he is in fact German. (despite)
Despite
- 2 In spite of her injured foot, she managed to walk to the village. (although)
.....
- 3 I decided to accept the job although the salary was low. (in spite of)
I decided
- 4 We lost the match although we were the better team. (despite)
.....
- 5 In spite of not having eaten for 24 hours, I didn't feel hungry. (even though)
.....

109.4 Now use the words in brackets to make a sentence with **though** at the end.

Example: The house isn't very nice. (like / garden) I like the garden though.

- 1 She's very nice. (don't like / husband) I
- 2 It's quite warm. (a bit windy) It
- 3 We didn't like the food. (ate) We

UNIT 110 Even

a) Study this example:

Our football team lost yesterday. We all played badly. Bill is our best player but yesterday **even** Bill played badly.

We use **even** to say that something is unusual or surprising. We say **even Bill ...** because he is a good player and it is unusual for him to play badly. If he played badly, it must have been a bad day for the team.

- These photographs aren't very good. **Even** I could take better photographs than these. (I'm certainly not a good photographer, so they must be bad)
- It's a very rich country. **Even the poorest people** own cars. (so the rich people must be very rich)
- He always wears a coat – **even in summer**.
- Nobody would lend him the money – **not even his best friend**. (or Even his best friend wouldn't lend him the money.)

b) Very often we use **even** with the verb in the middle of a sentence (see Unit 106b for the position):

- Don has travelled all over the world. He has **even** been to the Antarctic, especially unusual to go to the Antarctic, so he must have travelled a lot.
- He always wears a tie. He **even** wears a tie in bed!
- They are very rich. They **even** have their own private jet.

Here are some examples with **not even**:

- I can't cook. I **can't even** boil an egg. (so I certainly can't cook, because boiling an egg is very simple)
- They weren't very friendly to us. They **didn't even** say hello.
- He's very fit. He's just run five miles and he's **not even** out of breath.

c) You can use **even** with *comparatives* (hotter / more surprised etc.):

- It was very hot yesterday but today it's **even hotter**.
- I got up at 6 o'clock but Jack got up **even earlier**.
- I knew I didn't have much money but I've got **even less** than I thought.
- I was surprised to get a letter from her. I was **even more surprised** when she appeared at my door the next day.

d) You can use **even** with *if*, *when* and *though*:

- I'll probably see you tomorrow. But **even if** I don't, we're sure to see each other before the week-end.
- He never shouts **even when** he's angry. (you expect people to shout when they are angry)
- He has bought a car **even though** he can't drive.

For *if* and *when* see Unit 9d. For *even though* see Unit 109.

UNIT 110 Exercises

110.1 In this exercise you have to complete a conversation. Use **even** or **not even**.

Example: A: We lost the match. The whole team played badly.

B: Really? Even Bill? A: Yes, even Bill played badly...

- 1 A: Everyone was on time for work this morning.
B: Really? Sue? A: Yes,
- 2 A: Everyone makes mistakes sometimes.
B: Really? you? A: Yes,
- 3 A: The whole country is going on strike.
B: Really? the police? A: Yes,
- 4 A: Nobody knows where Peter has gone.
B: Really? Not his wife? A: No,
- 5 A: Everybody passed the examination.
B: Really? George? A: Yes,

110.2 Make sentences with **even**. Use the words in brackets.

Example: He wears a tie all the time. (in bed) He even wears a tie in bed.

- 1 They painted the whole room white. (the floor)
They white.
- 2 He has to work every day. (on Sundays) He
- 3 You could hear the noise from a long way away. (from the next street)
.....
- 4 They have the window open all the time. (when it's freezing)
.....

In these sentences you have to use **not even**.

Example: She didn't say anything to me. (hello) She didn't even say hello.

- 5 I can't remember anything about her. (her name) I
- 6 There isn't anything in this town. (a cinema) There
- 7 I haven't eaten anything today. (a piece of bread)
- 8 He didn't tell anyone where he was going. (his wife)
.....
- 9 I don't know anyone in our street. (the people next door)
.....

110.3 Complete these sentences with **even** + a comparative.

Example: It was very hot yesterday but today it's even hotter.

- 1 We found a very cheap hotel but the one Jack found was
- 2 That's a very good idea, but I've got an one.
- 3 The shop is always quite crowded but today it's than usual.
- 4 This church is 500 years old but the house next to it is
- 5 I did very little work for the examination but you did

UNIT 111

As (reason) – ‘**As** I was feeling tired, I went to bed early.’

As (time) – ‘I watched her **as** she opened the letter.’

a) As (reason)

As often means ‘because’:

- As I was feeling tired, I went to bed early. (= because I was feeling tired)
- As they live near us, we see them quite often.
- As tomorrow is a public holiday, all the shops will be shut.
- As we had nothing better to do, we watched television the whole evening.

But we also use **as** to say that two things happened at the same time. See the next sections.

b) As (time): two things happening together

You can use **as** when two things happen at the same time or over the same period of time:

- I watched her **as** she opened the letter.
- **As** they walked along the street, they looked in the shop windows.
- Turn off the light **as** you go out, please.

We use **as** especially for two *short* actions happening at the same time:

- George arrived **as** I left. (= he arrived and I left at the same time)
- We all waved goodbye to Tom **as** he drove away in his car.

You can also use **just as** (= exactly at that moment):

- George arrived **just as** I left.
- **Just as** I sat down, the phone rang.

We also use **as** when two *changes* happen over the same period of time:

- **As the day went on**, the weather got worse.
- I began to enjoy the job more **as** I got used to it.

c) As (time): one thing happening during another

You can say that you did something **as** you were doing something else (= in the middle of doing something else).

When we use **as** in this way, both actions are usually quite short:

- The man slipped **as** he was getting off the train.
- Jill burnt herself **as** she was taking the cakes out of the oven.
- The thief was seen **as** he was climbing over the wall.

You can also use **just as**:

- **Just as** we were going out, it started to rain.
- I had to leave **just as** the conversation was getting interesting.

For the *past continuous* (was getting / were going etc.) see Unit 12.

Note that we use **as** only if two actions happen *together*. Do *not* use **as** if one action follows another:

- **When** I got home, I had a bath. (*not* ‘as I got home’)

UNIT 111 Exercises

111.1 In this exercise you have to join a sentence from box A with a sentence from box B. Begin each of your sentences with *as* (reason).

<p>A tomorrow is a public holiday — there isn't anything to eat in the house it was a nice day we didn't want to wake anyone up the door was open I didn't have enough money for a taxi</p>	<p>B I walked in I had to walk home we came in very quietly the shops will be shut let's go out for a meal we decided to go for a walk</p>
---	--

- 1 As tomorrow is a public holiday, the shops will be shut.
- 2 As
- 3
- 4
- 5
- 6

111.2 From each pair of sentences make one sentence with *as* (time).

Example: She opened the letter. I watched her. I watched her as she opened the letter.

- 1 We posed for the photograph. We smiled.
We smiled
- 2 He explained what I had to do. I listened carefully.
I
- 3 The two teams ran onto the pitch. The crowd cheered.
The crowd
- 4 She passed me in the street. She didn't look at me.
.....

In the following sentences use *just as*.

Example: I sat down. Just at that moment the phone rang.

The phone rang just as I sat down.

- 5 We arrived at the beach. Just at that moment it started to rain.
It started
- 6 I took the photograph. Just at that moment you moved.
.....

In these sentences, one thing happens during another.

Example: Jill was taking the cakes out of the oven. She burnt herself.

Jill burnt herself as she was taking the cakes out of the oven.

- 7 Tom was climbing out of the window. He fell.
Tom fell
- 8 We were driving along the road. A dog ran out in front of the car.
A dog
- 9 She was getting out of the car. She dropped her bag.
.....

UNIT 112 Like and as

a) Like = similar to / the same as / for example:

- What a beautiful house! It's **like a palace**. (*not* 'as a palace')
- 'What does George do?' 'He's a teacher, **like me**.' (*not* 'as me')
- Why do you always talk about boring things **like your job**?
- Be careful! The floor has been polished. It's **like walking** on ice.
- It's raining again. I hate weather **like this**.

Like is a *preposition*. So it is followed by a *noun* ('like a palace / like your job'), a *pronoun* ('like me / like this') or *-ing* ('like walking'). You can also say 'like (someone/something) -ing':

- 'What's that noise?' 'It sounds **like a baby crying**.'

b) We use as (not 'like') before a subject + verb:

- Don't move anything. Leave everything **as it is**.

Compare **like** and **as** in these sentences:

- You should have done it **like this**. (*like* + *pronoun*)
- You should have done it **as I showed** you. (*as* + *subject* + *verb*)

But we use **such as** (= for example) without a verb:

- Some sports, **such as motor-racing**, can be dangerous.

Note that we say **as usual**:

- You're late **as usual**.

c) As + subject + verb can have other meanings. For example:

- Do **as you are told**! (= Do what you are told.)
- They did **as they promised**. (= They did what they promised.)

You can also say **as you know** / **as we expected** / **as I said** etc.:

- **As you know**, it's Tom's birthday next week. (= you know this already)
- Ann failed her driving test, **as we expected**.

d) As can also be a preposition (which means you can use it with a noun), but the meaning is different from like.

We use **like** when we *compare* things:

- She looks beautiful - **like a princess**. (she isn't really a princess)
- Everyone is ill at home. Our house is **like a hospital**. (it isn't really a hospital)

We use **as** + *noun* to say what something *really is or was* (especially when we talk about someone's job or how we use something):

- A few years ago I worked **as a bus driver**. (I really was a bus driver)
- Sue has just found a job **as a shop assistant**.
- During the war this hotel was used **as a hospital**. (so it really was a hospital)
- We haven't got a car, so we use the garage **as a workshop**.
- The news of her death came **as a great shock**. (it really was a shock)

UNIT 112 Exercises

112.1 Complete these sentences with *like* or *as*. The sentences in this exercise are like those in sections a, b and c.

Examples: This house is beautiful. It's *like* a palace.

Ann failed her driving test *as* we expected.

- 1 Do you think Ann looks her mother?
- 2 He really gets on my nerves. I can't stand people him.
- 3 Why didn't you do it I told you to do it?
- 4 'Where does Bill work?' 'He works in a bank, most of his friends.'
- 5 He never listens. Talking to him is talking to a wall.
- 6 I said yesterday, I'm thinking of going to Canada.
- 7 Tom's idea seemed a good one, so we did he suggested.
- 8 It's a difficult problem. I never know what to do in situations this.
- 9 I'll phone you tomorrow evening usual, okay?
- 10 This coffee is terrible. It tastes water.
- 11 Suddenly there was a terrible noise. It was a bomb exploding.
- 12 She's a really good swimmer. She swims a fish.

112.2 This time you have to choose *like* or *as* (preposition – see section d).

Examples: She looks beautiful this evening – *like* a princess.

A few years ago I worked *as* a bus driver.

- 1 He's been learning English for a few years but he still speaks a beginner.
- 2 My feet are really cold. They're blocks of ice.
- 3 Margaret once had a part-time job a tourist guide.
- 4 We don't need all the bedrooms in the house, so we use one of them a study.
- 5 His house is full of lots of interesting things. It's a museum.
- 6 Have you ever worked a labourer on a building site?
- 7 The news that he was getting married came a complete surprise to me.
- 8 He's 35 but he sometimes behaves a child.

112.3 In this exercise there are sentences of all types. Put in *like* or *as*.

- 1 Your English is very fluent. I wish I could speak you.
- 2 You needn't take my advice if you don't want to. You can do you like.
- 3 He wastes too much time doing things sitting in cafés all day.
- 4 There's no need to change your clothes. You can go out you are.
- 5 The weather's terrible for the middle of summer. It's winter.
- 6 He's decided to give up his job a journalist and become a teacher.
- 7 I think I prefer this room it was, before we decorated it.
- 8 When we asked Jack to help us, he agreed immediately, I knew he would.
- 9 While we were on holiday, we spent most of our time doing energetic things sailing, water-skiing and swimming.
- 10 Ann's been working a waitress for the last few weeks.

UNIT 113 As if

a) You can use **as if** to say how someone or something **looks/sounds/feels** etc.:

- The house **looked as if** nobody was living in it.
- Ann **sounds as if** she's got a cold, doesn't she?
- I've just come back from holiday but I feel tired and depressed. I don't feel as if I've had a holiday.

Compare:

- You look **tired**. (**look** + *adjective*)
You look **as if you haven't slept**. (**look** + **as if** + *subject* + *verb*)
- Tom sounded **worried**. (**sound** + *adjective*)
Tom sounded **as if he was worried**. (**sound** + **as if** + *subject* + *verb*)

You can use **as though** instead of **as if**:

- Ann sounds **as though** she's got a cold.

b) You can also say **It looks/sounds/smells as if** (or **as though**):

- Tom is very late, isn't he? **It looks as if** he isn't coming.
- We took an umbrella because **it looked as if** it was going to rain.
- Do you hear that music next door? **It sounds as if** they are having a party, doesn't it?
- **It smells as though** someone has been smoking in here.

After **It looks/sounds/smells**, many people use **like** instead of **as if** / **as though**:

- It looks **like** Tom isn't coming.

c) You can also use **as if** with other verbs to say how someone does something:

- He **ran as if** he was running for his life.
- After the interruption, she **carried on talking as if** nothing had happened.
- When I told them my plan, they **looked at me as if** I was mad.

d) After **as if** we sometimes use the *past* when we are talking about the *present*. For example:

- I don't like Norman. He talks **as if** he **knew** everything.

The meaning is *not* past in this sentence. We use the past ('as if he **knew**') because the idea is *not real*: Norman does *not* know everything. We use the past in the same way in *if* sentences and after **wish** (see Unit 37).

When you use the past in this way, you can use **were** instead of **was**:

- Harry's only 50. Why do you talk about him **as if** he **were** (or **was**) an old man?
- They treat me **as if** I **were** (or **was**) their own son. (I'm not their son.)

UNIT 113 Exercises

113.1 Use the sentences in the box to make sentences with *as if*.

she had hurt her leg	he hadn't washed for ages	you need a good rest
she was enjoying it	she was going to throw it at him	he was half-asleep
you've seen a ghost	they hadn't eaten for a week	I'm going to be sick

- 1 Tom looks very tired. You say to him: You look *as if you need a good rest*.
- 2 When you talked to Jack on the phone last night, he had difficulty speaking. And he said some strange things. He sounded
- 3 Carol had a bored expression on her face during the concert. She didn't look
- 4 You could smell him from a long way away. He badly needed a bath. He smelt
- 5 Your friend comes into the room looking absolutely terrified. His face is white. You say: What's the matter? You look
- 6 You've just eaten a whole box of chocolates. Now you are feeling ill. You say: I feel
- 7 When you saw Sue, she was walking in a strange way. She looked
- 8 They were extremely hungry and ate their dinner very quickly. They ate their dinner
- 9 Ann and Tom were having an argument. She was very angry. Suddenly she picked up a plate. She looked

113.2 Now you have to make sentences beginning *It looks/sounds as if* ...

he isn't going to come	you had a good time	there's been an accident
we'll have to walk home	it's going to rain	they are having an argument

- 1 Tom hasn't arrived yet and it's late. You say: *It looks as if he isn't going to come*.
- 2 The sky is full of black clouds. You say: It
- 3 You hear two people shouting at each other next door. You say: It sounds
- 4 There is an ambulance, some policemen and two damaged cars at the side of the road. You say:
- 5 You and your friend have just missed the last bus home. You say:
- 6 Sue and Dave have just been telling you about all the interesting things they did on holiday. You say:

113.3 These sentences are like the ones in section d. Complete each sentence.

Example: Norman doesn't know everything, but he talks *as if he knew everything*.

- 1 I'm not a child, but sometimes you talk to me a child.
- 2 She doesn't know me, so why did she smile at me
- 3 He's not my boss, but sometimes he acts

UNIT 114 At/on/in (time)

a) At We use at with times:

at 5 o'clock at 11.45 at midnight at lunchtime

– Tom usually leaves work at five o'clock.

But we usually leave out at when we ask (At) what time ...?:

– What time are you going out this evening?

We also use at in these expressions:

at night

I don't like going out at night.

at the week-end / at week-ends

Will you be here at the week-end?

at Christmas / at Easter

We give each other presents at Christmas.

(public holiday periods)

at the moment / at present

Mr Benn is busy at the moment / at present.

at the same time

Ann and I arrived at the same time.

at the age of ...

Tom left school at the age of 16 / at 16.

b) On We use on with dates and days:

on 12 March on Friday(s) on Christmas Day (but 'at Christmas')

– They got married on 12 March.

We also say:

on Friday morning(s) on Sunday afternoon(s) on Monday evening(s)

on Saturday night(s) etc.

– I usually go out on Monday evenings.

c) In We use in for longer periods of time (for example: months/years/seasons):

in April

in 1968

in (the) winter

in the 18th century

in the 1970s

in the Middle Ages

– They got married in 1968.

We also say:

in the morning(s) / in the afternoon(s) / in the evening(s)

– I'll see you in the morning. (but 'I'll see you on Friday morning.')

d) We do not use at/on/in before last and next:

– I'll see you next Friday.

– They got married last March.

e) In + a period of time = a time in the future:

– The train will be leaving in a few minutes. (= a few minutes from now)

– Jack's gone away. He'll be back in a week. (= a week from now)

– They are getting married in six months. (= six months from now)

You can also say 'in six months' time', 'in a week's time' etc.:

– They are getting married in six months' time.

We also use in to say how long it takes to do something:

– I learnt to drive in four weeks. (= it took me four weeks to learn)

UNIT 114 Exercises

114.1 In this exercise you have to complete the sentences. Each time use **at**, **on** or **in** with one of the phrases from the box.

the 1920s	1917	the 15th century	about five minutes	the same time
Saturdays	night	the age of five	21 July 1969	the moment

- 1 Columbus discovered America in the 15th century.
- 2 The first man landed on the moon
- 3 In Britain football matches are usually played
- 4 You can see the stars if the sky is clear.
- 5 In Britain children have to start school
- 6 Jazz became popular in the United States
- 7 It's difficult to listen when everyone is speaking
- 8 The Russian Revolution took place
- 9 Tom isn't here He'll be back

114.2 Put in the correct prepositions: **at**, **on** or **in**.

Examples: The concert starts at 7.45. I learnt to drive in four weeks.

- 1 The course begins 7 January and ends 10 March.
- 2 I went to bed midnight and got up 6.30 the next morning.
- 3 We travelled overnight to Paris and arrived 5 o'clock the morning.
- 4 Mozart was born in Salzburg 1756.
- 5 Are you doing anything special the week-end?
- 6 Hurry up! We've got to go five minutes.
- 7 I haven't seen Ann for a few days. I last saw her Tuesday.
- 8 I'll phone you Tuesday morning about 10 o'clock, okay?
- 9 I might not be at home the morning. Can you phone the afternoon instead?
- 10 Tom's grandmother died 1977 the age of 79.
- 11 Jack's brother is an engineer but he's out of work the moment.
- 12 The price of electricity is going up October.
- 13 Sunday afternoons I usually go for a walk in the country.
- 14 There are usually a lot of parties New Year's Eve.
- 15 I like walking round the town night. It's always so peaceful.
- 16 Do you fancy going to the cinema Friday night?
- 17 Tom doesn't see his parents very often these days – usually only Christmas and sometimes the summer for a few days.
- 18 I've been invited to a wedding 14 February.
- 19 I'm just going out to do some shopping. I'll be back half an hour.
- 20 Carol got married 17, which is rather young to get married.
- 21 Ann works hard during the week, so she likes to relax week-ends.
- 22 It was quite a short book and easy to read. I read it a day.
- 23 The telephone and the doorbell rang the same time.
- 24 Mary and Henry always go out for a meal their wedding anniversary.
- 25 Mr Davis is 63. He'll be retiring from his job two years' time.

UNIT 115 For, during and while

a) For and during

We use **for** + a period of time to say *how long* something goes on:

for six years for two hours for a week

- I've lived in this house **for six years**.
- We watched television **for two hours** last night.
- Ann is going away **for a week** in September.
- Where have you been? I've been waiting **for ages**.
- Are you going away **for the week-end**?

You cannot use **during** in this way:

- It rained **for three days** without stopping. (*not* 'during three days')

We use **during** + *noun* to say *when* something happens (*not* how long):

during the film during our holiday during the night

- I fell asleep **during the film**.
- We met a lot of interesting people **during our holiday**.
- The ground is wet. It must have rained **during the night**.
- I'll phone you some time **during the afternoon**.

b) During and while

We use **during** + *noun*. We use **while** + *subject* + *verb*. Compare:

I fell asleep	during	<i>noun</i> the film.
I fell asleep	while	<i>subject + verb</i> I was watching television.

Compare **during** and **while** in these examples:

- We met a lot of interesting people **during our holiday**.
We met a lot of interesting people **while we were** on holiday.
- Robert suddenly began to feel ill **during the examination**.
Robert suddenly began to feel ill **while he was doing** the examination.

Here are some more examples of **while**:

- We saw Ann **while we were waiting** for the bus.
- **While you were out**, there was a phone call for you.
- Tom read a book **while I watched** television.

When you are talking about the future, use the *present* (*not* 'will') after **while**:

- I'm going to London next week. I hope to see Tom **while I'm there**.
- What are you going to do **while you are waiting**?

See also Unit 9a.

For **while -ing** see Unit 67b. For **for** and **since** see Unit 19b.

UNIT 115 Exercises

115.1 In this exercise you have to put in for or during.

Examples: It rained for three days without stopping.
I fell asleep during the film.

- 1 I waited for you half an hour and then decided that you weren't coming.
- 2 He hasn't lived in Britain all his life. He lived in India four years.
- 3 Production at the factory was seriously affected the strike.
- 4 I felt really ill last week. I couldn't eat anything three days.
- 5 When we were at the theatre last night, we met Ann the interval.
- 6 Sue was very angry after our argument. She didn't speak to me a week.
- 7 We usually go out at week-ends, but we don't often go out the week.
- 8 Jack started a new job a few weeks ago. Before that he was out of work six months.

115.2 This time you have to put in while or during.

Examples: We met a lot of people while we were on holiday.
We met a lot of people during our holiday.

- 1 I met Tom I was waiting for the bus.
- 2 we were in Paris, we stayed at a very comfortable hotel.
- 3 our stay in Paris, we visited a lot of museums and galleries.
- 4 The phone rang three times we were having dinner last night.
- 5 I had been away for many years. that time, many things had changed.
- 6 What did she say about me I was out of the room?
- 7 Jack read a lot of books and magazines he was ill.
- 8 I went out for dinner last night. Unfortunately I began to feel ill the meal.
- 9 Many interesting suggestions were made the meeting.
- 10 Please don't interrupt me I'm speaking.
- 11 There were many interruptions the Prime Minister's speech.
- 12 Can you lay the table I get the dinner ready?

115.3 Now use your own ideas to complete these sentences.

Examples: I fell asleep while I was reading the newspaper
I didn't sleep very well. I kept waking up during the night

- 1 I fell asleep during
- 2 The lights suddenly went out while
- 3 I hurt my arm while
- 4 The students looked bored during
- 5 Can you wait here while ?
- 6 It rained a lot during
- 7 I fell off my chair during
- 8 It started to rain while
- 9 She burnt herself while

UNIT 116

By and until By the time ...

a) **By (+ a time)** = not later than:

- I posted the letter today, so they should receive it **by Monday**. (= *on or before Monday, on Monday at the latest*)
- We'd better hurry. We have to be at home **by 5 o'clock**. (= *at or before 5 o'clock, at 5 o'clock at the latest*)
- Where's Ann? She should be here **by now**. (= *now or before now; so she should have already arrived*)

You cannot use **until** with this meaning:

- Tell me **by Friday** whether or not you can come to the party. (*not* 'Tell me until Friday')

We use **until** (or **till**) to say how long a situation continues:

- 'Shall we go now?' 'No, let's wait **until** (or **till**) it stops raining.'
- I was tired this morning, so I stayed in bed **until half past ten**.

Compare **until** and **by** in these sentences:

- Tom will be away **until Monday**. (so he'll come back on Monday)
- Tom will be back **by Monday**. (= he'll be back on or before Monday, on Monday at the latest)
- I'll be working **until 11 o'clock**. (so I'll stop working at 11 o'clock)
- I'll have finished my work **by 11 o'clock**. (= I'll finish my work at or before 11 o'clock, at 11 o'clock at the latest)

b) You can also say **by the time** (something happens), Study these examples carefully:

- It's not worth going shopping now. **By the time we get to the shops**, they will be shut. (= they will shut between now and the time we get there)
- (*from a letter*) I'm flying to the United States this evening. So **by the time you receive this letter**, I'll probably be in New York. (= I will arrive in New York between now and the time you receive this letter.)

When you are talking about the past, you can use **By the time** (something happened), ...

- Tom's car broke down on the way to the party last night. **By the time he arrived**, most of the guests had left. (= It took him a long time to get to the party and most of the guests left during this time.)
- I had a lot of work to do yesterday evening. **By the time I finished**, I was very tired. (= It took me a long time to do the work and I became more and more tired during this time.)
- It took them a long time to find a place to park their car. **By the time they got to the theatre**, the play had already started.

You can also use **by then** or **by that time**:

- Tom finally arrived at the party at midnight. But **by then** (or **by that time**), most of the guests had left.

UNIT 116 Exercises

116.1 Make sentences with *by*.

Example: I have to be at home not later than 5 o'clock. *I have to be at home by 5 o'clock.*

- 1 I have to be at the airport not later than 10.30.
I have to be at the airport
- 2 Let me know not later than Saturday whether you can come to the party.
Let me know
- 3 Please make sure that you are here not later than 2 o'clock.
Please
- 4 If you want to do the examination, you have to enter not later than 3 April.
If
- 5 If we leave now, we should be in London not later than lunchtime.
If

116.2 In this exercise you have to put in *by* or *until*.

Examples: Tom has gone away. He'll be away *until* Monday.

Sorry, but I must go. I have to be at home *by* 5 o'clock.

- 1 I've been offered a job. I haven't decided yet whether to accept it or not. I have to decide Thursday.
- 2 I think I'll wait Thursday before making a decision.
- 3 A: I hear you're writing a book. Have you finished it yet?
B: Not quite, but I hope to finish it the end of this month.
- 4 A: I'm going out now. I'll be back at 4.30. Will you still be here?
B: I don't think so. I'll probably have gone then.
- 5 I'm moving into my new flat next week. I'm staying with some friends then.
- 6 A: Do you think I'll still be unemployed this time next year?
B: No, of course not. I'm sure you'll have found a job that time.

116.3 Read these situations and then complete the sentences using *By the time*

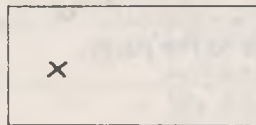
Example: Tom was invited to a party but he got there much later than he intended.

By the time he got to the party, most of the guests had left.

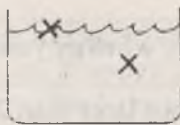
- 1 I had to catch a train but it took me longer than expected to get to the station.
....., my train had left.
- 2 I saw two men who looked as if they were trying to steal a car. So I called the police. But it was some time before the police arrived.
....., the two men had disappeared.
- 3 A man escaped from the prison last night. It was a long time before the guards discovered what had happened.
....., the escaped prisoner was miles away.
- 4 I intended to go shopping after finishing my work. But I finished my work much later than expected.
....., it was too late to go shopping.

UNIT 117 In/at/on (position) (1)

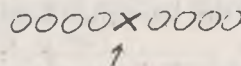
a) In Study these examples:



in a room / in a building
in a garden / in a park
in a town / in a country



in the water
in the sea
in a river



in a row / in a line
in a queue

- There's no-one in the room / in the building / in the shop.
- The children are playing in the garden / in the park.
- When we were in Italy, we spent a few days in Venice. (not 'at Venice')
- Robert lives in a small village in the mountains.
- She keeps her money in her bag / in her purse.
- What have you got in your hand / in your mouth?
- Look at that girl swimming in the water / in the sea / in the river!
- When I go to the cinema, I prefer to sit in the front row.
- Have you read this article in the newspaper?

Note that we say:

(sit) in an armchair (but 'on a chair')	in the street
in a photograph / in a picture / in a mirror	in the sky

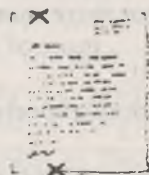
- 'Where did you meet Tom?' 'In the street.' (not 'on the street')
- Who is the woman in that photograph? (not 'on that photograph')
- It was a lovely day. There wasn't a cloud in the sky.
- Don't sit in that armchair. It's broken.

b) At Study these examples:

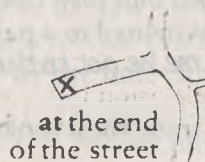


at the bus-stop
at the door
at the window

at the top (of the page)



at the bottom (of the page)



at the end
of the street

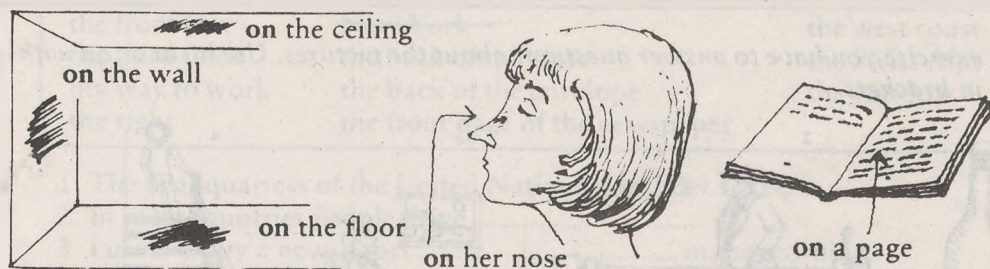
at the back



at the front

- Who is that man standing at the bus-stop / at the door / at the window?
 - Turn left at the traffic lights.
 - If you leave the hotel, please leave your key at reception.
 - Write your name at the top / at the bottom of the page.
 - Jack's house is the white one at the end of the street.
 - I couldn't see very well because I was standing at the back.
- (See also section e.)

c) On Study these examples:



- Don't sit **on the floor** / **on the ground** / **on the grass**!
- There's a dirty mark **on the wall** / **on the ceiling** / **on your nose**.
- Have you seen the notice **on the notice-board**?
- The book you are looking for is **on the top shelf** / **on the table**.
- There's a report of the football match **on page 7** of the newspaper.
- Don't sit **on that chair**. It's broken. (*but 'sit in an armchair'*)

Note that we say:

on the left / **on the right** (*or on the left-/right-hand side*)
on the ground floor / **on the first floor** / **on the second floor** etc.

- In Britain we drive **on the left**. (*or ... on the left-hand side*)
- Our flat is **on the second floor** of the building.

We use **on** with small islands:

- Tom spent his holidays **on a small island** off the coast of Scotland.

We also say that a place is **on the coast** / **on a river** / **on a road**:



London is **on the river Thames**.
 Portsmouth is **on the south coast** of England.

We say that a place is **on the way** to another place:

- We stopped at a pretty village **on the way** to London.

d) **In/at/on the corner** We say 'in the corner of a room', but 'at the corner (*or on the corner*) of a street':

- The television is **in the corner** of the room.
- There is a telephone box **at/on the corner** of the street.

e) **In/at/on the front In/at/on the back**

We say 'in the front / in the back' of a car':

- I was sitting **in the back** (of the car) when we crashed.

We say 'at the front / at the back' of a building/hall/cinema/group of people' etc.:

- The garden is **at the back** of the house.
- Let's sit **at the front** (of the cinema). (*but 'in the front row'*)

We say 'on the front / on the back' of a letter / piece of paper' etc.:

- Write your name **on the back** of this piece of paper.

Do the exercises on the next pages and then study Unit 118.

UNIT 117 Exercises

117.1 In this exercise you have to answer questions about the pictures. Use *in*, *at* or *on* with the words in brackets.



- 1 Where's the label? (bottle) the bottle.
- 2 Where's the man standing? (gate)
- 3 Where's Tom sitting? (armchair)
Where's the picture? (wall)
- 4 Where's Ann standing? (top / stairs)
And where's the cat? (bottom / stairs)
- 5 What's George doing? (looking / mirror) He's
- 6 Tom lives in this building. Where's his flat exactly? (second floor)
- 7 Where is the dog? (back / car)
- 8 Tom is in the cinema. Where's he sitting? (back)
or: (back row)
- 9 Where's the post office? (left) And the bank? (right)
- 10 Where's the notice? (door)
- 11 Where is the girl standing? (corner)
- 12 Where is the man standing? (corner)

117.2 Complete these sentences. Each time use **in**, **at** or **on** with one of the phrases from the box.

the front row	New York	the west coast
the third floor	the back of the class	the Swiss Alps
my way to work	the back of the envelope	the window
the right	the front page of the newspaper	

- 1 The headquarters of the United Nations is **in New York**.
- 2 In most countries people drive
- 3 I usually buy a newspaper in the morning.
- 4 Last year we had a lovely skiing holiday
- 5 San Francisco is of the United States.
- 6 She spends all day sitting and watching what is happening outside.
- 7 I have to walk up a lot of stairs every day. My flat is and there is no lift.
- 8 I read about the accident. There was a report
- 9 We went to the theatre last night. We had seats
- 10 I couldn't hear the teacher very well. She had a quiet voice and I was sitting
- 11 When you send a letter, it is a good idea to write your name and address

117.3 Complete these sentences with **in**, **at** or **on**.

Examples: Turn left **at** the traffic lights.

You'll find the cups **on** the top shelf.

- 1 It can be dangerous when children play football the street.
- 2 I'll meet you the corner (of the street) at 10 o'clock.
- 3 We got stuck in a traffic jam the way to the airport.
- 4 There was an accident the crossroads this morning.
- 5 Look at those beautiful horses that field!
- 6 I can't find Tom this photograph. Is he it?
- 7 the end of the street there is a path leading to the river.
- 8 I wouldn't like an office job. I couldn't spend the whole day sitting a desk.
- 9 Do you take sugar your coffee?
- 10 Ann's brother lives a small village the south coast of England.
- 11 You'll find the sports results the back page of the newspaper.
- 12 Sue and Dave got married Manchester four years ago.
- 13 Paris is the river Seine.
- 14 Mr Boyle's office is the first floor. When you come out of the lift, it's the third door your left.
- 15 We normally use the front entrance to the building but there's another entrance the back.
- 16 If you want to get away from modern life, you should go and live a small island in the middle of the ocean.
- 17 The man the police are looking for has a scar his right cheek.
- 18 I wasn't sure whether I had come to the right flat because there was no name the door.

UNIT 118 In/at/on (position) (2)

- a) We say that someone is at an event. For example: 'at a party / at a concert / at a conference / at a football match':

- Were there many people **at the party / at the meeting?**
- I saw Jack **at the football match / at the concert** on Saturday.

- b) We say:

at home	at university	at the seaside	in bed	on a farm
at work	at a station	at sea (on a voyage)	in hospital	
at school	at an airport		in prison	

- I'll be **at work** until 5.30 but I'll be **at home** all evening.
- Julia is studying medicine **at university**.
- We'll be arriving at 9.30. Can you meet us **at the station?**
- Tom's father is **in hospital**.
- Have you ever worked **on a farm?**

- c) You can often use **in** or **at** with buildings. You can stay **in a hotel** or **at a hotel**; you can eat **in a restaurant** or **at a restaurant**.

We usually say **at** when we say where an event takes place (for example: a concert, a film, a meeting, a sports event etc.):

- We went to a concert **at the Royal Festival Hall**.
- The meeting took place **at the company's headquarters**.
- 'Where were you last night?' '**At the cinema.**' / '**At the theatre.**'

We say **at someone's house**:

- I was **at Tom's house** last night. (or I was **at Tom's** last night.)

We use **in** when we are thinking about the building itself:

- The rooms **in Tom's house** are very small.
- I enjoyed the film but it was very cold **in the cinema**.

- d) We usually say **in** with towns and villages:

- Tom's parents live **in Nottingham**. (not 'at Nottingham')

But you can use **at** when the town or village is a point on a journey:

- Do you know if this train stops **at Nottingham?**
- We stopped **at a pretty village** on the way to London.

- e) We say **arrive IN** a country or town:

- When did he **arrive in Britain / in London?**

We say **arrive AT** with other places (buildings etc.) or events:

- What time did he **arrive at school / at work / at the hotel / at the party?**

We say **arrive home** (without a preposition):

- When did he **arrive home?**

UNIT 118 Exercises

118.1 Complete these sentences. Use **in**, **at** or **on** with one of the words or phrases from the box.

bed	sea	the National Theatre	a farm	hospital
school	prison	the airport	the cinema	the station

- 1 My train arrives at 11.30. Can you meet me at the station ?
- 2 I didn't feel very well when I woke up, so I stayed
- 3 Are they showing any good films this week?
- 4 Many people are for crimes that they did not commit.
- 5 I like the countryside and the fresh air. I think I'd like to work
- 6 Did you get on well with your teachers when you were ?
- 7 We went to see a play when we were in London.
- 8 Linda was injured in a road accident a few days ago. She is still
- 9 It was a very long voyage. We were for ten weeks.
- 10 Our flight was delayed. We had to wait for four hours.

118.2 Complete these sentences with **in** or **at**.

Example: Were there many people at the concert?

- 1 I didn't see you the party on Saturday. Where were you?
- 2 It was a very slow train. It stopped every little station.
- 3 He speaks quite good French. He studied Paris for a year.
- 4 Tom's ill. He wasn't work today. He was home bed.
- 5 The exhibition the art gallery finished on Saturday.
- 6 There will be a public meeting the Town Hall next week to discuss the plan to build a new road.
- 7 I haven't seen Ken for some time. I last saw him Dave's wedding.
- 8 Paul is a student London University.
- 9 Don't phone tomorrow evening. I won't be home. I'll be Ann's.
- 10 It's always too hot Ann's house. She has the heating on too high.

118.3 Complete these sentences with a preposition if a preposition is necessary.

Example: What time did you arrive at the station?

- 1 After many years away, he arrived back England a month ago.
- 2 The train from London arrives platform 4.
- 3 What time do you expect to arrive London?
- 4 What time do you expect to arrive the hotel?
- 5 What time do you usually arrive home in the evening?
- 6 What time do you usually arrive work in the morning?
- 7 We arrived the town with nowhere to stay.
- 8 When we arrived the cinema, there was a long queue outside.
- 9 It's a strange feeling when you first arrive a foreign country.
- 10 I arrived home feeling very tired.

UNIT 119

To, been to, into By car / in my car

a) **To** We say **go/come/travel** (etc.) to a place or event. For example:

go to America	come to England	return to Italy
fly to Moscow	walk to work	drive to the airport
go to the bank	go to a party	go to a concert
be sent to prison	be taken to hospital	go to bed

We say **get to** (*but arrive in/at* – see Unit 118e):

– What time did you **get to** London / work / the party?

We say **go home / come home / get home** etc. (with no preposition):

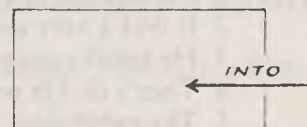
– I'm tired. Let's **go home**. – What time did you **get home** last night?

b) **Been to** I have **been to** (a place) = I have visited a place; I went there but now I have come back (see also Unit 13d):

- Have you ever **been to** Japan?
- I've **been to** Rome four times.
- Ann has never **been to** a football match in her life.
- Jack has got plenty of money. He has just **been to** the bank.

c) **Into** 'Go into / come into' etc. = **enter** (a room / building etc.):

- I opened the door and **went into** the room.
- Don't wait outside! **Come into** the house.
- The man the police were chasing **ran into** a shop.
- A bird **flew into** the room through the window.



d) **By car / in my car** We use **by ...** to say how we travel:

by car by train by plane by boat/ship by bus by bicycle
also: by road by rail by air by sea by Underground

- 'How did you go to Paris?' 'By plane.'
- Tom usually goes to work **by bicycle / by car / by bus / by train**.

But we say 'on foot':

- Did you come here **by car** or **on foot**?

But you cannot use **by** if you say 'my car / the train / a taxi' etc. We say 'in my car' (*not* 'by my car'), 'on the train' (*not* 'by the train').

We use **in** for cars and taxis:

in my car in Tom's car in the car in a car in a taxi

We say **get in(to) / get out of** a car or taxi:

He **got into** the car and drove off. (*or* He **got in** the car ...)

We use **on** for bicycles and public transport (buses, trains etc.):

on my bicycle on the bus on the 6.45 train on a big ship

We say **get on / get off** a bicycle, bus or train:

Quick! **Get on** the train. It's ready to leave.

UNIT 119 Exercises

119.1 Complete these sentences with **to**, **into**, **on** or **by**. If no preposition is necessary, leave the sentence as it is.

Examples: When are you going to Spain?
Tom usually goes to work by car.

- 1 I'm tired. I'm going bed.
- 2 What time are you going home?
- 3 I decided not to go car. I went my bike instead.
- 4 We went a very good party last night. We didn't get home until 3 a.m.
- 5 I saw Jane this morning. She was a bus which passed me.
- 6 Sorry I'm late. I missed the bus, so I had to come foot.
- 7 The easiest way to get around London is Underground.
- 8 I must go the bank today to change some money.
- 9 I had lost my key but I managed to climb the house through a window.
- 10 Marcel has just returned France after two years in England.
- 11 I didn't feel like walking, so I came home a taxi.

119.2 In this exercise you have to use **been to**. Write questions asking someone if they have been to these places.

Example: (Australia) Have you been to Australia?

- | | | | |
|-------------|------------|-----------------------|-------|
| 1 (London) | Have | 4 (Moscow) | |
| 2 (Sweden) | | 5 (Rome) | |
| 3 (Ireland) | | 6 (the United States) | |

Now choose four of these places and say whether you have been to them. Answer in the way shown.

Example: (Australia) I've been to Australia once / twice / many times etc.
or I've never been to Australia.

- | | |
|--------------|----------|
| 7 I've | 9 |
| 8 | 10 |

119.3 In this exercise you have to write sentences using **get into/out of/on/off**.

Example: You were walking home. A friend passed you in his car. He saw you, stopped and offered you a lift. He opened the door. What did you do?
I got into the car.

- 1 You were waiting for your bus. At last your bus arrived. The doors opened. What did you do then? I got
- 2 You drove home in your car. You arrived at your house and parked the car. What did you do then? I
- 3 You were travelling by train to Bristol. When the train arrived at Bristol, what did you do?
- 4 You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then?
- 5 You were riding your bike. There was a big hill and you didn't have the energy to cycle up it. What did you do? and pushed it up the hill.

UNIT 120

On time / in time

At the end / in the end

a) On time and in time

On time = punctual, not late. If something happens **on time**, it happens at the time which was planned:

- The 11.45 train left **on time**. (= it left at 11.45)
- A: I'll meet you at the corner at 7.30.
B: Okay, but please be **on time**. (= don't be late / be there at 7.30)
- The conference was very well organised. Everything began and finished **on time**.

In time (for something / to do something) = soon enough for something / soon enough to do something:

- Will you be home **in time** for dinner? (= soon enough for dinner)
- I've sent Jill her birthday present. I hope it arrives **in time** (for her birthday). (= soon enough for her birthday)
- I must hurry. I want to get home **in time** to see the football match on television. (= soon enough to see the football match)

The opposite of **in time** is **too late**:

- I got home **too late** to see the football match.

Note the expression **just in time**:

- We got to the station **just in time** to catch the train.
- A dog ran across the road in front of the car, but I managed to stop **just in time** (to avoid hitting the dog).

b) At the end and in the end

At the end (of something) = at the time when something ends. For example:

at the end of the month	at the end of January
at the end of the film	at the end of the course
at the end of the match	at the end of the concert

- I'm going away **at the end of January** / **at the end of the month**.
- **At the end of the concert**, there was tremendous applause.
- All the players shook hands **at the end of the match**.

You cannot say 'in the end of something'.

The opposite of **at the end** is **at the beginning**:

at the beginning of the concert **at the beginning** of January

In the end = finally. We use **in the end** when we say what the final result of a situation was:

- We had a lot of problems with our car. **In the end** we sold it and bought another one.
- He got more and more angry. **In the end** he just walked out of the room.
- Tom couldn't decide where to go for his holidays. He decided to go to Italy **in the end**.

UNIT 120 Exercises

120.1 Complete these sentences with **on time** or **in time**.

Example: The bus was late this morning, which is unusual. It's usually on time.

- 1 George is usually late for work but this morning he arrived
- 2 I washed your shirt this morning but it should be dry for you to wear it this evening.
- 3 We had to get on the train without tickets because we didn't get to the station to buy them.
- 4 It's a very good train service. The trains always run
- 5 Our car is being repaired. I hope it's ready for our holidays.
- 6 Our best player was injured in the last match. We hope he will be fit to play in the next game.
- 7 Please don't be late for the meeting. We want to begin
- 8 We plan to go to America in two weeks' time, but we're still waiting for our visas. I hope they arrive
- 9 I like to get up to have a big breakfast before going to work.

120.2 In this exercise you have to make sentences with **just in time**.

Example: A dog ran across the road in front of the car. You saw it at the last moment.

(I / manage / stop / time) I managed to stop just in time.

- 1 Tom was going to sit on the chair you had painted. You said, 'Don't sit on that chair!' so he didn't. (I / stop / him / time) I
- 2 You were walking home without an umbrella. Just after you got home, it started to rain very heavily. (I / get / home / time)
- 3 You thought you were going to miss the beginning of the film, but it began just as you sat down in the cinema. (I / get / the cinema / time / beginning / film)

120.3 Complete these sentences with **at** or **in**.

Example: The players shook hands at the end of the match.

- 1 It took John a long time to find a job after he left school. the end he found a job as a waiter.
- 2 'When do you get paid?' '..... the end of the month.'
- 3 Are you going away the beginning of August or the end?
- 4 I couldn't decide what to get Ann for her birthday. the end I didn't get her anything at all.
- 5 We waited ages for a taxi. We gave up the end and walked home.
- 6 the end of the course the students usually have a party.
- 7 I'll be moving to a new address the end of September.
- 8 His illness got worse and worse. the end he had to go into hospital for an operation.
- 9 Tom didn't want to lend us the money at first but the end he agreed.

UNIT 121

Noun + preposition ('reason for', 'cause of' etc.)

Study this list of *nouns + preposition*. Sometimes other prepositions are possible – a good dictionary will give you more information.

a **cheque** **FOR** (a sum of money):

- They sent me a **cheque for** £50.

a **demand** / a **need** **FOR** something:

- The firm closed down because there wasn't enough **demand for** its product.

a **reason** **FOR** something:

- The train was late but no-one knew the **reason for** the delay.

a **rise** / an **increase** / a **fall** / a **decrease** **IN** something:

- There has been an **increase in** road accidents recently.

an **advantage** / a **disadvantage** **OF** something:

- The **advantage of** living alone is that you can do what you like.

but we say 'there is an **advantage in** doing something':

- There are many **advantages in** living alone.

a **cause** **OF** something:

- Nobody knows what the **cause of** the explosion was.

a **photograph** / a **picture** **OF** someone/something:

- He always keeps a **photograph of** his wife in his wallet.

damage **TO** something:

- The accident was my fault, so I paid for the **damage to** the other car.

an **invitation** **TO** a party / a wedding etc.:

- Did you get an **invitation to** the party?

a **reaction** **TO** something:

- I was surprised at his **reaction to** what I said.

a **solution** **TO** a problem / an **answer** **TO** a question / a **reply** **TO** a letter / a **key** **TO** a door:

- Do you think we'll find a **solution to** this problem?

- The **answer to** your question is 'No'!

an **attitude** **TO/TOWARDS** someone/something:

- His **attitude to/towards** his job is very negative.

a **relationship** / a **connection** / **contact** **WITH** someone/something:

- Do you have a good **relationship with** your parents?

- Police want to question a man in **connection with** the robbery.

but: a **relationship** / a **connection** / **contact** / a **difference** **BETWEEN** two things:

- Police have said that there is no **connection between** the two murders.

- There are some **differences between** British English and American English.

UNIT 121 Exercises

121.1 *In this exercise you have to read a sentence and then complete another sentence with the same meaning.*

Example: What caused the explosion? What was the cause of the explosion ?

- 1 We're trying to solve the problem. We're trying to find a solution
- 2 Ann gets on well with her brother. Ann has a good relationship
- 3 Prices have increased a lot. There has been a big increase
- 4 I don't know how to answer your question. I can't think of an answer
- 5 Nobody wants to buy shoes like these any more.
There is no demand
- 6 I think that being married has some advantages.
I think that there are some advantages
- 7 The number of people without jobs has fallen this year.
There has been a fall
- 8 I don't think that a new road is necessary.
I don't think that there is any need

121.2 *Complete these sentences with the correct preposition.*

Example: There are some differences between British English and American English.

- 1 I've just received an invitation a wedding next week.
- 2 The cause the fire in the hotel last night is still unknown.
- 3 Ann showed me a photograph the hotel where she stayed during her holiday.
- 4 Money isn't the solution every problem.
- 5 The company has rejected the workers' demands an increase pay.
- 6 The two companies are completely independent. There is no connection them.
- 7 When I opened the envelope, I was delighted to find a cheque £500.
- 8 Have you seen this picture the town as it looked 100 years ago?
- 9 Sorry I haven't written to you for so long. The reason this is that I've been ill recently.
- 10 The advantage having a car is that you don't have to rely on public transport.
- 11 There are many advantages being able to speak a foreign language.
- 12 There has been a sharp rise the cost of living in the past few years.
- 13 The front door is locked. Have you got the key the back door?
- 14 Bill and I used to be good friends but I don't have much contact him now.
- 15 I've never met Carol but I've seen a photograph her.
- 16 It wasn't a serious accident. The damage the car was only slight.
- 17 Tom's reaction my suggestion was not very enthusiastic.
- 18 What were George's reasons giving up his job?
- 19 The fact that he got a job in the company has no connection the fact that his father is the managing director.
- 20 When he left home, his attitude his parents seemed to change.
- 21 I wrote to Jim last week, but I still haven't received a reply my letter.

UNIT 122

Preposition + noun ('by mistake', 'on television' etc.)

Students often use the wrong preposition before the words in this unit. So study this list and the examples carefully:

to pay **BY** cheque (*but* 'to pay **IN** cash' or 'to pay cash'):

- Did you pay **by** cheque or in cash?

(to do something) **BY** accident / **BY** mistake / **BY** chance:

- We hadn't arranged to meet. We met **by** chance.

a play **BY** Shakespeare / a painting **BY** Rembrandt / a novel **BY** Tolstoy etc.:

- Have you read any books **by** Agatha Christie? (= any books written by Agatha Christie?)

(to be / to fall) **IN** love **WITH** someone:

- Have you ever been **in** love with anyone?

IN (my) opinion:

- **In** my opinion the film wasn't very good.

(to be) **ON** fire:

- Look! That car is **on** fire.

(to be) **ON** the telephone / **ON** the phone:

- You can't phone me. I'm not **on** the phone. (= I haven't got a phone)
- I've never met her but I've spoken to her **on** the phone.

ON television / **ON** the radio:

- I didn't watch the match **on** television. I listened to it **on** the radio.

(to be / to go) **ON** a diet:

- I've put on a lot of weight. I'll have to go **on** a diet.

(to be / to go) **ON** strike:

- There are no trains today. The railway workers are **on** strike.

(to be / to go) **ON** holiday / **ON** business / **ON** a trip / **ON** a tour / **ON** an excursion / **ON** a cruise / **ON** an expedition etc.

- Tom's away at the moment. He is **on** holiday in France.
- Did you go to Paris **on** business or **on** holiday?
- One day I'd like to go **on** a world tour.

but you can also say 'go to a place **FOR** a holiday / **FOR** my holiday(s)':

- Tom has gone to France **for** a holiday.
- Where are you going **for** your holidays this year?

(to go / to come) **FOR** a walk / **FOR** a swim / **FOR** a drink etc.:

- She always goes **for** a walk with her dog in the morning.
- After work we went to a café **for** a drink.

(to have something) **FOR** breakfast / **FOR** lunch / **FOR** dinner:

- What did you have **for** lunch?

UNIT 122 Exercises

122.1 Complete these sentences. Each time use a preposition with one of the words or phrases from the box.

mistake the phone	business television	a diet a drink	breakfast Shakespeare	a swim cheque	strike love
----------------------	------------------------	------------------------------	--------------------------	------------------	----------------

- 1 After work we went to a café for a drink.
- 2 The factory has closed because the workers have gone
- 3 I didn't intend to take your umbrella. I took it
- 4 I got up late this morning and had to rush. All I had was a cup of coffee.
- 5 I feel lazy this evening. Is there anything worth watching ?
- 6 They fell with each other almost immediately and were married in a few weeks.
- 7 It was an extremely hot day, so we went in the river.
- 8 Jim's job involves a lot of travelling. He often goes to other towns
- 9 I didn't have any money on me, so I paid
- 10 George has put on a lot of weight recently. I think he should go
- 11 It's difficult to contact Sue because she's not
- 12 *Hamlet* and *Macbeth* are plays

122.2 Complete these sentences with the correct preposition.

Example: We hadn't arranged to meet. We met by chance.

- 1 I'm hungry. What's dinner this evening?
- 2 my opinion, violent films shouldn't be shown television.
- 3 I think I need a bit of exercise. Shall we go a walk?
- 4 Do you know any songs the Beatles?
- 5 I mustn't eat too much. I'm supposed to be a diet.
- 6 There was panic when people realised the building was fire.
- 7 The weather was terrible when we were holiday in Scotland.
- 8 Next month I'm going to Scotland a short holiday.
- 9 Where did you go your holidays last year?
- 10 I won't be at work next week. I'll be holiday.
- 11 We're going holiday with some friends of ours in September.
- 12 I wouldn't like to go a cruise. I think I'd get bored.
- 13 The shop assistant wouldn't accept my cheque and insisted that I paid cash.
- 14 Ann reads a lot of books American women writers.
- 15 Did you hear the news this morning the radio?
- 16 It was only accident that I found out who the man really was.
- 17 When we went to Rome, we went a tour around the city.
- 18 I wouldn't like his job. He spends most of his time talking the telephone.
- 19 What's that music? I can't remember the title but I know it's Beethoven.
- 20 When I was 14, I went a trip to France organised by my school.
- 21 Ann liked the dress, but my opinion it didn't suit her.

UNIT 123 Adjective + preposition (1)

Study these groups of *adjectives + preposition*. Sometimes other prepositions are possible – a good dictionary will give you more information.

nice/kind/good/generous/mean/stupid/silly/intelligent/clever/sensible/(im)polite / rude / unreasonable OF someone (to do something):

- Thank you. It was very **nice/kind of you** to help me.
- It's **stupid of her** to go out without a coat. She'll catch cold.

but: (to be) nice/kind/good/generous/mean/(im)polite/rude/(un)pleasant/(un)friendly/cruel TO someone:

- She has always been very **nice/kind to me**. (*not* 'with me')
- Why were you so **rude/unfriendly to** Ann?

**angry/annoyed/furious { ABOUT something
WITH someone FOR** doing something:

- What are you so **angry/annoyed about**?
- They were furious **with me for** not inviting them to the party.

delighted/pleased/satisfied/disappointed WITH something:

- I was **delighted/pleased with** the present you gave me.
- Were you **disappointed with** your examination results?

bored / fed up WITH something:

- You get **bored / fed up** with doing the same thing every day.

surprised/shocked/amazed/astonished AT/BY something:

- Everybody was **surprised/shocked at/by** the news.

excited/worried/upset ABOUT something:

- Are you **excited about** going on holiday next week?
- Ann is **upset about** not being invited to the party.

afraid/frightened/terrified/scared OF someone/something:

- 'Are you **afraid of** dogs?' 'Yes, I'm **terrified of** them.'

proud/ashamed OF someone/something:

- I'm not **ashamed of** what I did. In fact I'm quite **proud of** it.

jealous/envious/suspicious OF someone/something:

- Why are you always so **jealous of** other people?
- He didn't trust me. He was **suspicious of** my intentions.

aware/conscious OF something:

- 'Did you know they were married?' 'No, I wasn't **aware of** that.'

good/bad/excellent/brilliant/hopeless AT (doing) something:

- I'm not very **good at** repairing things.

married/engaged TO someone:

- Linda is **married to** an American. (*not* 'with an American')

UNIT 123 Exercises

123.1 In this exercise you have to say how you feel about George in each situation.

Example: George has kept you waiting for hours. (annoyed) I'm annoyed with him.

- 1 George hasn't been eating well recently. (worried) I'm him.
- 2 George has been telling lies about you. (angry) I'm him.
- 3 George is much better at everything than you are. (jealous)
- 4 George is big, strong, aggressive and violent. (afraid)
- 5 You've had enough of George. (fed up) I'm
- 6 (ladies only) But George is your husband. (married) !

123.2 Complete these sentences with the correct preposition.

Example: I was delighted with the present you sent me.

- 1 It's very nice you to let me use your car. Thank you very much.
- 2 Why are you always so rude your parents? Can't you be nice them?
- 3 It wasn't very polite him to leave without saying thank you.
- 4 I can't understand people who are cruel animals.
- 5 Why do you always get so annoyed little things?
- 6 The people next door are annoyed us making so much noise last night.
- 7 We enjoyed our holiday but we were rather disappointed the hotel.
- 8 I was surprised the way he behaved. It was quite out of character.
- 9 She doesn't often go out at night. She's afraid the dark.
- 10 I've been trying to learn Spanish but I'm not very satisfied my progress.
- 11 Jill starts her new job on Monday. She's quite excited it.
- 12 I was shocked what you said. You should be ashamed yourself.
- 13 Did you know that Linda is engaged a friend of mine?
- 14 I had never seen so many people before. I was astonished the crowds.
- 15 Bill has been doing the same job for too long. He's bored it.
- 16 These days everybody is aware the dangers of smoking.
- 17 Are you still upset what I said to you yesterday?
- 18 She's quite nice but I wouldn't like to be married her.
- 19 Mr Davis spends a lot of time gardening. His garden is very well-kept and he's very proud it.

123.3 Now you have to write sentences about yourself. Are you good at these things or not?

Use: brilliant / very good / quite good / not very good / hopeless.

Examples: (repairing things) I'm hopeless at repairing things.

(tennis) I'm not very good at tennis.

- 1 (repairing things)
- 2 (tennis)
- 3 (remembering people's names)
- 4 (telling jokes)
- 5 (languages)

UNIT 124 Adjective + preposition (2)

Study this list of *adjectives + preposition*:

sorry ABOUT something:

- I'm **sorry about** the noise last night. We were having a party.

but: sorry FOR doing something:

- I'm **sorry for** shouting at you yesterday.

But it is more usual to say: **I'm sorry I ...**:

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

(to feel / to be) sorry FOR someone:

- I **feel sorry for** George. He has got no friends and no money.

impressed BY/WITH someone/something:

- I wasn't very **impressed by/with** the film.

famous FOR something:

- The Italian city of Florence is **famous for** its art treasures.

responsible FOR something:

- Who was **responsible for** all that noise last night?

different FROM (or TO) someone/something

- The film was quite **different from (or to)** what I expected.

interested IN something:

- Are you **interested in** art and architecture?

capable/incapable OF something:

- I'm sure you are **capable of** passing the examination.

fond OF someone/something:

- Mary is very **fond of** animals. She has three cats and two dogs.

full OF something:

- The letter I wrote was **full of** mistakes.

short OF something:

- I'm a bit **short of** money. Can you lend me some?

tired OF something:

- Come on, let's go! I'm **tired of** waiting.

keen ON something:

- We stayed at home because Ann wasn't very **keen on** going out in the rain.

similar TO something:

- Your writing is **similar to** mine.

crowded WITH (people etc.):

- The city centre was **crowded with** tourists.

UNIT 124 Exercises

124.1 In this exercise you have to complete the sentences. Each time use the most suitable word in the box with the correct preposition.

different	full	sorry	responsible	interested
short	similar	tired	capable	impressed

- 1 I don't feel sorry for George. All his problems are entirely his own fault.
- 2 I can't stop to talk to you now. I'm a bit time.
- 3 'Do you want to watch the football match on television?' 'No, thanks. I'm not football.'
- 4 Your shoes are mine but they're not exactly the same.
- 5 My new job is a completely new experience for me. It's quite what I did before.
- 6 Man is now destroying the whole world with nuclear weapons.
- 7 We've got plenty of things to eat. The fridge is food.
- 8 I wasn't very the service in the restaurant. We had to wait ages before getting our food.
- 9 Can't we have something different to eat for a change? I'm having the same thing day after day.
- 10 The editor is what appears in his newspaper.

124.2 Complete these sentences with the correct preposition.

Example: Sorry about the noise last night. We were having a party.

- 1 I'd rather not go to an Indian restaurant. I'm not very keen Indian food.
- 2 Ann is very fond her younger brother.
- 3 This part of town is always very lively at night. It's usually crowded people.
- 4 In the cupboard I found a box full old letters.
- 5 I felt sorry the children when we went on holiday. It rained every day and they had to spend most of the time indoors.
- 6 He said he was sorry the situation but that there was nothing he could do.
- 7 Britain certainly isn't famous its food.
- 8 They looked bored. I don't think they were interested what I was saying.
- 9 That man's very honest. He isn't capable telling a lie.
- 10 The man we interviewed for the job was quite intelligent but we weren't very impressed his appearance.
- 11 Travelling is great at first but you get tired it after a while.
- 12 Do you know anyone who might be interested buying an old car?
- 13 Our house is similar theirs – I think ours is a bit larger.
- 14 Bill and I come from the same town but my accent is different his.
- 15 The police are responsible maintaining law and order.
- 16 We're short staff in our office at the moment. There aren't enough people to do the work that has to be done.
- 17 I'm sorry the smell in this room. It's just been painted.

UNIT 125 Verb + preposition (1)

Study this list of *verbs + preposition*:

apologise (TO someone) **FOR** something (see also Unit 60a):

- When I realised I was wrong, I **apologised to him for my mistake**.

apply **FOR** a job / a place at university etc.:

- I think this job would suit you. Why don't you **apply for it**?

believe **IN** something:

- Do you **believe in** God? (= Do you believe that God exists?)
- I **believe in** saying what I think. (= I believe that it is a good thing to say what I think.)

belong **TO** someone:

- Who does this coat **belong to**?

care **ABOUT** someone/something (= think someone/something is important):

- He is very selfish. He doesn't **care about** other people.

care **FOR** someone/something:

- i) = like something (usually in questions and negative sentences):
 - Would you **care for** a cup of coffee? (= Would you like ...?)
 - I don't **care for** hot weather. (= I don't like ...)
- ii) = look after someone:
 - She is very old. She needs someone to **care for** her.

take care **OF** someone/something (= look after):

- Have a nice holiday. **Take care of** yourself!

collide **WITH** someone/something:

- There was an accident this morning. A bus **collided with** a car.

complain (TO someone) **ABOUT** someone/something:

- We **complained to** the manager of the restaurant **about** the food.

concentrate **ON** something:

- Don't look out of the window. **Concentrate on** your work!

consist **OF** something:

- We had an enormous meal. It **consisted of** seven courses.

crash/drive/bump/run **INTO** someone/something:

- He lost control of the car and **crashed into** a wall.

depend **ON** someone/something:

- 'What time will you arrive?' 'I don't know. It **depends on** the traffic.'
- You can leave out **on** before question words (**when/where/how** etc.):
- 'Are you going to buy it?' 'It **depends (on)** **how much** it is.'

die **OF** an illness:

- 'What did he **die of**?' 'A heart attack.'

UNIT 125 Exercises

125.1 In this exercise you have to complete the sentences. Each time use one of the following words with the correct preposition: belong applied ~~apologised~~ die concentrate believe crashed depends

- 1 When I realised that I had taken the wrong umbrella, I immediately apologised for my mistake.
- 2 I was driving along when the car in front of me stopped suddenly. Unfortunately I couldn't stop in time and the back of it.
- 3 'Does this bag you?' 'No, it isn't mine.'
- 4 Don't try and do two things at once. one thing at a time.
- 5 Ken is still unemployed. He has several jobs but hasn't had any luck yet.
- 6 'Are you playing tennis tomorrow?' 'I hope so, but it the weather.'
- 7 If you smoke, there is a greater chance that you will lung cancer.
- 8 I don't ghosts. I think people only imagine that they see them.

125.2 Complete these sentences with a preposition (if a preposition is necessary).

Example: There was an accident this morning. A bus collided with a car.

- 1 He loves complaining. He complains everything.
- 2 Our neighbours complained us the noise we made last night.
- 3 She hasn't got a job. She depends her parents for money.
- 4 You were very rude to Tom. Don't think you should apologise him?
- 5 Are you going to apologise what you did?
- 6 Tom and I ran each other in town yesterday afternoon.
- 7 He decided to give up sport in order to concentrate his studies.
- 8 I don't believe working hard. It's not worth it.
- 9 A football team consists 11 players.
- 10 It is terrible that some people are dying hunger while others eat too much.
- 11 As I was going out of the room, I collided someone who was coming in.
- 12 There was an awful noise as the car crashed the tree.
- 13 Do you belong a political party?
- 14 I don't know whether I'll go out tonight. It depends how I feel.

125.3 In this exercise you have to put in the correct preposition after care.

Example: He's very selfish. He doesn't care about other people.

- 1 Are you hungry? Would you care something to eat?
- 2 He doesn't care the examination. He's not worried whether he passes or fails.
- 3 Please let me borrow your camera. I promise I'll take good care it.
- 4 I don't care money. It's not important to me.
- 5 Don't worry about arranging our holiday. I'll take care that.
- 6 'Do you like this coat?' 'No, I don't care the colour.'

UNIT 126 Verb + preposition (2)

Study this list of *verbs + preposition*:

dream ABOUT someone/something:

- I **dreamt about** you last night.

dream OF being something / doing something (= imagine):

- I often **dream of** being rich.

also: '(I) **wouldn't dream** (of doing something)':

- 'Don't tell anyone what I said.' 'No, I **wouldn't dream of it**.'

happen TO someone/something:

- A strange thing **happened to** me the other day.
- What **happened to** that gold watch you used to have?

hear ABOUT something (= be told about something):

- Did you **hear about** the fight in the club on Saturday night?
- Have you **heard about** Jane? She's getting married.

hear OF someone/something (= know that someone/something exists):

- 'Who is Tom Madely?' 'I have no idea. I've never **heard of** him.'
- Have you **heard of** a company called 'Smith Electrics'?

hear FROM someone (= receive a letter / telephone call from someone):

- 'Have you **heard from** Ann recently?' 'Yes, she wrote to me last week.'

laugh/smile AT someone/something:

- I look stupid with this haircut. Everyone will **laugh at** me.

listen TO someone/something:

- We spent the evening **listening to** records.

live ON money/food:

- George's salary is very low. It isn't enough to **live on**.

look AT someone/something (= look in the direction of):

- Why are you **looking at** me like that?

also: **have a look AT, stare AT, glance AT**

look FOR someone/something (= try to find):

- I've lost my keys. Can you help me **look for** them?

look AFTER someone/something (= take care of):

- She's very old. She needs someone to **look after** her.
- You can borrow this book if you promise to **look after** it.

pay (someone) FOR something:

- I didn't have enough money to **pay for** the meal.

but: **pay a bill / a fine / £50 / a fare / taxes etc.** (no preposition).

rely ON someone/something:

- You can **rely on** Jack. He always keeps his promises.

UNIT 126 Exercises

126.1 Complete these sentences. Each time use one of the following words with a preposition
rely listen ~~look~~ live laughing glanced paid happened

- 1 She's very old and can't live alone. She needs someone to look after her.
- 2 I haven't seen Harry for ages. I wonder what's him.
- 3 You must this record. You'll love it.
- 4 I the newspaper to see if there was anything interesting in it.
- 5 When you went to the theatre with Paul, who the tickets?
- 6 It's not a very good bus service. You can't it.
- 7 What are you ? I don't understand what's funny.
- 8 It's a very cheap country. You can very little money there.

126.2 Complete these sentences with a preposition (if a preposition is necessary).
Example: She smiled at me as she passed me in the street.

- 1 Don't listen what he says. He's stupid.
- 2 What happened the picture that used to be on that wall?
- 3 A: You wouldn't go away without telling me, would you?
B: Of course not. I wouldn't dream it.
- 4 I dreamt Ann last night. We were dancing together at a party when she suddenly hit me. Then I woke up.
- 5 The accident was my fault, so I had to pay the damage.
- 6 I didn't have enough money to pay the bill.
- 7 You know that you can always rely me if you need any help.
- 8 The man sitting opposite me on the train kept staring me.
- 9 She doesn't eat very much. She lives bread and eggs.

In these sentences put in the correct preposition after hear.

- 10 'Did you hear the accident last night?' 'Yes, Ann told me.'
- 11 Jill used to write to me quite often but I haven't heard her for a long time now.
- 12 A: Have you read any books by James Hudson?
B: James Hudson? No, I've never heard him.
- 13 Thank you for your letter. It was nice to hear you again.
- 14 'Do you want to hear our holiday?' 'No, tell me later.'
- 15 The town I come from is very small. You've probably never heard it.

In these sentences put in the correct preposition after look.

- 16 When I looked my watch, I couldn't believe that it was so late.
- 17 Who looked you when you were ill?
- 18 The police are still looking the seven-year-old boy who disappeared from his home last week. Nobody knows where the boy is.
- 19 When we went out for the evening, a neighbour of ours looked the children.
- 20 I'm looking Tom. Have you seen him anywhere?

UNIT 127

Verb + preposition (3)

Study this list of *verbs + preposition*:

search (a person / a place / a bag etc.) **FOR** someone/something:

- I've **searched** the whole house **for** my keys but I still can't find them.
- The police are **searching for** the escaped prisoner.

shout AT someone (*when you are angry*):

- He was very angry and started **shouting at** me.

but: shout TO someone (*so that they can hear you*):

- He **shouted to** me from the other side of the street.

speak/talk TO someone ('with' is also possible but less usual):

- (*on the telephone*) Hello, can I **speak to** Jane, please?
- Who was that man I saw you **talking to** in the pub?

suffer FROM an illness:

- The number of people **suffering from** heart disease has increased.

think ABOUT someone/something (= *consider, concentrate the mind on*):

- You're quiet this morning. What are you **thinking about**?
- I've **thought about** what you said and I've decided to take your advice.
- 'Will you lend me the money?' 'I'll **think about** it.'

think OF someone/something (= *remember, bring to mind, have an idea*):

- He told me his name but I can't **think of** it now. (*not 'think about it'*)
- That's a good idea. Why didn't I **think of** that?

We also use **think OF** when we ask for or give an *opinion*:

- 'What did you **think of** the film?' 'I didn't **think much of** it.'

The difference between **think OF** and **think ABOUT** is sometimes very small. Often you can use **OF** or **ABOUT**:

- My sister is **thinking of** (*or about*) going to Canada.
- Tom was **thinking of** (*or about*) buying a new car but changed his mind.
- When I'm alone, I often **think of** (*or about*) you.

wait FOR someone/something:

- I'm not going out yet. I'm **waiting for** the rain to stop.

write TO someone:

- Sorry I haven't **written to** you for such a long time.

We do *not* use a preposition with these verbs:

phone someone

Did you **phone** your father yesterday?

discuss something

We **discussed** many things at the meeting.

enter (= *go into a place*)

She felt nervous as she **entered** the room.

For verbs + preposition + **-ing** see Unit 60a.

UNIT 127 Exercises

127.1 Complete these sentences with a preposition where necessary. If no preposition is necessary, leave the sentence as it is.

Example: He was angry and started shouting *at* me.

- 1 I've searched everywhere John but I haven't been able to find him.
- 2 Ken gets very jealous. He doesn't like his girlfriend talking other men.
- 3 I don't want to go out yet. I'm waiting the post to arrive.
- 4 Please don't shout me! Be nice to me.
- 5 We passed Tom as we were driving along. I shouted him but he didn't hear.
- 6 Ann doesn't write her parents very often but she phones them at least once a week.
- 7 Can I speak you a moment? There's something I want to ask you.
- 8 Sally is often not well. She suffers severe headaches.
- 9 The police have been searching the countryside the missing girl.
- 10 She's a bit lonely. She needs someone to talk
- 11 I don't want to discuss what happened last night. I want to forget about it.
- 12 We're going out for a meal tonight. I must phone the restaurant to reserve a table.

In these sentences you have to use the correct preposition (of or about) after think. Remember that sometimes you can use either of or about.

- 13 Before you make a final decision, think carefully what I said.
- 14 I don't know what to get Ann for her birthday. Can you think anything?
- 15 You're selfish. You only think yourself.
- 16 'I've finished the book you lent me.' 'Oh, have you? What did you think it?'
- 17 We're thinking going out for a meal tonight. Would you like to come?
- 18 I don't really want to go out to dinner with Tom tonight. I'll have to think an excuse.
- 19 When he asked her to marry him, she said that she wanted to go away and think it for a while.
- 20 She is rather homesick. She's always thinking her family back home.
- 21 I don't think much this coffee. It's like water.

127.2 Complete these sentences with one of the following words. Use a preposition if necessary.
phoned ~~showed~~ discussed entered wrote waited

- 1 He got angry and *shouted at* me.
- 2 I Ann last week but she hasn't replied to my letter yet.
- 3 I Tom yesterday but there was no answer. He must have been out.
- 4 We the problem but we didn't reach a decision.
- 5 We Jim for half an hour but he never arrived.
- 6 The children stopped talking when the teacher the room.

UNIT 128 Verb + object + preposition (1)

Study this list of *verbs + object + preposition*:

accuse someone **OF** (doing) something (see also Unit 60b):

- Tom **accused** Ann **of** being selfish.
- Three students were **accused of** cheating in the examination.

ask (someone) **FOR** something:

- I wrote to the company **asking** them **for** more information about the job.

but: 'ask (someone) a question' (no preposition)

blame someone/something **FOR** something:

- Everybody **blamed** me **for** the accident.

or: **blame** something **ON** someone/something:

- Everybody **blamed** the accident **on** me.

We also say: '(someone is) **to blame for** something':

- Everybody said that I **was to blame for** the accident.

borrow something **FROM** someone:

- I didn't have any money. I had to **borrow** some **from** a friend of mine.

charge someone **WITH** (an offence / a crime):

- Three men have been arrested and **charged with** robbery.

congratulate someone **ON** (doing) something (see also Unit 60b):

- When I heard that he had passed his examination, I phoned him to **congratulate** him **on** his success.

divide/cut/split something **INTO** (two or more parts):

- The book is **divided into** three parts.
- **Cut** the meat **into** small pieces before frying it.

do something **ABOUT** something (= do something to improve a bad situation):

- The economic situation is getting worse and worse. The government ought to **do** something **about** it.

explain (a problem / a situation / a word etc.) **TO** someone:

- Can you **explain** this word **to** me? (*not* 'explain me this word')

also: 'explain (to someone) **that/what/how/why ...**' (note the word order):

- Let me **explain to you** what I mean.

invite someone **TO** (a party / a wedding etc.):

- Have you been **invited to** any parties recently?

leave (a place) **FOR** (another place):

- I haven't seen her since she **left** home **for** work this morning.

point/aim something **AT** someone/something:

- Don't **point** that knife **at** me! It's dangerous.

UNIT 128 Exercises

128.1 Complete these sentences with a preposition.

Example: I didn't have any money, so I had to borrow some from a friend of mine.

- 1 You're always asking me money. Why don't you ask someone else for a change?
- 2 I've been invited the wedding but unfortunately I can't go.
- 3 When I saw Dave, I congratulated him passing his driving test.
- 4 Be careful with those scissors. Don't point them me!
- 5 It's not very pleasant when you are accused something you didn't do.
- 6 The driver of the car was taken to the police station and later charged dangerous driving.
- 7 'Is that your own book?' 'No, I borrowed it the library.'
- 8 It's a very large house. It's divided four flats.
- 9 Mr and Mrs Roberts are on a tour of Europe at the moment. They're in Rome now, but tomorrow they leave Venice.
- 10 The roof of the house is in very bad condition. I think we ought to do something it.

128.2 In this exercise you have to use the correct preposition after blame. Sometimes you have to use for, and sometimes on.

Examples: Tom said that the accident was my fault. Tom blamed me for the accident.
Tom said that the accident was my fault. Tom blamed the accident on me.

- 1 Ann said that what happened was Jim's fault. Ann blamed Jim
- 2 You always say that everything is my fault. You always blame everything
- 3 Do you think that the economic situation is the fault of the government?
Do you blame the government
- 4 I think that the increase in violent crime is the fault of television.
I blame the increase in violent crime

Now re-write sentences 3 and 4 using ... to blame for ...

Example: Tom said that I was to blame for the accident.

- 5 (3) Do you think that the government is
- 6 (4) I think that

128.3 In this exercise you have to make sentences using explain. You ask someone to explain some things that you don't understand.

Examples: (I don't understand this word). Can you explain this word to me?
(I don't understand what you mean) Can you explain to me what you mean?

- 1 (I don't understand this question.) Can you explain
- 2 (I don't understand the system.) Can you
- 3 (I don't understand how this machine works.)
- 4 (I don't understand why English food is so bad.)

UNIT 129 Verb + object + preposition (2)

Study this list of *verbs + object + preposition*:

prefer someone/something **TO** someone/something (see also Unit 64):

- I **prefer** tea **to** coffee.

protect someone/something **FROM** (or **against**) someone/something:

- He put sun-tan oil on his body **to protect** his skin **from** the sun. (or ... **against** the sun.)

provide someone **WITH** something:

- The school **provides** all its students **with** books.

regard someone/something **AS** something:

- I've always **regarded** you **as** one of my best friends.

remind someone **OF** someone/something (= cause someone to remember):

- This house **reminds** me **of** the one I lived in when I was a child.
- Look at this photograph of Tom. Who does he **remind** you **of**?

but: **remind** someone **ABOUT** something (= tell someone not to forget):

- I'm glad you **reminded** me **about** the party. I had completely forgotten it.
- For 'remind someone to do something' see Unit 55b.

sentence someone **TO** (a period of imprisonment):

- He was found guilty and **sentenced** **to** six months' imprisonment.

spend (money) **ON** something:

- How much money do you **spend** **on** food each week?

Note that we usually say 'spend (time) doing something':

- I **spend** a lot of time **reading**.

throw something **AT** someone/something (in order to hit them):

- Someone **threw** an egg **at** the minister while he was speaking.

but: **throw** something **TO** someone (for someone to catch):

- Ann shouted 'Catch!' and **threw** the keys **to** me from the window.

translate (a book etc.) **FROM** one language **INTO** another language:

- George Orwell's books have been **translated** **into** many languages.

warn someone **ABOUT** someone/something (of is also possible sometimes):

- I knew she was a bit strange before I met her. Tom had **warned** me **about** her.
- Everybody has been **warned** **about** the dangers of smoking.

For 'warn someone **against** doing something' see Unit 60b.

For 'warn someone **not to do** something' see Unit 55b.

For verbs + object + preposition + **-ing** see Unit 60b.

UNIT 129 Exercises

129.1 In this exercise you have to read a sentence and then complete another sentence with the same meaning. Each time begin in the way shown.

Example: Many people think he is one of the greatest pianists in the world.

Many people regard him as one of the greatest pianists in the world.....

- 1 I don't mind pop music but I prefer classical music.
I prefer
- 2 He has enemies but he has a bodyguard to protect him.
He has a bodyguard to protect his enemies.
- 3 I got all the information I needed from Tom.
Tom provided
- 4 I bought a pair of shoes this morning – they cost £40.
This morning I spent
- 5 Ann said to Tom, 'Don't forget your appointment with Mr Fox.'
Ann reminded

129.2 Complete these sentences with the correct preposition.

Example: Ann shouted 'Catch!' and threw the keys to me from the window.

- 1 Do you prefer your present job the one you had before?
- 2 They wore warm clothes to protect themselves the cold.
- 3 He's written many books but most people regard his first book his best.
- 4 Do you spend much money clothes?
- 5 Do you see that girl over there? Does she remind you anyone you know?
- 6 Remind me the meeting tomorrow night. I'm sure to forget otherwise.
- 7 I love this music. It always makes me feel very happy. It reminds me a warm spring day.
- 8 When we went on our skiing holiday last year, the organisers provided us all the equipment we needed.
- 9 Before he came to Britain, many people had warned him the weather. So he was prepared for plenty of rain.
- 10 He was sentenced life imprisonment for the murder of a policeman.
- 11 Don't throw stones the birds! It's cruel.
- 12 If you don't want to eat that sandwich, throw it the birds. They'll eat it.
- 13 I couldn't understand the letter because it was in Spanish. So a friend of mine translated it English for me.
- 14 I prefer travelling by train driving. It's much more pleasant.
- 15 What do you spend most of your money ?
- 16 She got really angry. She even threw a chair me!
- 17 You remind me very much someone I used to know a long time ago. You are really like him in many ways.
- 18 Some words are difficult to translate one language another.
- 19 Before you go into the house, I must warn you the dog. He can be very aggressive sometimes.

UNIT 130

Phrasal verbs (get up, break down, fill in etc.)

a) We often use verbs with these words:

on	off	in	out	up	down	away
back	over	about	round	forward	through	along

We often use these words with verbs of *movement*. For example:


get on	The bus was full. We couldn't get on.
drive off	She got into the car and drove off.
come back	Tom is leaving tomorrow and coming back on Saturday.
turn round	When I touched him on the shoulder, he turned round.

But often these words (on/off/up/down etc.) give a special meaning to a verb. For example:

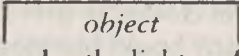
- Sorry I'm late. The car **broke down**.
- **Look out!** There's a car coming.
- It was my first flight. I was very nervous as the plane **took off**.
- I was so tired this morning that I couldn't **get up**.
- How did you **get on** in your examination yesterday?

These verbs (**break down / get up / get on** etc.) are *phrasal verbs*.

b) Sometimes a phrasal verb has an *object*. Usually there are *two possible positions* for the object. So you can say:


object
 I turned off the light.

 or


object
 I turned the light off.

Here are some more examples:

- Could you { **fill in** this form?
 fill this form **in**?
- It's warm. { **Take off** your coat.
 Take your coat **off**.
- The fire-brigade soon arrived and { **put out** the fire.
 put the fire **out**.
- I think I'll { **throw away** these old newspapers.
 throw these old newspapers **away**.
- The police got into the house by { **breaking down** the door.
 breaking the door **down**.

Sometimes the object of a phrasal verb is a *pronoun* (it/them/me/you/him/her/us). These pronouns go *before* on/off/in/out/up/down etc.:

- They gave me a form and told me to **fill it in**. (not 'fill in it')
- Ann's asleep. Don't **wake her up**. (not 'wake up her')
- 'What shall I do with these old newspapers?' 'Throw **them away**.'
- Here's the money you need. Don't forget to **pay me back**.

c) Sometimes we use a *phrasal verb + preposition*. For example: **look forward to / keep up with / cut down on**. The object always comes *after the preposition*:

- Are you **looking forward to** your holiday?
- You're walking too fast. I can't **keep up with** you.
- Jack has **cut down on** smoking. He only smokes five cigarettes a day now.

UNIT 130 Exercises

130.1 In this exercise you have to complete the sentences using a suitable phrasal verb from the box. Use the correct form of the verb each time.

break down	clear up (= become bright – for weather)	get on
speak up (= speak louder)	show off (= show how good you are at something)	grow up
turn up (= appear/arrive)		fall off
close down		move in

- 1 Be careful on that horse! Don't fall off !
- 2 Sorry I'm late. The car broke down on the way here.
- 3 How did you in your interview yesterday?
- 4 There used to be a very good shop on the corner but it a year ago.
- 5 'We've bought a new house.' 'Oh, have you? When are you ?'
- 6 Wayne is eight years old. When he, he wants to be a pilot.
- 7 I arranged to meet Jim after work last night but he didn't
- 8 The weather's horrible, isn't it? I hope it later.
- 9 We all know how wonderful you are. There's no need to
- 10 (on the telephone) I can't hear you very well. Can you a bit?

130.2 Complete these sentences as shown in the examples:

Examples: He told me to fill in the form, so I filled it in.
He told me to throw away the newspapers, so I threw them away.

- 1 He told me to put out my cigarette, so I
- 2 He told me to take off my shoes, so I
- 3 He told me to turn on the heating, so
- 4 He told me to ring up Ann, so
- 5 He told me to give up smoking, so
- 6 He told me to put on my glasses, so
- 7 He told me to write down my address, so

130.3 Complete these sentences using a suitable phrasal verb from the box. Where necessary use the past tense of the verb. Each time use it/them/me with the verb.

look up	turn down	wake up	shave off
pick up	cross out	knock out	try on

- 1 The radio is a bit loud. Can you turn it down a bit, please?
- 2 There was a £20 note lying on the pavement, so I
- 3 The children are asleep. Don't !
- 4 If you make a mistake, just
- 5 I saw a jacket which I liked in the shop. So I went in and to see if it fitted me.
- 6 There were a few words that I didn't understand, so I in my dictionary.
- 7 He had a beard for a long time but he got fed up with it. So he
- 8 A stone fell on my head and I was unconscious for half an hour.

Appendix 1

List of present and past tenses

Present simple I do (Units 2–4)

I **work** in a bank but I **don't enjoy** it very much.
Tom **watches** television every evening.
Do you **like** parties?
We **don't go** out very often. We usually **stay** at home.

Present continuous I am doing (Units 1, 3 and 4)

Please **don't disturb** me. I'm **working**.
'What's Tom doing?' 'He's **watching** television.'
Hello, Ann. **Are you enjoying** the party?
We **aren't going** to the party tomorrow night.

Present perfect I have done (Units 13–21)

I've **lost** my key. **Have you seen** it anywhere?
'Is Tom here?' 'No, he **has gone** home.'
How long **have they been married**?
The house is very dirty. We **haven't cleaned** it for weeks.

Present perfect continuous I have been doing (Units 16–18)

I'm tired. I've **been working** hard all day.
You're out of breath. **Have you been running**?
How long **has he been learning** English?
I **haven't been feeling** very well recently.

Past simple I did (Unit 11)

I **lost** my key yesterday.
They **went** to the cinema but they **didn't enjoy** the film.
What time **did you get up** this morning?
It **was** hot in the room, so she **opened** the window.

Past continuous I was doing (Unit 12)

When I arrived, Tom **was watching** television.
This time last year I **was living** in Brazil.
What **were you doing** at 10 o'clock last night?
The television was on but they **weren't watching** it.

Past perfect I had done (Unit 22)

I **couldn't** get into the house because I **had lost** my key.
When I arrived at the party, Tom **wasn't** there. He **had gone** home.
They **didn't** come to the cinema with us because they **had already seen** the film.
The house was dirty because we **hadn't cleaned** it for weeks.

Past perfect continuous I had been doing (Unit 23)

I **was** very tired. I **had been working** hard all day.
He **was** leaning against a wall, out of breath. He **had been running**.

For the passive see Unit 43.
For the future see Units 4–10.

Appendix 3 Spelling

Nouns, verbs and adjectives can have the following endings:

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

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

Vowels and consonants

a e i o u are *vowel* letters.

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

1 Nouns and verbs + -s/-es

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

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

Note also:

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

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

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

y changes to ie before -s:

baby/babies lorry/lorries country/countries secretary/secretaries
hurry/hurries study/studies apply/applies try/tries

y changes to i before -ed:

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

y changes to i before -er and -est:

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

y changes to i before -ly:

easy/easily heavy/heavily temporary/temporarily

y does *not* change before -ing:

hurrying studying applying trying

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

play/plays/played enjoy/enjoys/enjoyed monkey/monkeys

Exception: day/daily

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

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

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

lie/lying die/dying tie/tying

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

Verbs

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

smoke/smoking hope/hoping dance/dancing confuse/confusing

Exceptions: be/being

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

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

smoke/smoked hope/hoped dance/danced confuse/confused

Adjectives and adverbs

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

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

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

polite/politely extreme/extremely absolute/absolutely

If an adjective ends in -le (terrible, probable etc.), we leave out e and add -y for the adverb:

terrible/terribly probable/probably reasonable/reasonably

5 Doubling consonants (stop/stopping/stopped, hot/hotter/hottest etc.)

Sometimes a verb or an adjective ends in *consonant-vowel-consonant*. For example:

stop plan rob hot thin wet prefer begin

We double the final consonant (-pp-, -nn- etc.) of these words before -ing, -ed, -er and -est:

stop/stopping/stopped plan/planning/planned rob/robbing/robbed

hot/hotter/hottest thin/thinner/thinnest wet/wetter/wettest

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

preFER/preffering/preferred perMIT/permitting/permitted

reGRET/regretting/regretted beGIN/beginning

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

VISit/visiting/visited deVELOp/developing/developed

LISten/listening/listened reMEMber/remembering/remembered

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

travel/travelling/travelled cancel/cancelling/cancelled

We do *not* double the final consonant if the word ends in two consonants (-rt-, -rn-, -ck etc.):

start/starting/started turn/turning/turned thick/thicker/thickest

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

boil/boiling/boiled need/needing/needed explain/explaining/explained

cheap/cheaper/cheapest loud/louder/loudest quiet/quieter/quietest

Note that we do *not* double y or w at the end of words. (At the end of words y and w are not consonants; they are part of the vowel sound.):

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

Appendix 4 Short forms (I'm/you've/didn't etc.)

In spoken English we usually say 'I'm/you've/didn't' etc. (= I am / you have / did not). We also use these short forms in *informal* written English (for example, in letters to friends). When we write short forms, we use an *apostrophe* (') for the missing letter or letters:

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

Short forms of auxiliary verbs (am/is/are/have/has/had/will/shall/would):

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

's can be is or has:

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

'd can be would or had:

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

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

who's	what's	where's	that's	there's
who'll	what'll	when's	that'll	there'll
who'd	how's	here's		

- **Who's** that girl over there? (= who is)
- **What's** happened? (= what has)
- I think **there'll** be a lot of people at the party. (= there will)

Sometimes we use short forms (especially 's) after a noun:

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

You *cannot* use these short forms ('m/'s/'ve etc.) *at the end of a sentence* (because the verb is stressed in this position):

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

Short forms of auxiliary verbs + not (isn't/didn't etc.):

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

Note that you can say:

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

Appendix 5 American English

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

Unit 13 In American English the *past simple* is often used to give new information or to announce a recent happening:

- I **lost** my key. Can you help me look for it?

The *past simple* is used with **just** and **already**:

- I'm not hungry. I **just had** lunch.
- 'Don't forget to post the letter.' 'I **already posted** it.'

Unit 15b Americans use the *past simple* with **yet**:

- I **didn't** tell them about the accident yet.

Unit 24a In American English the forms **I have / I don't have / do you have?** are more usual than 'I've got / I haven't got / have you got?':

- We **have** a new car.
- Do you **have** any change?

Unit 35c Americans often use the infinitive (without **to**) in structures with **insist/suggest** etc.:

- They **insisted** that we **have** dinner with them.
- Jim **suggested** that I **buy** a car.

This structure is also used in British English.

Unit 75a Americans say 'the hospital':

- The injured man was taken to **the hospital**.

Unit 104d Americans say 'on a team':

- He's the best player **on** the team.

Unit 108a **Quite** is not often used with this meaning in American English. In American English **quite** usually means 'completely' as in section c.

Unit 114d Americans say 'on the week-end / on week-ends'.

Unit 124 In American English 'different **than**' is also possible. 'Different **to**' is *not* used.

Unit 127 Americans say **write someone** (without **to**):

- Please **write me** soon and tell me how you are.

Appendix 2.2 These verbs (**burn, learn** etc.) are normally regular in American English: **burned, learned** etc.

Appendix 2.4 The past participle of **get** is **gotten** in American English:

- Your English has **gotten** much better since I last saw you.

Appendix 3.5 Note the American spelling of these words:

traveling, traveled canceling, canceled

Key

In these answers, sometimes the full form of the verb is given (e.g. 'I am, it is, she will, he has' etc.) sometimes the short form (e.g. 'I'm, it's, she'll, he's' etc.). Often it doesn't matter which you choose. See Appendix 4 for details of when short forms are not possible.

Unit 1

- | | | | |
|------------|---|------------|---|
| 1.1 | 1 am trying
2 is snowing
3 are you looking
4 are making
5 am looking
6 Are you enjoying
7 are shouting
8 are you wearing
9 am not working
10 am not eating | 1.2 | 1 is rising / is falling / is increasing
2 is getting
3 is getting / is becoming
4 is changing
5 is rising / is increasing
6 is improving (or is getting better)
7 is getting / is becoming |
| | | 1.3 | 2 am training
3 Are you enjoying
4 am not working
5 am building
6 Are you doing
7 are helping |

Unit 2

- | | | | |
|------------|---|------------|--|
| 2.1 | 1 opens ... closes
2 do the banks close
3 don't use
4 do you smoke
5 do you do
6 does your father come ... comes
7 don't you get
8 play ... don't play
9 does 'deceive' mean | 2.3 | 1 How often does Ann watch telev
2 How often do you write to your p
3 What time do you usually have c
(in the evening)?
4 Where does Tom work?
5 How often do you go to the cine
6 Why do people do stupid things
7 How often does the car break do |
| 2.2 | 1 The sun doesn't rise in the west. It rises in the east.
2 Mice don't catch cats. Cats catch mice.
3 Carpenters don't make things from metal. They make things from wood.
4 The River Amazon doesn't flow into the Pacific Ocean. It flows into the Atlantic Ocean. | | |

Unit 3

- | | |
|--|--|
| 3.1 1 right
2 wrong – are they talking
3 wrong – Do you believe
4 wrong – is trying
5 right
6 wrong – I think
7 right
8 wrong – I usually go | 3.2 1 don't belong
2 is coming ... don't want
3 flows
4 is flowing
5 Does it ever snow
6 grow ... aren't growing
7 am learning ... is teaching
8 don't need
9 enjoy ... am not enjoying
10 don't believe him
11 is staying ... stays
12 live ... do your parents live
13 is staying
14 does your father do ... isn't working |
|--|--|

Unit 4

- | | |
|--|---|
| 4.1 1 How long are you staying?
2 When are you leaving?
3 Are you going alone?
4 Are you going by car?
5 Where are you staying? | 4.3 1 I'm working late (till 9 p.m.).
2 I'm going to the theatre with my mother.
3 I'm meeting Julia (at 8 p.m.). |
| 4.2 1 She is leaving next Friday.
2 She is staying in Scotland for two weeks.
3 She is going with a friend of hers.
4 They are staying in a hotel.
5 They are going by train. | 4.4 1 are having
2 am not going ... Are you going
3 starts
4 are getting
5 opens ... finishes
6 does the next train leave
7 are going ... Are you coming |

Unit 5

- | | |
|---|--|
| 5.1 1 I'm going to phone him after lunch.
2 I'm just going to have it.
3 Not yet. I'm going to paint it soon.
4 Not yet. I'm just going to repair it. | 4 No, they were going to go to Greece (for their holidays) but they changed their minds.
5 No, I was going to play tennis but I changed my mind.
6 No, I was going to invite her (to the party) but I changed my mind. |
| 5.2 1 What are you going to wear?
2 Where is he going to hang it?
3 Who are you going to invite? | 5.4 1 He is going to fail (his examinations).
2 He is going to be late.
3 It is going to sink.
4 She / The car is going to run out of petrol. |
| 5.3 1 No, I was going to buy it but I changed my mind.
2 No, she was going to get married but she changed her mind.
3 No, he was going to resign (from his job) but he changed his mind. | |

Unit 6

- 6.1**
- 1 I'll have / I'll get
 - 2 I'll phone / I'll telephone / I'll ring / I'll call
 - 3 I'll turn / I'll switch / I'll put
 - 4 I'll go
 - 5 I'll do / I'll write
 - 6 I'll have

- 6.2**
- 1 I think I'll go to bed.
 - 2 I think I'll walk.
 - 3 I don't think I'll play tennis.
 - 4 I don't think I'll go swimming.

- 6.3**
- 1 I'll get the dinner ready.
 - 2 No, it's all right. I'll do the shopping.
 - 3 No, it's all right. I'll water the plants.

- 6.4**
- 1 B: Sure, I'll phone you tonight.
B: Yes, I promise I'll phone you to
 - 2 B: Okay, I'll repair it tomorrow.
A: Do you promise?
B: Yes, I promise I'll repair it tomo
 - 3 A: Do you promise?
B: Yes, I promise I won't tell anyo
 - 4 B: I won't hurt you.
A: Do you promise?
B: Yes, I promise I won't hurt you

Unit 7

These verb forms are more natural.

- 7.1**
- 1 am going
 - 2 will rain
 - 3 will get
 - 4 is coming
 - 5 are going
 - 6 won't hurt

- 7.2**
- 1 She'll probably say nothing.
 - 2 I expect she'll go to London.
 - 3 I think she'll leave tomorrow.

- 4 I expect she'll go there by train.
- 5 I think she'll be back quite soon.
- 6 Yes, I'm sure I'll miss her very much

- 7.3**
- 1 Shall I buy it?
 - 2 Shall I take an umbrella?
 - 3 What shall I give Ann for her birthda
 - 4 What time shall I phone (you)?
 - 5 Where shall we go for our holidays?
 - 6 What shall we have for dinner?
 - 7 Shall we go by car or (shall we) walk

Unit 8

- 8.1**
- 1 I'll get
 - 2 I'm going to wash
 - 3 are you going to paint
 - 4 I'll call
 - 5 it is going to fall
 - 6 I'm going to buy
 - 7 I'll show
 - 8 I'll have
 - 9 he is going to have ...
he is going to start

- 10 I'll do
- 11 we'll have
- 12 I'll go ...
I'm going to get ...
I'll get
- 13 I'll take ...
Alan is going to take

Unit 9

- 9.1** 1 leave
2 will phone ... arrive
3 come ('police' is plural)
4 will be ... passes
5 see ... won't recognise
6 won't start ... arrives
7 Will you be ... am
8 need ... will ask
9 will be ... are
- 9.2** 1 I'll give you my address when I find (or have found) somewhere to live.
2 Let's go out before it starts raining.
- 9.3** 1 When 5 If
2 If 6 when
3 if 7 when
4 if 8 if
- 3 I'll come straight back home after I do (or have done) the shopping.
4 You must come and see me when you're in London next month.
5 I'll get the dinner ready when I finish (or have finished) reading this book.
6 We'll let you know as soon as we make (or have made) our decision.

Unit 10

- 10.1** 1 I will be playing tennis.
2 he will be studying.
3 we will be cleaning the flat.
- 10.2** 1 Bob was reading the newspaper.
2 He is reading the newspaper.
3 he will be reading the newspaper.
- 10.3** 1 Will you be seeing Tom this afternoon?
2 Will you be using your typewriter tomorrow evening?
3 Will you be passing the post office when you're in town?
- 10.4** 1 Jim will have gone to bed.
2 he will have spent all his money.
3 he will have been here exactly three years.

Unit 11

- 11.1** 1 he woke up early.
2 he walked to work.
3 he was late for work.
4 he had a sandwich for lunch.
5 he went out.
6 he slept very well.
- 11.2** 1 taught
2 fell ... hurt
3 sold
4 spent ... bought ... cost
5 threw ... caught
- 11.3** 1 How long did you stay there?
2 Did you stay in a hotel?
3 Did you go alone?
4 How did you travel?
5 Was the weather fine?
6 What did you do in the evenings?
7 Did you meet any interesting people?
- 11.4** 1 didn't shave ... didn't have
2 didn't eat ... weren't
3 didn't rush ... wasn't
4 wasn't ... didn't understand

Unit 12

- 12.1** 2 she was reading the newspaper
3 she was cleaning her flat
4 she was having lunch
- 5 she was washing some clothes
6 she was watching television

- 12.2** 1 Ann was writing a letter in her room.
2 George was getting ready to go out.
3 Carol and Dennis were having dinner.
4 Tom was making a phone call.

- 12.3** 1 The phone rang when I was having a shower.
2 It began to rain when I was walking home.
3 We saw an accident when we were waiting for the bus.

- 12.4** 1 fell ... was painting
2 was reading ... heard
3 Were you watching
4 was waiting ... arrived
5 wasn't driving ... happened
6 broke ... was doing ... slipped
7 took ... wasn't looking
8 didn't go ... was raining
9 were you doing
10 saw ... was wearing

Unit 13

- 13.1** 1 Charles has gone to Brazil.
2 Jack and Jill have decided to get married.
3 Suzanne has had a baby.
4 Monica has given up smoking.
5 George has passed his driving-test.

- 13.2** 1 She has washed her hair.
2 He has lost weight.
3 It has run out of petrol.
4 He has broken his leg.

- 13.3** 1 Yes, I've just seen him.
2 Yes, she has just phoned.
3 No thanks, I've just put one out.

- 13.4** 1 I've already phoned him.
2 I've already read it.
3 No, I've already paid (him).

- 13.5** 1 been
2 gone
3 been

Unit 14

- 14.1** 1 Have you ever been to South America?
2 Have you read any English books?
3 Have you lived in this town all your life?
4 How many times have you been in love?
5 What's the most beautiful country you have ever visited?
6 Have you ever spoken to a famous person?

- 14.2** 1 Yes, it's the best film I've ever seen.
2 Yes, it's the longest book I've ever read.
3 Yes, she's the most interesting person I've ever met.

- 14.3** 1 Is this the first time you've played tennis?
Yes, I've never played tennis before.
2 Is this the first time you've ridden a horse?
Yes, I've never ridden a horse before.
3 Is this the first time you've been to England? (or ... in England?)
Yes, I've never been to England before (or ... in England).

- 14.4** 1 It hasn't rained for ages.
2 They haven't visited me since June.
3 I haven't played tennis for a long time.
4 I've never eaten caviar.
5 I haven't driven for six months.
6 I've never been to Spain. (For 'been' and 'gone to' see Unit 13d.)
7 She hasn't written to me since last summer.

Unit 15

- 15.1** 1 Have you read a newspaper recently?
2 Have you seen Tom in the past few days?
3 Have you played tennis recently?
4 Have you eaten anything today?
5 Have you seen any good films recently?
6 Have you had a holiday this year yet?
- 15.2** 1 I haven't eaten there yet but I'm going to eat there.
2 I haven't bought one yet but I'm going to buy one.
3 He hasn't asked her yet but he's going to ask her.
- 15.3** 1 haven't eaten
2 hasn't snowed (much)
3 I haven't played (tennis) (much) so far
4 she hasn't worked hard so far
5 but I haven't watched television so far
6 haven't won
- 15.4** 1 It's the second time you've been late this week.
2 It's the third time the car has broken down this month.
3 It's the fifth cup (of tea) she has had (or drunk) this morning.

Unit 16

- 16.1** 1 She has been working hard.
2 Bob and Bill have been fighting.
3 He has been lying in the sun.
4 She has been playing tennis.
- 16.2** 1 Have you been crying?
2 Have you been waiting long?
3 What have you been doing?
- 16.3** 1 He has been studying for three hours.
2 I've been learning Spanish since December.
3 She has been looking for a job for six months.
4 She has been working in London since 18 January.
5 He has been smoking for five years.
- 16.4** 1 How long has your foot been hurting?
2 How long has Mike been playing chess?
3 How long has Jim been selling washing machines?
4 How long has Tom been living in High Street?

Unit 17

- 17.1** 1 She has been travelling around Europe for three months.
She has visited six countries so far.
2 He has been playing tennis since he was 11. ('has played' is also possible – see Unit 18c.)
He has won the national championship four times.
3 They have been making films since they left college.
They have made ten films since they left college.
- 17.2** 1 How long have you been waiting (for me)?
2 How many books have you written?
3 How long have you been writing books?
4 How many times have you played (football) for your country?
- 17.3** 1 has broken
2 have been reading ... haven't finished
3 haven't been waiting
4 have been cleaning ... have cleaned
5 Have you been cooking
6 has appeared

Unit 18

- 18.1** 1 wrong – have been married
2 wrong – has been raining
3 right
4 wrong – have you *always* lived
5 wrong – has Ken had
6 wrong – have you known
7 right
- 18.2** 1 How long has your sister been married?
2 How long has Boris been on holiday?
3 How long have you lived in Glasgow / ... have you been living in Glasgow?
4 How long has it been snowing?
5 How long has Jack smoked? / ... has Jack been smoking?
6 How long have you known about her problem?
7 How long have Jack and Jill been looking for a flat?
8 How long has Diana been teaching in Germany? / ... has Diana taught in Germany?
- 9 How long has Dennis been in love with Margaret? / How long have they been in love?
10 How long has Colin had a car?
- 18.3** 1 Jack has lived in Bolton since he was born.
2 Bill has been unemployed since April.
3 Ann has had a bad cold for the last few days.
4 I have wanted to go to the moon since I was a child.
5 My brother has been studying languages at university for two years.
6 Tim and Jane have been working in Sheffield since February.
7 My cousin has been in the army since he was 17.
8 They have been waiting for us for half an hour.

Unit 19

- 19.1** 1 How long has she been learning Italian? When did she begin learning Italian?
2 How long have you known Tom? When did you first meet Tom?
3 How long have they been married? When did they get married?
- 19.2** 1 since 4 Since
2 for 5 for
3 for 6 for
- 19.3** 1 He has been ill for three days.
2 We got married five years ago.
3 He has had a beard for ten years.
4 He went to France three weeks ago.
5 He bought his new car in February.
- 19.4** 1 No, it's six months since I ate in a restaurant.
2 No, it's years since it snowed here.
3 No, it's a long time since I played cards.

Unit 20

- 20.1** 1 I lost (a lot of) weight but now I have put on weight again.
2 She went to Australia but now she has come back (to Britain) (again).
3 Kevin bought a car (last year) but now he has sold it (to someone else).
4 The police arrested the man but now they have released him (again). / The man was arrested by the police but now he has been released (again).
5 Bill cut his hair but now it has grown (again).
6 The prisoner escaped from the prison but now he has been caught (again).

Key

- 20.2** 1 wrong – Who wrote ...
2 wrong – Aristotle was ...
3 right
4 wrong – He has had ...
5 right
6 wrong – ... who developed ...

- 20.3** 1 Have you had
Did you cut
cut
2 has broken ('broke' is also possible here)
did that happen
fell

Unit 21

- 21.1** 1 bought
2 has had
3 arrived ... had ... went
4 Did you visit
5 has taken
6 did you give
7 didn't eat ... didn't feel
8 didn't Jim want
9 Have you washed
10 has gone
did he go

- 21.2** 1 I have been ill twice so far this year.
2 How many times were you ill last year?
3 I haven't drunk any coffee so far today.
4 He has been late three times this week.
5 How many games did the team win last season?
6 How many games has the team won so far this season?

- 21.3** 1 worked 5 has been
2 has lived 6 never met
3 have been 7 have never met
4 was

Unit 22

- 22.1** 1 had gone
2 had closed
3 had died
4 had changed
5 had sold
- 22.2** 1 I had never seen her before.
2 She had never been late before.
3 ... she had never played (tennis) before.
4 He had never driven (a car) before.

- 22.3** 1 He had just gone out.
2 The film had already begun.
3 They had just finished their dinner.
4 She had already arranged to do something else.
5 I hadn't seen her for five years.

- 22.4** 1 had gone
2 went
3 broke
4 had broken ... stopped

Unit 23

- 23.1** 1 He had been studying hard all day.
2 Somebody had been smoking in the room.
3 She had been lying in the sun too long.
4 They had been playing football.
5 She had been dreaming.

- 23.2** 1 The orchestra had been playing for about ten minutes when a man in the audience suddenly began shouting.
2 I had been waiting for 20 minutes when I realised that I had come to the wrong restaurant.

- 3 They had been living in the south of France for six months when Mr Jenkins died.

- 23.3** 1 was looking
2 had been walking
3 were eating
4 had been eating
5 was waiting ... had been waiting

Unit 24

- 24.1**
- 1 I haven't got a ladder. / I don't have a ladder. / I haven't a ladder.
 - 2 We didn't have enough time.
 - 3 He didn't have a map.
 - 4 She hasn't got any money. / She doesn't have any money. / She hasn't any money.
 - 5 I didn't have any eggs.
 - 6 I haven't got my key. / I don't have my key. / I haven't my key.
 - 7 They didn't have a camera.
 - 8 We didn't have an umbrella.

- 24.2**
- 1 Have you got / Do you have / Have you
 - 2 Did you have
 - 3 Have you got / Do you have / Have you
 - 4 Did you have
 - 5 Have you got / Do you have / Have you
 - 6 Did you have

- 24.3**
- 3 had a party
 - 4 do you have a bath
 - 5 had a baby
 - 6 have a look
 - 7 Did you have a good flight?
 - 8 is having a rest
 - 9 had a chat
 - 10 Did you have a nice time?
 - 11 had a cigarette

Unit 25

- 25.1**
- 1 used to cry
 - 2 used to be
 - 3 used to live
 - 4 used to be
 - 5 used to like
 - 6 used to have / used to ride

- 25.3**
- 1 he doesn't play tennis very much / very often / a lot.
 - 2 she drinks coffee/it.
 - 3 she is (fat).
 - 4 he goes out a lot / very often. (or he often goes out.)

- 25.2**
- 1-4
 - He used to go to bed early.
 - He used to run three miles every morning.
 - He never used to go out every evening. / He didn't use to go out every evening.
 - He never used to spend a lot of money. / He didn't use to spend a lot of money.

- 25.4**
- 1 did he use to play the piano?
 - 2 did he use to be rich?
 - 3 did he use to go out often / very often / a lot?
 - 4 did he use to dance?
 - 5 did he use to have many friends?

Unit 26

- 26.1**
- 1 can / is able to
 - 2 been able to
 - 3 be able to
 - 4 be able to

- 26.3**
- 1 were able to find it.
 - 2 was able to win (it).
 - 3 was able to escape.

- 26.2**
- 1 could play (tennis)
 - 2 could run
 - 3 could swim

- 26.4**
- 1 couldn't / wasn't able to
 - 2 was able to
 - 3 could / was able to
 - 4 was able to
 - 5 could / was able to
 - 6 were able to

Unit 27

- 27.1**
- 1 We could have fish.
 - 2 We could go (and see him) on Friday.
 - 3 You could give her a book (for her birthday).

- 27.2**
- 1 We could have gone to the concert but we decided not to.
 - 2 He could have taken the examination but he decided not to.
 - 3 I could have bought a new car but I decided not to.

- 27.3**
- 1 But he could have helped us.
 - 2 But he could help us.

- 3 But they could lend us some (money).
- 4 But she could have had something to eat.

- 27.4**
- 1 He couldn't have come (to a party on Friday night) because he was ill.
 - 2 He could have played tennis on Monday afternoon.
 - 3 He couldn't have translated it because he doesn't know any Spanish.
 - 4 He could have lent Jack £20.
 - 5 He couldn't have repaired her washing machine because he doesn't know anything about machines.

Unit 28

- 28.1**
- 1 they must be married.
 - 2 he can't be serious.
 - 3 they must have been in a hurry.
 - 4 she must know a lot of people.
 - 5 he must have known about it / the plan.
 - 6 they can't have much (money).
 - 7 he can't have been driving carefully.
 - 8 they must be waiting for somebody.

Short answers are also possible in this exercise:

- 1 they must be.
- 2 he can't be.
- 3 they must have been.
- 4 she must.
- 5 he must have.
- 6 they can't have.
- 7 he can't have been.
- 8 they must be.

- 28.2**
- 1 must have
 - 2 can't be
 - 3 must be
 - 4 must read / must have read
 - 5 must be going

- 28.3**
- 1 It must have been very expensive.
 - 2 He must have gone away.
 - 3 You must have left it on the train.
 - 4 The exam can't have been very difficult.
 - 5 She must have listened / must have been listening to our conversation.
 - 6 He can't have understood what I said.
 - 7 I must have forgotten to turn it off.
 - 8 The driver can't have seen the red light.

Unit 29

- 29.1**
- 1 I'm not sure. They may/might be married.
 - 2 I'm not sure. She may/might want to go.
 - 3 I'm not sure. He may/might be telling the truth.
 - 4 I'm not sure. He may/might have a car.
 - 5 I'm not sure. She may/might have been ill.
 - 6 I'm not sure. She may/might have told somebody.

- 7 I'm not sure. They may/might have been listening.
- 8 I'm not sure. She may/might not want to go.
- 9 I'm not sure. He may/might not be telling the truth.
- 10 I'm not sure. They may/might not be ready.

- 29.2** 1 a) She may be going to the theatre.
b) She could be going to a party.
2 a) He may have gone to bed early.
b) He might not have heard the bell.
c) He could have been in the bath.
3 a) Someone may have dropped a cigarette.
b) It could have been an electrical fault.
4 a) He might have been going to work.
b) He may have been going shopping.
5 a) He might have had to go somewhere else.
b) He may not have known about it.

Unit 30

- 30.1** 1 I may/might buy a Mercedes.
2 I may/might go to London.
3 I may/might hang it in the dining-room.
4 he may/might come tomorrow evening.
5 she may/might do a secretarial course.
4 He may not pass it / the exam.
5 They might be waiting for us when we arrive.
6 It may snow later.
- 30.2** 1 He may be late.
2 She might not be able to find it / our house.
3 There might be an election this year.
- 30.3** 1 We may/might as well have another drink.
2 I may/might as well go (to the concert).
3 We may/might as well begin/start.

Unit 31

- 31.1** 1 Could I borrow your camera?
2 Can I give/offer you a lift?
3 Could you tell me how to get to the airport? / Could you tell me the way to the airport?
4 Do you think I could come and see it / the flat today?
5 May I smoke?
6 Do you think I could leave (work) early?
7 Would you like to come and stay (with me) for the weekend?
8 Do you think you could turn it / the music down?
- 31.2** 1 Would you like a drink? / Would you like something to drink? / Would you like a ... / some ...? / Can I get you a drink / something to drink?
2 Can/Could you show me how to change the film? / Do you think you could show me how ...?
3 Can/Could/May I have a look at your newspaper? / Do you think I could have a look ...?
4 Can/Could you give me a light? / Can/Could/May I have a light?
5 Would you like to come to a/the concert tonight?
6 Can/Could/May I have three stamps for Japan?
7 Would you like a seat? / Would you like to sit down? / Can I offer you a seat?
8 You can't park here.

Unit 32

- 32.1** 1 must / have to ('must' is better – the speaker is giving his own opinion)
2 have to / must ('have to' is better – the speaker is just giving a fact)
3 had to
4 had to (*present perfect*)
5 have to / must ('have to' is better – the speaker is just giving a fact)
6 had to
7 have to
8 had to
9 must / have to ('must' is better – the speaker is giving his own opinion)

Key

- 32.2** 1 ... does she have to leave?
2 ... did you have to answer?
3 ... did he have to pay?
4 ... do you have to get up early tomorrow?

- 32.3** 1 ... didn't have to pay (to get into the concert).
2 ... he doesn't have to shave.
3 ... I didn't have to get up early.
4 ... I don't have to work.

- 32.4** 1 don't have to
2 mustn't
3 mustn't
4 doesn't have to
5 don't have to

Unit 33

- 33.1** 1 No, you needn't clean them today.
You can clean them tomorrow.
2 No, you needn't type them now.
You can type them later.
3 No, you needn't go to the bank this morning. You can go this afternoon.

- 33.2** 1 needn't 4 needn't ... must
2 mustn't 5 needn't
3 needn't 6 must ... mustn't

- 33.3** 1 They needn't have left so early.
2 She needn't have shouted at me like that.
3 He needn't have read the whole book.
4 She needn't have cancelled her holiday.

- 33.4** 1 He needn't have taken an umbrella.
2 you needn't have thrown a book at me.
3 He needn't have sold his car.

Unit 34

In all of the exercises in Unit 34 'ought to / ought not to' is possible instead of 'should/shouldn't'

- 34.1** 1 You should go to the dentist.
2 You shouldn't ride your bicycle at night without lights.
3 You should learn a few words of Greek before you go.

- 34.2** 1 I think all motorists should wear seat-belts.
2 I don't think Jill and Sam should get married.
3 I think you should stay at home this evening.

- 34.3** 1 He should be wearing a coat. / He should wear a coat. / He should have put a coat on.
2 We should have brought something to eat.
3 You should have come to see me (when you were in Paris).
4 It / The shop should be open.
5 He shouldn't have stopped (so) suddenly (without warning). / He should have given warning that he was going to stop.
6 They should be in bed.
7 Tom shouldn't be watching television.
7 Tom shouldn't have been driving on the wrong side of the road.

Unit 35

- 35.1** 1 he should get the job.[†]
2 he should win (the match).
3 it should be enough.

'Ought to' is possible instead of 'should' in this exercise.

- 35.2** 1 if she should arrive
2 if there should be any (letters)
3 if you should need any (help)

- 35.3** 1 ... I should stay a little longer. (or I stayed)
 2 ... they should visit the museum after lunch. (or they visited)
 3 we should pay the rent by Friday at the latest. (or we paid)
 4 ... I should go away for a few days. (or I went)

- 35.4** 1 should say
 2 should worry
 3 should leave
 4 should listen

Unit 36

- 36.1** 1 would take
 2 refused
 3 closed
 4 wouldn't get
 5 didn't come
 6 took
 7 would be
 8 walked
 9 didn't go
 10 would understand

- 36.2** 1 What would you do if a millionaire asked you to marry him/her?
 2 What would you do if you lost your passport in a foreign country?

- 3 What would you do if somebody threw an egg at you?
 4 What would you do if your car was/were stolen?
 5 What would you do if somebody parked his car on your foot?

- 36.3** 1 If he took the examination, he would fail it.
 2 If I invited Bill to the party, I would have to invite Linda too.
 3 If I went to bed now, I wouldn't sleep.
 4 If she applied for the job, she wouldn't get it.

Unit 37

- 37.1** 1 would give 5 could
 2 had 6 wouldn't marry
 3 didn't go 7 weren't/wasn't
 4 were/was

- 37.2** 1 But if he spoke (more) clearly, people would understand him.
 2 But if that book weren't/wasn't so expensive, I would buy it.
 3 But if she could walk without help, she would go out more often.
 4 But if he took some/more exercise, he wouldn't be (so) fat.
 5 But if it weren't/wasn't raining, we could (or would be able to) have lunch in the garden.
 6 But if I didn't have to work, I could (or would be able to) meet you tomorrow evening.

- 37.3** 1 I wish I could give up smoking.
 2 I wish I had a cigarette / some cigarettes.
 3 I wish George were/was here.
 4 I wish it weren't/wasn't so cold.
 5 I wish I didn't live in London.
 6 I wish Tina could come to the party.
 7 I wish I didn't have to work tomorrow.
 8 I wish I knew something about cars.
 9 I wish I were/was lying on a beautiful sunny beach.

Unit 38

- 38.1** 1 had missed
2 would have forgotten
3 hadn't recommended
4 had had ('d had)
- 38.2** 1 If the driver in front hadn't stopped (so) suddenly, the accident wouldn't have happened.
2 If I had known George wanted (or had wanted) to get up early, I would have woken him.
3 If Jim hadn't lent me the money, I wouldn't have been able to buy the car.
4 If she hadn't been wearing (or hadn't worn) a seat-belt, she would have been injured in the crash.
- 38.3** 1 I wish I hadn't painted the door red. / I wish I had painted it another colour.
2 I wish I had brought my camera. / I wish I had my camera with me.
3 I wish I had seen him. / I wish I had been here when he came.
4 I wish the hotel had been better. / I wish we had stayed at another hotel.

Unit 39

- 39.1** 1 I wish Tom would come. / I wish Tom would hurry (up).
2 I wish that baby would stop crying.
3 I wish somebody would give me a job.
4 I wish you would buy some new clothes.
- 39.2** 1 I wish the man in the next flat wouldn't play the piano in the middle of the night.
2 I wish people wouldn't drop litter in the street.
3 I wish you wouldn't always leave the door open.
- 39.3** 1 He promised (me) he would write to me.
2 She promised (me) she wouldn't tell Tom what I said.
3 They promised (me) they would come.
- 39.4** 1 would shake
2 would be
3 would always take

Unit 40

- 40.1** 1 He's going to take some chocolate in case he gets hungry.
2-5
- He's going to take an umbrella in case it rains.
- He's going to take a towel in case he wants to have a swim.
- He's going to take a map in case he loses his way.
- He's going to take some lemonade in case he needs a drink.
- 40.2** 1 I gave him my address in case he came to London one day.
- 2 I said goodbye in case I didn't see her again.
3 She phoned her parents in case they were worried about her.
4 I wrote down the name of the street in case I forgot it.
5 I wrote them a second letter in case they hadn't received my first one.
- 40.3** 1 If 5 in case
2 in case 6 if
3 in case 7 in case
4 if

Unit 41

- 41.1** 1 You won't know what to do unless you listen carefully.
 2 We'll miss the train unless we hurry.
 3 He won't be able to understand you unless you speak very slowly.
 4 I'll look for another job unless my salary is increased.
 5 I won't forgive her unless she apologises to me.
- 41.2** 1 I'm not going to the party unless you go too.
- 2 You're not allowed into the club unless you're a member.
 3 The dog won't attack you unless you move.
 4 He won't speak to you unless you ask him a question.
- 41.3** 1 unless 5 providing
 2 provided 6 unless
 3 as long as 7 unless
 4 unless

Unit 42

- 42.1** 1 be made 6 be arrested
 2 be knocked 7 be found
 3 be checked 8 be spent
 4 be woken 9 be carried
 5 be translated 10 be driven
- 42.2** 1 might have been invited
 2 would have been seen ('should have been seen' is also possible)
 3 must have been repaired
 4 shouldn't have been thrown away
- 42.3** 1 Complaints should be sent to the head office.
 2 The meeting had to be postponed because of illness.
 3 Your car might have been stolen if you had left the keys in it.
 4 The fire could have been caused by an electrical fault.
 5 Next year's congress is going to be held in San Francisco.
 6 The football match shouldn't have been played in such bad weather.

Unit 43

- 43.1** 1 Service is included in the bill.
 2 This road isn't used very often.
 3 All flights were cancelled because of fog.
 4 I was accused of stealing the money.
 5 A new ring-road is being built round the city.
 6 I didn't realise that our conversation was being recorded.
 7 The date of the meeting has been changed.
 8 Brian told me that he had been attacked and robbed in the street.
- 43.2** 1 Every week it is watched by millions of people.
 2 Are most of them exported?
 3 About 20 people were arrested.
 4 When was it abolished?
 5 But nobody was injured so it wasn't needed.
 6 Was anything taken?
 7 It is being redecorated.
 8 It was being serviced at the garage.
 9 It has been stolen!
 10 They haven't been seen since then.
 11 Has it been painted since I was last here?
 12 It had been blown down in the storm.

Unit 44

- 44.1**
- 1 Jim isn't paid very much.
 - 2 You will be asked a lot of questions at the interview.
 - 3 I wasn't told that George was ill.
 - 4 He was given a present by his colleagues when he retired.
 - 5 You will be sent your examination results as soon as they are ready.
 - 6 I wasn't asked my name.
 - 7 I think Tom should have been offered the job.

- 44.2**
- 2 Shakespeare was born in 1564.
 - 3 Leonardo da Vinci was born in 1452.
 - 4 Charlie Chaplin was born in 1889.
 - 5 Beethoven was born in 1770.
 - 6 I was born in ...

- 44.3**
- | | |
|------------------|---------------|
| 1 being invited | 4 being paid |
| 2 being attacked | 5 being used |
| 3 being asked | 6 being given |

- 44.4**
- | | |
|---------------|--------------|
| 1 got stung | 4 get used |
| 2 get broken | 5 get caught |
| 3 get damaged | 6 got stolen |
-

Unit 45

- 45.1**
- 1 Many people are said to be homeless after the floods.
 - 2 The Prime Minister is known to be in favour of the new law.
 - 3 The government is expected to lose the election.
 - 4 The prisoner is thought to have escaped by climbing over the wall.
 - 5 The thieves are believed to have got in through the kitchen window.
 - 6 He is alleged to have driven through the town at 90 miles an hour.
 - 7 Two people are reported to have been seriously injured in the accident.
 - 8 Three men are said to have been arrested after the explosion.

- 45.2**
- 1 Arthur is supposed to be very rich.
 - 2 He is supposed to have 22 children.
 - 3 He is supposed to sleep on a bed of nails.
 - 4 He is supposed to have won a lot of money gambling.
 - 5 He is supposed to write poetry.

- 45.3**
- 1 are supposed to be
 - 2 is supposed to study
 - 3 aren't supposed to take
 - 4 was supposed to phone
 - 5 weren't supposed to come
-

Unit 46

- 46.1**
- 1 I had it cut.
 - 2 they had it painted.
 - 3 he had it cut down.
 - 4 she had it repaired.

- 46.2**
- 1 have it cut
 - 2 do you have your car serviced?
 - 3 have a new engine fitted
 - 4 Do you have your newspaper delivered
 - 5 am having a swimming pool built
 - 6 haven't had the film developed yet
 - 7 had his portrait painted

- 46.3**
- 1 He is going to have his eyes tested.
 - 2 She is having her hair cut.
 - 3 She has had her watch repaired.

- 46.4**
- 1 He had his money stolen on a train.
 - 2 He had his hat blown off in the wind.
 - 3 He had his papers taken from him at the police station.

Unit 47

- 47.1**
- 2 Charlie said that his father was in hospital.
 - 3 He said (that) Nora and Jim were getting married next month.
 - 4 He said (that) he hadn't seen Bill for a while.
 - 5 He said (that) he had been playing tennis a lot recently.
 - 6 He said (that) Margaret had had a baby.
 - 7 He said (that) he didn't know what Fred was doing.
 - 8 He said (that) he hardly ever went out these days.
 - 9 He said (that) he worked 14 hours a day.
 - 10 He said (that) he would tell Jim he had seen me. / ... he saw me.
 - 11 He said (that) I could come and stay with him if I was ever in London.
 - 12 He said (that) Tom had had an accident last week but he hadn't been injured. / ... Tom had an accident last week but he wasn't injured.
 - 13 He said (that) he had seen Jack at a party a few months ago and he had seemed fine. / ... he saw Jack ... and he seemed fine.

- 47.2**
- 1 I thought you said she wasn't coming to the party.
 - 2 I thought you said (that) he hadn't passed his examination. / ... he didn't pass his examination.
 - 3 I thought you said (that) Ann didn't like Bill.
 - 4 I thought you said (that) you hadn't got many friends. / ... you didn't have many friends.
 - 5 I thought you said (that) they weren't going to get married.
 - 6 I thought you said (that) he didn't work very hard.
 - 7 I thought you said (that) you didn't want to be rich and famous.
 - 8 I thought you said (that) you wouldn't be here next week.
 - 9 I thought you said (that) you couldn't afford a holiday this year.

Unit 48

- 48.1**
- 1 You said (that) you were hungry.
 - 2 Tom told me (that) you had gone away.
 - 3 You said (that) you didn't smoke.
 - 4 You said (that) you wouldn't be late. / You told me (that) you ...
 - 5 You said (that) you couldn't come to the party tonight. / You told me (that) you ...
 - 6 You said (that) you were working tomorrow evening. / You told me (that) you ...

- 48.2**
- | | |
|--------|----------|
| 1 told | 5 told |
| 2 said | 6 said |
| 3 said | 7 talked |
| 4 told | 8 told |

- 48.3**
- 1 The doctor said to eat more fruit and vegetables.
 - 2 He told me to read the instructions before I switched on the machine.
 - 3 She told us to shut the door but not to lock it.
 - 4 He asked me to speak more slowly because he couldn't understand.
 - 5 I told him not to come before 6 o'clock.

Unit 49

- 49.1** 1 Where do Ed and Liz live?
 2 How long have they been married?
 3 Do they go out very often?
 4 What does Ed do for a living?
 5 Does he enjoy his job?
 6 Did he arrest anyone yesterday?
 7 Have they got a car? / Do they have a car? / Have they a car?
 8 When did they buy it?
 9 How much did it cost?
 10 Are they going on holiday next summer? / Are they going to go on holiday next summer?
 11 Where are they going? / Where are they going to go?
- 49.2** 1 What happened?
 2 Who lives in that house?
 3 Who gave you this/that key?
 4 What did Henry give you?
 5 Who does Tom meet every day?
 6 What did you fall over?
 7 What fell on the floor?
 8 What does this word mean?
- 49.3** 1 Don't you like him?
 2 Haven't you got any? / Don't you have any?
 3 Isn't it good?
- 49.4** 1 Isn't it a lovely day!
 2 Wasn't it a good film?
 3 Isn't everything expensive these days!
 4 Didn't Tom look well!
-

Unit 50

- 50.1** 1 Could you tell me where the post office is?
 2 Do you know what this word means?
 3 I wonder what the time is.
 4 Can't you remember where you parked your car?
 5 I don't know whether (or if) Ann is coming to the meeting.
 6 Have you any idea where Jack lives?
 7 Do you know what time he left?
 8 Could you tell me where I can change some money?
 9 I want to know what qualifications I need.
 10 I don't know why Tom didn't come to the party.
 11 Do you know how much it costs to park here?
- 50.2** 1 where she has gone
 2 when she will be back
 3 whether (or if) she went out alone
- 50.3** 2 He asked me how long I had been back.
 3 He asked (me) what I was doing now.
 4 He asked (me) where I was living.
 5 He asked (me) whether (or if) I was glad to be back.
 6 He asked (me) whether (or if) I was going away again.
 7 He asked (me) why I had come back. / ... why I came back.
 8 He asked (me) whether (or if) I still smoked.
 9 He asked (me) whether (or if) I could come to dinner on Friday.
-

Unit 51

- 51.1** 1 Do you? I don't.
 2 Can't you? I can.
 3 Have you? I haven't.
 4 Didn't you? I did.
 5 Would you? I wouldn't.
- 6 Don't you? I do.
 7 Aren't you? I am.
 8 Haven't you? I have.
 9 Did you? I didn't.

- 51.2** 1 So do I. 6 So was I.
 2 Neither do I. 7 So should I.
 3 Neither could I. 8 So did I.
 4 So would I. 9 Neither did I.
 5 Neither have I.

'Nor' is possible instead of 'neither' in this exercise.

- 51.3** 1 I hope so.
 2 I expect so.
 3 I don't think so.
 4 I'm afraid not.
 5 I'm afraid so.
 6 I suppose so.
 7 I hope not.
 8 I think so.

Unit 52

- 52.1** 1 isn't she
 2 were you
 3 does she
 4 hasn't he ('Jack's' = Jack has)
 5 haven't you
 6 can't you
 7 will he
 8 couldn't he
 9 aren't there
 10 shall we
 11 is it
 12 aren't I
 13 would you
 14 will you
 15 should I
 16 will you
 17 didn't they (*not* 'hadn't they' -- see Unit 32b)
 18 had he ('He'd' = He had)

- 52.2** 1 It's a beautiful day, isn't it?
 2 The film was great, wasn't it?
 3 You've had your hair cut, haven't you?
 / You've had a haircut, haven't you?
 4 It doesn't look very nice, does it?
 5 Bill works very hard, doesn't he?

- 52.3** 1 Jack, you couldn't get me some stamps, could you?
 2 Tom, you don't know where Ann is, do you? / Tom, you haven't seen Ann, have you?
 3 Tom, you haven't got a bicycle pump, have you? / Tom, you couldn't lend me a bicycle pump, could you?
 4 Ann, you couldn't give me a lift, could you?
 5 Tom, you haven't seen my purse, have you? / Tom, you don't know where my purse is, do you?

Unit 53

- 53.1** 1 making
 2 writing
 3 meeting
 4 taking
 5 splashing
 6 trying
 7 washing
 8 eating
 9 stealing ... driving
 10 looking
 11 going
 12 being knocked (*passive*)

- 53.2** 1 I don't fancy going out this evening.
 2 Do you regret not taking the job?
 (*or ... that you didn't take ...*)
 3 Why don't you put off going away until tomorrow?
 4 It's better to avoid travelling during the rush-hour.
 5 Would you mind turning the radio down, please?
 6 The driver of the car admitted not having a licence. (*or ... that he didn't have a licence.*)
 7 Tom suggested having fish for dinner.
 (*or ... suggested that we had fish / suggested that we should have fish ...*)

Key

- 53.3** If possible check your sentences with someone who speaks English. Here are some example answers:
- 1 At weekends I enjoy sitting in the garden (if it's warm).
 - 2 This evening I fancy going out to eat in a nice restaurant.
 - 3 I often regret not travelling more when I was younger.
 - 4 Learning English involves speaking as much as you can.
 - 5 I think people should stop watching television so much.

Unit 54

- 54.1**
- 1 to lend / to give
 - 2 to buy / to hire
 - 3 to shut / to close / to fasten / to lock
 - 4 to get ('arrive' is not possible because we say 'arrive at the airport')
 - 5 to play
 - 6 (how) to fly / to pilot (*not* 'to drive')
 - 7 to hear / to understand / to see
 - 8 to be / to come / to arrive
 - 9 to call / to telephone / to phone / to ring / to fetch / to get
 - 10 to look
 - 11 (to) talk / (to) speak / (to) laugh / (to) play (After 'dare' you can use the infinitive with or without 'to' – see section c.)
- 54.2**
- 1 He seems to be worried about something.
 - 2 She appears to like Jack.
 - 3 He appears to be looking for something.
 - 4 It seems to have broken down.
 - 5 They appear to have gone out.
- 54.3**
- 1 what to cook
 - 2 how to use
 - 3 what to do
 - 4 how to ride
 - 5 what to say ('what to do' is also possible)
- 54.4** If possible check your answers with someone who speaks English. Here are some example answers:
- 1 Not many people can afford to buy a Rolls Royce.
 - 2 I would like to learn (how) to ride a horse.
 - 3 One day I hope to have enough money to travel round the world.
 - 4 I wouldn't dare (to) wear clothes like that. I would look stupid.
 - 5 Sometimes I tend to be a bit lazy.

Unit 55

- 55.1**
- 1 They wanted Tom to stay with them.
 - 2 I don't want anyone to know.
 - 3 Do you want Scotland to win?
 - 4 I wanted it to be a surprise.
- 55.2**
- 1 Jack reminded me to post the letter.
 - 2 She advised me to tell the police about the accident.
 - 3 I warned you not to tell him anything.
 - 4 I didn't expect it to rain. (*or ... expect that it would rain.*)
 - 5 Tom invited Ann to have dinner with him. (*or Tom invited Ann to dinner with him.*)
- 55.3**
- 1 smoke
 - 2 to meet
 - 3 to go
 - 4 eating
 - 5 cry
 - 6 to study
 - 7 to go (= we *were* allowed to go – *passive*)
- 55.4**
- 1 I was surprised to hear that.
 - 2 I was surprised to find that.
 - 3 I was surprised to see that.
 - 4 I was surprised to learn that.
 - 5 I was surprised to discover that.

Unit 56

- 56.1**
- 1 I like wearing a hat. / I like to wear a hat.
 - 2 She enjoys watching television.
 - 3 I don't like going to the cinema.*
 - 4 He likes taking photographs.*
 - 5 I hate working in the evenings.

* In 3 and 4 'like to go' and 'likes to take' are also possible. '...ing' is more usual in these sentences because the meaning is 'enjoy' (see section b).

- 56.2**
- 1 travelling
 - 2 cooking / to cook ... washing
 - 3 telling
 - 4 to live
 - 5 driving (see section b)
 - 6 to get (see section b)
 - 7 listening
 - 8 to come
 - 9 to learn

- 56.3** If possible check your sentences with someone who speaks English. Here are some example answers:
- 1 I don't like playing cards very much.
 - 2 I enjoy learning languages.
 - 3 I can't stand visiting museums.
 - 4 I love lying on the beach in the sun. (or I love to lie ...)
 - 5 I hate shopping.

- 56.4**
- 1 I would love to have met Ann.
 - 2 I would hate to have lost my watch.
 - 3 I wouldn't like to have been alone.
 - 4 I would prefer to have travelled by train.
 - 5 I would like to have seen the film.

In this exercise it is also possible to use another structure:

- 1 I would have loved to meet Ann.
- 2 I would have hated to lose my watch.
- 3 I wouldn't have liked to be alone.
- 4 I would have preferred to travel by train.
- 5 I would have liked to see the film.

Unit 57

- 57.1**
- 2 He can remember going to Paris when he was eight.
 - 3 He can't remember falling into the river.
 - 4 He can remember crying on his first day at school.
 - 5 He can't remember saying he wanted to be a doctor. (or He can't remember wanting to be a doctor.)
 - 6 He can't remember being bitten by a dog.

- 57.2**
- 1 Have you tried changing the batteries?
 - 2 Have you tried phoning him at work?

- 3 Have you tried taking sleeping tablets? (or Have you tried sleeping tablets?)
- 4 Have you tried moving the aerial?

- 57.3**
- 1 lending
 - 2 to put
 - 3 to give
 - 4 to do (or doing)
 - 5 leaving
 - 6 to laugh (or laughing)
 - 7 asking
 - 8 to reach
 - 9 to phone
 - 10 to make (or making)

Unit 58

- 58.1**
- 1 I'm afraid of losing it.
 - 2 We were afraid to go swimming.
 - 3 We were afraid of missing our train.
 - 4 I was afraid of hurting his feelings.

- 5 We were afraid to look.
- 6 She was afraid of spilling the drinks.
- 7 a) I was afraid to eat it.
b) I was afraid of making myself ill.

Key

- 58.2**
- 1 It needs painting.
 - 2 It needs cutting.
 - 3 They need polishing.
 - 4 It needs watering.
 - 5 They need tightening.
 - 6 They need taking up.

In this exercise the passive would also be possible: 'It needs to be painted.'; 'They need to be tightened.' etc.

- 58.3**
- 1 doing (or to be done)
 - 2 to bring
 - 3 get (or to get)
 - 4 feeling
 - 5 ironing (or to be ironed) ... to do
 - 6 smiling
 - 7 make (or to make)

Unit 59

- 59.1**
- 1 Before going to bed Tom had a hot drink. (or Before he went ...)
 - 2 Soon after taking off the plane crashed. (or Soon after it took ... / Soon after it had taken ...)
 - 3 Instead of eating at home we went to a restaurant.
 - 4 You put people's lives in danger by driving dangerously.
 - 5 In spite of hurting his leg, he managed to win the race.
 - 6 Bill is very good at cooking.
 - 7 I have no intention of lending her any money.
 - 8 By taking more exercise George lost weight.
 - 9 He was angry with me for being late.
 - 10 Tom prefers doing nothing to working.

- 59.2**
- 1 He translated the article without using a dictionary.
 - 2 Don't cross the road without looking right and left (first).
 - 3 She got married without anybody knowing about it.

- 59.3**
- 1 I'm looking forward to seeing him/her again. (or I'm looking forward to him/his*/her coming.)
 - 2 I'm not looking forward to going to the dentist.
 - 3 She is looking forward to leaving school.
- * You can say 'I'm looking forward to his ...ing ...' or 'I'm looking forward to him ...ing ...'.

Unit 60

- 60.1**
- | | |
|--------------------|-------------------------|
| 1 in finding | 9 of/about getting |
| 2 of/about looking | 10 of living |
| 3 of him staying | 11 (from) having |
| 4 from coming | 12 of committing |
| 5 to having | 13 for being |
| 6 like studying | 14 against buying |
| 7 for interrupting | (or decided not to buy) |
| 8 of breaking | |

- 60.2**
- 1 Tom insisted on driving Ann to the station.
 - 2 Jim congratulated me on passing my examinations.
 - 3 Mrs Dent thanked Sue for visiting her.
 - 4 I warned Jack against staying at the hotel near the airport. (You can also say 'I warned Jack not to stay ...' – see Unit 55b.)

- 5 Margaret apologised (to me) for not phoning (me) earlier.
- 6 The teacher accused the boy of not paying attention to what he/she (had) said.

- 60.3** If possible check your sentences with someone who speaks English. Here are some example answers:

- 1 This evening I feel like going to the cinema.
- 2 I'm looking forward to seeing Ann next week.
- 3 I'm thinking of buying a new camera.
- 4 I would never dream of leaving without saying goodbye.

Unit 61

- 61.1**
- 1 It's no use trying to escape.
 - 2 It's a waste of money smoking.
 - 3 It's no good asking Tom to help you.
 - 4 It's not worth hurrying.
 - 5 There's no point in studying if you're feeling tired.
 - 6 It's a waste of time reading newspapers.
 - 7 It's not worth getting angry.
 - 8 There's no point in working if you don't need the money.

- 61.2**
- 1 The museum is worth visiting.
 - 2 Those shoes aren't worth repairing.
 - 3 These old clothes aren't worth keeping.
 - 4 The plan is worth considering.

- 61.3**
- 1 Tom has difficulty meeting people.
 - 2 He had no difficulty finding a job.
 - 3 You won't have any difficulty getting a ticket for the concert.
 - 4 I have difficulty understanding him when he speaks quickly.

- 61.4**
- 2 go skiing
 - 3 went swimming
 - 4 goes riding
 - 5 go shopping

Unit 62

- 62.1**
- 1 a) At first he wasn't used to having dinner at 6 o'clock.
b) But after some time he got used to having dinner at 6 o'clock.
c) He is used to having dinner at 6 o'clock.
 - 2 a) At first she wasn't used to working nights.
b) But after a while she got used to working nights.
c) She is used to working nights.

- 62.2**
- 1 He is used to sleeping on the floor.
 - 2 She had to get used to living in a smaller house.

- 3 He wasn't used to the heat. (There is no verb after 'used to' in this example.)
- 4 He is used to having no money.
- 5 (example answer) He'll have to get used to driving on the right.

- 62.3**
- 1 go
 - 2 wearing
 - 3 be
 - 4 being
 - 5 eating
 - 6 like
 - 7 running
 - 8 drink

Unit 63

- 63.1**
- 1 I have to go to the bank to change some money.
 - 2 She knocked on my door to wake me up.
 - 3 I'm saving money to go to Canada.
 - 4 Ron is going into hospital to have an operation. (or Ron is going into hospital for an operation.)
 - 5 I'm wearing two pullovers to keep warm.
 - 6 I went to the police station to report that my car had been stolen.

- 63.2**
- 1 to celebrate
 - 2 to read / to buy
 - 3 to sleep
 - 4 to wear
 - 5 to climb / to go up
 - 6 to discuss / to consider / to talk about
 - 7 to put / to pack / to keep / to store
 - 8 to hang / to put / to stick
 - 9 to buy / to get / to afford

Key

- 63.3**
- 1 We wore warm clothes so that we wouldn't get cold.
 - 2 I spoke very slowly so that the man would understand what I said. / ... could understand what I said.
 - 3 I whispered so that no-one would hear our conversation. / ... could hear ... / ... would be able to hear ...
 - 4 Please arrive early so that we can start the meeting on time. / ... so that we will be able to start ...
 - 5 She locked the door so that she wouldn't be disturbed.
 - 6 I slowed down so that the car behind could overtake. / ... would be able to overtake.
-

Unit 64

- 64.1**
- 1 I prefer Paris to London.
 - 2 I prefer phoning people to writing letters.
 - 3 I prefer going to the cinema to watching films on television.
 - 4 I prefer to phone people rather than write letters.
 - 5 I prefer to go to the cinema rather than watch films on television.
 - 6 I'd rather go for a swim than play tennis
 - 7 I'd prefer to read a book rather than watch television.
 - 8 I'd prefer to wait for a few minutes rather than leave now.
 - 9 I'd rather eat at home than go to a restaurant.
 - 10 I'd prefer to think about it for a while rather than decide now.
- 64.2**
- 1 I'd prefer to go for a swim
 - 2 I'd rather read a book.
 - 3 I'd rather wait for a few minutes.
 - 4 I'd prefer to eat at home.
 - 5 I'd rather think about it for a while.
- 64.3**
- 1 I'd rather you phoned him.
 - 2 I'd rather you did it.
 - 3 I'd rather you went.
 - 4 I'd rather you told her.
-

Unit 65

- 65.1**
- 1 You'd better sit down.
 - 2 We'd better take a taxi.
 - 3 You'd better not play the piano (now / so late).
 - 4 We'd better reserve a table.
 - 5 You'd better put a plaster on it.
 - 6 I'd better have the car serviced (before I go on holiday).
 - 7 We'd better not go for a swim. (The river looks very dirty.)
- 65.2**
- 1 It's time I had a holiday.
 - 2 It's time Tom wrote to his parents.
 - 3 It's time this room was redecorated.
 - 4 It's time Ann was here. / ... time Ann came. / ... time Ann arrived.
 - 5 It's time the train left.
 - 6 It's time governments stopped spending money on arms and concentrated on raising the standard of living.
 - 7 It's time I got the dinner ready.
 - 8 It's time I went to the dentist.

(In these sentences you could also say 'It's high time / about time...'.)

Unit 66

- 66.1**
- 1 I've never seen her smoke/smoking.
 - 2 I saw him take the money.
 - 3 Yes, I heard him lock the door.
 - 4 I didn't hear it ring.
 - 5 I've never heard him swear/swearing.
 - 6 I've heard her play/playing the piano.
 - 7 Yes, I saw him kick the dog.
 - 8 I didn't see him fall into the water.

- 66.2** 2 We saw Sue playing tennis.
 3 We saw Tom having a meal in a restaurant.
 4 We heard Bill playing the guitar.
 5 We smelt the dinner burning.
 6 We saw Dave talking to Charles.

- 66.3** 3 tell 7 explode
 4 crying 8 crawling
 5 collide 9 slam
 6 run ... open ... climb 10 sitting

Unit 67

- 67.1** 1 Jill was lying on the bed crying.
 2 I got home feeling very tired.
 3 The old man was walking along the street talking to himself.
 4 Ann fell asleep watching television.
 5 The man slipped getting off the bus.
 6 The boy was knocked over crossing the road.
 7 The fireman was overcome by smoke trying to put out the fire.

- 67.2** 1 Having bought our tickets, we went into the theatre.
 2 Having had dinner, they continued on their journey.
 3 Having done all her shopping, Sue went for a cup of coffee.

- 67.3** 1 Thinking they might be hungry, I offered them something to eat.
 2 Being a foreigner, she needs a visa to stay in this country.
 3 Not knowing his address, I couldn't contact him.
 4 Not being able to understand English, the man didn't know what I said.
 5 Having travelled a lot, he knows a lot about other countries.
 6 Having spent nearly all our money, we couldn't afford to stay in a hotel.

Unit 68

- 68.1** 1 chance of getting
 2 chance of recovering
 3 chance to do
 4 chance of finding
 5 chance to talk
 6 chance of getting
 7 chance to visit
 8 chance of being promoted
 9 chance of (the rain) stopping

- 68.2** 1 I don't have much opportunity to see foreign films.
 2 I don't have much opportunity to go fishing.
 3 I don't have much opportunity to travel.
 4 I don't have much opportunity to use my English.
 5 I don't have much opportunity to go to the theatre.

- 68.3** If possible check your sentences with someone who speaks English. Here are some example answers:

- 1 People today have much more opportunity to travel. (or of travelling).
 4 These days I don't get much chance to go out in the evenings.
 5 Where I live there is plenty of opportunity to go fishing.
 6 But there isn't much opportunity to go sailing.
 7 I think I have a good chance of getting a place at university.
 8 I've never had the opportunity to go to South America.

Unit 69

- 69.1**
- 1 hair
 - 2 very good weather
 - 3 trouble
 - 4 a (= a newspaper)
 - 5 some
 - 6 job
 - 7 doesn't
 - 8 journey
 - 9 furniture
 - 10 complete chaos
 - 11 some
 - 12 experiences
- 69.2**
- 1 experience / any experience / much experience / enough experience
 - 2 information
 - 3 hair
 - 4 progress / some progress / a lot of progress
 - 5 any paper / some paper / a piece of paper
 - 6 permission (*not* 'the permission')
 - 7 work / some work (*not* 'a work')
 - 8 advice / some advice / his advice
- 69.3**
- 1 I'd like some information about places to see in the town.
 - 2 What beautiful weather! / What a beautiful day!
 - 3 Can you give me some advice about which examinations to take? / ... about which examinations I should take?
 - 4 What time is the news on (television)?
 - 5 What a beautiful view! / What beautiful scenery!

Unit 70

- 70.1**
- 1 It's a vegetable.
 - 2 It's a bird.
 - 3 It's a flower.
 - 4 It's a (very) tall building.
 - 5 They are planets.
 - 6 They are rivers.
 - 7 He was a footballer.
 - 8 He was a playwright / a writer / a poet.
 - 9 He was a scientist / a physicist.
 - 10 She was a film-star / an actress.
 - 11 They were American presidents.
 - 12 They were singers/musicians.
- 70.2**
- 1 She is a typist / a secretary.
 - 2 He is a travel agent.
 - 3 She is a nurse.
 - 4 She is a mathematics teacher.
 - 5 She is a film director.
 - 6 He is an interpreter.
- 70.3**
- | | |
|-------------|-------------------------|
| 1 a | 9 Some |
| 2 an | 10 -... a (fast runner) |
| 3 - | 11 a ... some |
| 4 - | 12 some |
| 5 some or - | 13 a ... - |
| 6 - | 14 some |
| 7 a | 15 - |
| 8 - | 16 a |

Unit 71

- 71.1**
- 1 This morning I bought *a* newspaper and *a* magazine. *The* newspaper is in my bag but I don't know where *the* magazine is.
 - 2 My parents have *a* cat and *a* dog. *The* dog never bites *the* cat but *the* cat often scratches *the* dog.
 - 3 I saw *an* accident this morning. A car crashed into *a* wall. *The* driver of *the* car was not hurt but *the* car was quite badly damaged.
 - 4 When you turn into Lipson Road, you will see three houses: *a* red one, *a* blue one and *a* white one. I live in *the* white one.
 - 5 We live in *an* old house in *the* middle of the village. There is *a* beautiful garden behind *the* house. *The* roof of *the* house is in very bad condition.

- 71.2**
- | | |
|---------------|--------------|
| 1 an | 8 the |
| 2 the | 9 a |
| 3 a ... the | 10 The |
| 4 the | 11 a ... the |
| 5 a ... The | 12 the |
| 6 the ... the | 13 a ... a |
| 7 a | 14 The |

- 71.3**
- | | |
|--------------------|---------------|
| 1 the floor | 6 the police |
| 2 the fire-brigade | 7 the doctor |
| 3 the post office | 8 the bank |
| 4 the dentist | 9 the airport |
| 5 the station | |

Unit 72

- 72.1**
- 1 the biggest hotel
 - 2 the richest man
 - 3 the worst accident
 - 4 the cheapest restaurant
 - 5 the hottest (day)

- 72.2**
- 1 the
 - 2 The ... the
 - 3 ... *the* first country to send a man into space
 - 4 *on television* or at *the* cinema
 - 5 *After lunch* ... by *the* sea.
 - 6 a
 - 7 the
 - 8 a ... the
 - 9 a ... The

- 10 the ... a
- 11 a ... The ... the
- 12 *to dinner*
- 13 the ... the
- 14 the ... the ... a
- 15 *at sea*
- 16 the
- 17 the (= the television set)

- 72.3**
- 2 he listened to *the* radio.
 - 3 he went for a walk in *the* country.
 - 4 he *had lunch*.
 - 5 he went to *the* cinema.
 - 6 he *had dinner*.
 - 7 From 8.00 until 10.00 he *watched television*.

Unit 73

- 73.1** If possible check your answers with someone who speaks English. Here are some example answers:

- 1 the willow
- 2 the eagle
- 3 the Volkswagen Polo
- 4 the flute

- 73.2**
- 1 Jack plays *the* guitar very badly.
 - 2 Jill plays *the* violin in an orchestra.
 - 3 I'd like to learn to play *the* piano.
 - 4 Do you play *the* guitar? / Can you play *the* guitar?

- 73.3**
- 1 *The* cheetah ...
 - 2 *The* whale ...
 - 3 *The* ostrich ...

- 73.4**
- 1 the dead ... The injured
 - 2 the rich ... the poor
 - 3 the unemployed
 - 4 the sick

- 73.5**
- 1 the British
 - 2 the Irish
 - 3 the Welsh
 - 4 the Scots
 - 5 the Spanish (*or* the Spaniards)
 - 6 the French
 - 7 the Japanese
 - 8 the Germans
 - 9 the Chinese
 - 10 the Swiss
 - 11 the Americans
 - 12 the Dutch
 - 13 ???

Unit 74

74.1 If possible check your answers with someone who speaks English. Here are some example answers:

- 1 I hate football.
- 2 I like small children.
- 3 I don't mind cats.
- 4 I have no opinion about modern art.
- 5 I don't like horror films.

74.2

- 1 In my opinion terrorism is stupid.
- 2 I think smoking is stupid too.
- 3 I'm against examinations.
- 4 I don't think capital punishment is effective.
- 5 I'm in favour of nuclear power.

74.3

- 1 Apples
- 2 the apples
- 3 Women ... men
- 4 coffee ... tea
- 5 The cheese
- 6 Most people ... marriage ... family life
- 7 the marriage
- 8 the life
- 9 Life ... electricity
- 10 Skiing ... swimming
- 11 The Second World War
- 12 the people
- 13 art ... architecture
- 14 All the books
- 15 The beds
- 16 crime ... unemployment
- 17 violence

Unit 75

75.1

- 1 to bed (or ... I went home.)
- 2 to prison
- 3 at home
- 4 to church
- 5 to school
- 6 school
- 7 to work
- 8 in hospital
- 9 at university
- 10 in bed

75.2

- 1 To *the* hospital.
- 2 To *the* prison.
- 3 To *the* church.

75.3

- 1 school
- 2 school
- 3 school ... at the hospital *
- 4 hospital
- 5 prison
- 6 the prison
- 7 the church
- 8 church ... church
- 9 the school
- 10 work ... home
- 11 university
- 12 the hospital
- 13 bed
- 14 work
- 15 university

* We usually say 'at the hospital' for visitors and for people who work there. But patients are 'in hospital'.

Unit 76

76.1

- 1 wrong – Last year we visited Canada and *the* United States.
- 2 right
- 3 wrong – *The* south of England is warmer than *the* north.
- 4 wrong – We went to Spain for our holidays and swam in *the* Mediterranean.
- 5 right

- 6 wrong – A friend of mine used to work as a reporter in *the* Middle East.
- 7 wrong – Next year we are going skiing in *the* Swiss Alps.
- 8 right
- 9 wrong – *The* Nile is *the* longest river in Africa.
- 10 wrong – *The* United Kingdom consists of Great Britain and Northern Ireland.

- 76.2**
- 1 South America
 - 2 Africa
 - 3 *the* Philippines
 - 4 Sweden
 - 5 *the* United States
 - 6 *the* Soviet Union
 - 7 Asia
 - 8 *the* Rocky Mountains (*the* Rockies)

- 9 *the* Pacific (Ocean)
- 10 *the* Indian Ocean
- 11 *the* (English) Channel
- 12 *the* Mediterranean (Sea)
- 13 *the* North Sea
- 14 *the* Danube
- 15 *the* Panama Canal

Unit 77

- 77.1**
- 1 Yes, Turner's in Carter Road.
 - 2 Yes, *the* Park Hotel in Park Road.
 - 3 Yes, Lloyds Bank in Forest Avenue.
 - 4 Yes, *the* Peking Restaurant in Carter Road.
 - 5 Yes, St Peter's (Church) in Baines Street.
 - 6 Yes, *the* Royal Oak in Union Street.
 - 7 Yes, *the* City Museum in Baines Street.
 - 8 Yes, Victoria Park at the end of Baines Street.

- 77.2**
- 1 Downing Street
 - 2 St James's Park ... Buckingham Palace
 - 3 Liverpool University
 - 4 *the* *Daily Telegraph* ... *the* *Times*
 - 5 Harrison's
 - 6 Orly Airport
 - 7 The Tate Gallery
 - 8 the Prince of Wales
 - 9 the Tower of London
 - 10 the Sheraton
 - 11 St Matthew's Church
 - 12 the Science Museum
 - 13 the Classic

Unit 78

- 78.1**
- 1 shorts
 - 2 a means
 - 3 means
 - 4 some scissors / a pair of scissors
 - 5 a series
 - 6 series
 - 7 species
 - 8 people

- 78.2**
- | | |
|----------|----------------|
| 1 don't | 6 do (or does) |
| 2 was | 7 have |
| 3 wasn't | 8 Do |
| 4 want | 9 aren't |
| 5 isn't | 10 is |

- 78.3**
- 1 She was a 27-year-old woman.
 - 2 It was a three-hour flight.
 - 3 It was a four-day strike.
 - 4 It is a 200-page book.
 - 5 They were ten-year-old boys.
 - 6 It is a ten-part television series.
 - 7 It is a two-litre bottle.
 - 8 They were ten-pound tickets.
 - 9 It is a ten-storey building.
 - 10 It is a five-kilo bag of potatoes.
 - 11 It was a five-mile walk.

Unit 79

- 79.1**
- 1 Tom's camera
 - 2 the cat's eyes
 - 3 the top of the page
 - 4 Charles's daughter
 - 5 today's newspaper

- 6 the children's toys
- 7 your wife's name
- 8 the name of this street
- 9 the name of the man I saw you with yesterday

Key

- 10 the new manager of the company (or the company's new manager)
- 11 the result of the football match
- 12 Mike's parents' car
- 13 my father's birthday
- 14 the new headmaster of the school (or the school's new headmaster)
- 15 our neighbours' garden
- 16 the ground floor of the building
- 17 Don and Mary's children
- 18 the economic policy of the government (or the government's economic policy)
- 19 the husband of the woman talking to Tom
- 20 my aunt and uncle's house

- 79.2 1 Last week's storm caused a lot of damage.
- 2 The town's only cinema has been closed down.
- 3 Britain's exports to the United States have fallen recently.
- 4 There will be a big crowd at *this evening's football match*.
- 5 The region's main industry is tourism.

- 79.3 1 ... two weeks' holiday / ... a fortnight's holiday / ... 14 days' holiday
- 2 an hour's sleep / one hour's sleep
- 3 ten minutes' walk

Unit 80

- 80.1
- 1 We met a relation of *yours*.
 - 2 Henry borrowed a book of *mine*.
 - 3 Tom invited some friends of *his* to his flat.
 - 4 We had dinner with a neighbour of *ours*.
 - 5 Ann is in love with a colleague of *hers*.
 - 6 They went on holiday with two friends of *theirs*.

- 80.2
- 1 I have *my own* television in my bedroom.
 - 2 They want to start *their own* business.
 - 3 He has / He's got *his own* private jet.
 - 4 ... it has *its own* parliament and laws.

- 80.3
- 1 It's your own fault.
 - 2 Why doesn't he buy his own cigarettes?
 - 3 Can't you use your own pen?
 - 4 I usually make my own clothes.
 - 5 He has to cook his own meals.
 - 6 She rolls her own cigarettes.

In these sentences it is not necessary to repeat the noun. So you can also say:

- 1 It's *your own*.
- 2 Why doesn't he buy *his own*?
- 3 Can't you use *your own*?
- 4 I usually make *my own*.
- 5 He has to cook *his own*.
- 6 She rolls *her own*.

- 80.4
- 1 on *my own*
 - 2 by *myself*
 - 3 by *himself*
 - 4 by *themselves*
 - 5 on *her own*
 - 6 on *their own*
 - 7 by *yourself*
 - 8 on *our own*

Unit 81

- 81.1
- 1 Don't *burn yourself*.
 - 2 They had *locked themselves out*.
 - 3 She really shouldn't *blame herself*.
 - 4 I could *kick myself*!
 - 5 He didn't *hurt himself*.
 - 6 I'm trying to *teach myself* Spanish ...
 - 7 ... that he *talks to himself*.
 - 8 We can *look after ourselves*.

- 81.2
- 1 I really *feel well* today.
 - 2 ... and *dried himself*.
 - 3 ... I just couldn't *concentrate*.
 - 4 Jack and I first *met* at a party ...
 - 5 Why don't you *relax* more?
 - 6 We really *enjoyed ourselves* very much.
 - 7 I didn't have time to *wash* or ...

- 81.3** 1 each other (*or one another*)
 2 themselves
 3 each other (*or one another*)
 4 each other (*or one another*)
 5 themselves
 6 each other (*or one another*)

- 81.4** 1 Nobody. I cut it myself.
 2 Linda told me herself. (*or Linda herself told me.*)
 3 No, he types them himself. (*or No, he does it himself.*)
 4 No, I'll post it myself. (*or No, I'll do it myself.*)
 5 Why don't you clean them yourself? (*or Why don't you do it yourself?*)

Unit 82

- 82.1** 1 ... *none of us* had an umbrella / *none of us* had taken an umbrella.
 2 They didn't tell *any of their friends*.
 3 Do you want *some of it*?
 4 *Many of the buildings* are over 800 years old.
 5 He spent / He has spent / He is going to spend *half of it* on a new car.
 6 The manager interviewed *each of the people who applied*.
 7 *Most of the population* live in the south.
 8 *Few of the members* are over 25.
 9 *None of the letters* were (*or was*) for her.

- 82.3** 1 Most of it.
 2 Some of them.
 3 A few of them.
 4 Most of them.
 5 All of it.
 6 Not many of them.
 7 Some of it.
 8 Not all of it.
 9 Half of it.

- 82.2** 1 most of 4 Most of
 2 most 5 Most of
 3 Most 6 most of

Unit 83

- 83.1** 1 both ... Both ... Both of (them)
 2 Neither
 3 either of
 4 either (You could also say: 'You can go *both ways*.')
 5 Both (*or Both of*)
 6 Neither of
 7 either (*or either of them*)
 8 Neither
 9 both of
 10 neither of
 11 both

- 83.2** 1 The hotel was *neither* clean *nor* comfortable.
 2 The film was *both* very boring *and* very long.
 3 That man's name is *either* Richard *or* Robert.
 4 I've got *neither* the time *nor* the money to go on holiday.
 5 We can leave *either* today *or* tomorrow.
 6 He gave up his job *both* because he needed a change *and* because the pay was low.
 7 George *neither* smokes *nor* drinks.
 8 *Both* the front *and* the back of the house need painting.

Unit 84

- 84.1 1 anyone/anybody
2 something
3 anywhere
4 anything
5 someone/somebody
6 anywhere ... anyone/anybody ... any
7 some
8 She never tells *anyone anything*. (or She never tells *anybody anything*.)
9 something
10 any
11 any ... some
12 anything to anyone/anybody
13 some
14 anyone/anybody
15 Anyone/Anybody
16 some
17 anywhere ... any

- 84.2 1 If *anyone/anybody* rings the doorbell, don't let them in.
2 If *anyone/anybody* asks you *any* questions, don't tell them anything.
3 If *anyone/anybody* saw the accident they should contact the police.

- 84.3 1 You can wear anything you like.
2 You can sit anywhere you like.
3 You can come any day you like.
4 You can talk to anyone/anybody you like.
5 You can travel on any flight you like.
6 You can marry anyone/anybody you like.
7 You can phone (at) any time you like.

Unit 85

- 85.1 1 Nowhere.
2 None.
3 Nothing.
4 No-one/Nobody.
5 None of it.
6 I'm not going anywhere.
7 They haven't got any (children).
8 I didn't dance with anyone/anybody.
9 They didn't give me anything.

- 85.2 1 anyone/anybody
2 Nowhere
3 no
4 anything
5 no one/nobody
6 Nothing
7 none

- 8 anywhere
9 Nothing ... anything
10 none
11 No
12 No-one/Nobody ... anything
13 None
14 none ... any

- 85.3 1 I can't go *any faster*.
2 He is *no older* than you. / He isn't *any older* than you.
3 ... I couldn't come *any earlier* / *any sooner*.
4 Is the other one *any cheaper* / *any less expensive*?
5 I can't walk *any further* / *any farther*.

Unit 86

- 86.1 1 much ('a lot of' is also possible)
2 a lot of
3 much ('a lot of' is also possible)
4 a lot of ... much
5 A lot of ('many' is also possible)
6 a lot of

- 7 much ('a lot of' is also possible)
8 a lot of
9 a lot of
10 much
11 a lot of
12 many ('a lot of' is also possible)

- 86.2**
- 1 He's got *plenty of money*.
 - 2 We've got / We have *plenty of petrol*.
 - 3 There is *plenty of room*.
 - 4 We've got / We have *plenty of eggs*.
 - 5 There are *plenty of hotels*.
 - 6 You've had *plenty to eat*.
 - 7 You've got / You have *plenty of things to do*.

- 86.3**
- | | |
|------------|----------|
| 1 a little | 6 little |
| 2 a few | 7 a few |
| 3 a few | 8 few |
| 4 a little | 9 little |
| 5 few | |

Unit 87

- 87.1**
- 1 Everyone/Everybody
 - 2 Everyone/Everybody ... everything
 - 3 everything
 - 4 all ('everything' is also possible)
 - 5 everyone/everybody
 - 6 All
 - 7 everything
 - 8 All
 - 9 everything
 - 10 All
 - 11 Everyone/Everybody

- 3 She worked the whole day.
- 4 The whole family play tennis. (or ... plays tennis – see Unit 78d)
- 5 It rained the whole week.
- 6 The whole building was destroyed in the fire.
- 7 The whole team played well.
- 8 She worked *all day*.
- 9 It rained *all week*.

- 87.2**
- 1 He ate the whole box.
 - 2 They searched the whole house.

- 87.3**
- 1 every four hours
 - 2 every four years
 - 3 every six months
 - 4 every ten minutes

Unit 88

- 88.1**
- 2 A burglar is someone who breaks into a house and steals things.
 - 3 A vegetarian is someone who doesn't eat meat.
 - 4 A customer is someone who buys something from a shop.
 - 5 A shoplifter is someone who steals from a shop.
 - 6 A teetotaler is someone who doesn't drink alcohol.

- 88.3**
- 2 ... who (or that) runs away from home.
 - 3 ... that (or which) won the race?
 - 4 ... who (or that) stole my car.
 - 5 ... who (or that) invented the telephone.
 - 6 ... that (or which) used to hang on that wall?
 - 7 ... that (or which) was found last week.
 - 8 ... that (or which) gives you the meaning of words.
 - 9 ... who (or that) are never on time.
 - 10 ... that (or which) can support life.

'That' is possible instead of 'who' in all these sentences.

- 88.2**
- 1 The man who (or that) answered the phone told me you were out.
 - 2 The waitress who (or that) served us was very impolite and impatient.
 - 3 The boys who (or that) were arrested have now been released.

Unit 89

- 89.1** 2 ... (that) Ann is wearing.
 3 ... (that) we wanted to visit ...
 4 ... (who/that) I invited to the party ...
 5 ... (who/that) we met yesterday.
 6 ... (that) we had for dinner ...
 7 ... (that) Tom recommended.
 8 ... (that) Tom tells ...
 9 ... (who/that) the police arrested ...

'Which' is possible instead of 'that' in 2, 3, 6, 7 and 8.

- 89.2** 2 ... (that) I applied for.
 3 ... (who/that) she is married to ...
 4 ... (that) we went to ...
 5 ... (who/that) you were with last night?
 6 ... (that) we wanted to travel on ...
 7 ... (who/that) I work with.

- 8 ... (that) they were talking about.
 9 ... (that) I'm living in ...

'Which' is possible instead of 'that' in 2, 4, 6, 8 and 9.

- 89.3** 1 (that)
 2 what
 3 that (you cannot leave out 'that' in this sentence because it is the subject)
 4 (that)
 5 (that)
 6 who/that (you cannot leave out 'who' or 'that' because it is the subject)
 7 (that)
 8 what
 9 (that)

Unit 90

- 90.1** 2 What was the name of the man whose wife became ill and was taken to hospital?
 3 What was the name of the woman whose husband was arrested by the police?
 4 What was the name of the girl whose passport was stolen?
 5 What was the name of the couple whose luggage disappeared?

- 90.2** 2 ... where she had bought it.
 3 ... where we can have a really good meal?
 4 ... where I can buy postcards?
 5 ... where we spent our holidays ...
 6 ... where people are buried.

- 90.3** 2 ... whose parents are dead.
 3 ... (why/that) I didn't write to you ...
 4 ... (that) you telephoned.
 5 ... whose dog bit me.
 6 ... (why/that) they haven't got a car ...
 7 ... where John is staying?
 8 ... (that) the Second World War ended.

Unit 91

- 91.1** 1 She showed me a photograph of her son, *who is a policeman*.
 2 We decided not to swim in the sea, *which looked rather dirty*.
 3 The new stadium, *which holds 90,000 people*, will be opened next month.
 4 John, *who (or whom) I have known for eight years*, is one of my closest friends.
 5 That man over there, *whose name I don't remember*, is an artist.
 6 Opposite our house there is a nice park, *where there are some beautiful trees*.
 7 The storm, *which nobody had been expecting*, caused a lot of damage.
 8 The postman, *who is nearly always on time*, was late this morning.
 9 We often go to visit our friends in Bristol, *which is only 30 miles away*.
 10 Mr Edwards, *whose health hasn't been good recently*, has gone into hospital for some tests.

- 11 Jack looks much nicer without his beard, *which made him look much older.*
- 12 I went to see the doctor, *who told me to rest for a few days.*
- 13 Thank you for your letter, *which I was very happy to get.*
- 14 A friend of mine, *whose father is the manager of a company*, helped me to get a job.
- 15 Next week-end I'm going to Glasgow, *where my sister lives.*
- 16 The population of London, *which was once the largest city in the world*, is now falling.
- 17 I looked up at the moon, *which was very bright that evening.*
- 18 We spent a pleasant day by the lake, *where we had a picnic.*

Unit 92

- 92.1**
- 1 This is a photograph of our friends, *who we went on holiday with.* (or ... friends, *with whom we went on holiday.*)
 - 2 The wedding, *which only members of the family were invited to*, took place last Friday. (or The wedding, *to which only members of the family were invited*, ...)
 - 3 I've just bought some books about astronomy, *which I'm very interested in.* (or ... astronomy, *in which I'm very interested.*)
- 92.2**
- 1 They gave us a lot of information, most of which was useless.
 - 2 There were a lot of people at the party, only a few of whom I had met before.
 - 3 I have sent him two letters, neither of which has arrived.
 - 4 Norman won £20,000, half of which he gave to his parents.
 - 5 Ten people, none of whom were suitable, applied for the job.
 - 6 Tom made a number of suggestions, most of which were very helpful.
- 92.3**
- 2 ... which makes it difficult to contact her.
 - 3 ... which was perfectly true.
 - 4 ... which means I can't leave the country.
 - 5 ... which was very nice of him.
 - 6 ... which I thought was very rude of them.
 - 7 ... which makes it difficult to sleep.

Unit 93

- 93.1**
- 1 A plane carrying 28 passengers crashed into the sea yesterday.
 - 2 When I was walking home, there was a man following me.
 - 3 I was woken up by the baby crying.
 - 4 At the end of the street there is a path leading to the river.
 - 5 Some paintings belonging to the Queen were stolen from the palace.
- 93.2**
- 1 The window broken in last night's storm has now been repaired.
 - 2 Most of the suggestions made at the meeting were not very practical.
- 93.3**
- 3 The paintings stolen from the museum haven't been found yet.
 - 4 Did you hear about the boy knocked down on his way to school this morning?
 - 3 working ... studying
 - 4 called
 - 5 posted
 - 6 waiting ... sitting ... reading
 - 7 offering
 - 8 blown
 - 9 living

Unit 94

- 94.1** 1 a) depressing b) depressed
 2 a) interested b) interesting
 3 a) boring b) bored
 4 a) excited b) exciting
 5 a) exhausting b) exhausted
- 94.2** 1 horrified 5 terrifying ... shocked
 2 embarrassing 6 amazed
 3 interested 7 disgusting
 4 exciting 8 embarrassed

- 94.3** 1 interested
 2 tiring
 3 bored ... boring
 4 boring ... interesting
 5 astonished
 6 excited

Unit 95

- 95.1** 1 an unusual gold ring
 2 a nice old lady
 3 a good-looking young man
 4 an attractive modern house
 5 black leather gloves
 6 an old American film
 7 a large red nose
 8 a lovely sunny day
 9 a nice hot bath
 10 an ugly orange dress
 11 a little old red car
 12 a small black metal box
 13 a long thin face
 14 a long wide avenue
 15 a big fat black cat
- 16 a lovely little old village
 17 beautiful long fair hair
 18 an interesting old French painting
- 95.2** 2 tastes awful
 3 sounded ... interesting
 4 feel fine
 5 smell nice
 6 look wet
- 95.3** 1 quietly 6 safely
 2 quiet 7 nervous
 3 nice 8 slow
 4 well 9 angrily
 5 safe

Unit 96

- 96.1** 1 wrong – nervously
 2 right
 3 wrong – continuously
 4 wrong – happily
 5 right
 6 wrong – speaks very good English (or speaks English very well)
 7 wrong – colourfully
 8 right
 9 wrong – terribly
- 96.2** 1 patiently
 2 badly
 3 suspiciously
 4 intentionally
- 5 unexpectedly
 6 temporarily
 7 perfectly ... slowly ... clearly
 8 easily
- 96.3** 2 seriously ill
 3 fully insured (or completely insured)
 4 absolutely enormous
 5 slightly damaged
 6 badly planned
 7 unusually quiet (or extremely/ completely quiet)
 8 completely changed
 9 extremely sorry

Unit 97

- 97.1 1 right
2 wrong – well
3 wrong – hard
4 wrong – good
5 wrong – well
6 right
7 right
- 97.2 2 well-known 5 well-informed
3 well-kept 6 well-dressed
4 well-balanced

- 97.3 1 I hardly slept last night.
2 I can hardly hear you.
3 I hardly recognised him.
4 They could hardly speak.

- 97.4 1 hardly ever
2 hardly any
3 Hardly anyone/anybody
4 hardly anywhere
5 hardly ever
6 hardly anything ... hardly anywhere
7 hardly any

Unit 98

- 98.1 1 so 4 so 7 so
2 such 5 such 8 such
3 such 6 such
- 98.2 1 I was so excited about going away (that) I couldn't sleep.
2 The water was so dirty (that) we decided not to go swimming.
3 She speaks English so well (that) you would think it was her native language.
- 98.3 1 It is such a narrow road (that) it is difficult for two cars to pass each other.

- 2 It was such warm weather (that) I didn't need a coat.
3 He has got such big feet (that) he has difficulty finding shoes to fit him.
4 There were such a lot of people in the room (that) we couldn't move.

- 98.4 1 I didn't know it was so far from your house to the station.
2 It doesn't usually take us so long to get home (in the evening).
3 Why have you got so much furniture in this room?

Unit 99

- 99.1 2 enough money
3 enough cups
4 warm enough
5 enough room
6 well enough
7 enough time
8 enough qualifications
9 big enough
- 99.2 1 I'm too busy to talk to you now.
2 No, it's too late to go to the cinema.
3 It's not warm enough to sit in the garden.
4 No, I'm too nice to be a politician.
5 No, I haven't got enough money to go on holiday this year.

- 6 No, it's too dark to take a photograph.
7 No, we were too far away to hear what he was saying.
8 No, he doesn't speak enough English to make himself understood.
9 No, he's too lazy to work.

- 99.3 1 This coffee is too hot (for me) to drink.
2 The piano was too heavy (for anybody) to move.
3 This coat is not warm enough (for me) to wear in winter.
4 That chair isn't strong enough (for you) to stand on.
5 This bed is not wide enough for two people to sleep in.

Unit 100

- 100.1** 1 Our house is quite easy to find.
 2 The window was very difficult to open.
 3 Some words are impossible to translate.
 4 Bread is not very difficult to make.
 5 That chair isn't safe to stand on.
 6 Some grammatical rules are difficult to explain.
 7 A good restaurant is hard to find in this town.

- 100.2** 2 the first (person) to complain
 3 the last person to see him
 4 the first man to walk on the moon
 5 the last (person) to arrive

- 100.3** 2 glad to hear
 3 astonished to find
 4 pleased to see
 5 sorry to hear

- 100.4** 1 It was kind of Tom to offer to help me.
 2 It's careless of you to make the same mistake again and again.
 3 It was stupid of her to go out in the rain without a raincoat.
 4 It was nice of Don and Jenny to invite me to stay with them for a few days.
 5 It wasn't polite of him to leave without saying thank you.

Unit 101

- 101.1** 2 thinner
 3 more interested
 4 more easily
 5 quieter (or more quiet)
 6 more crowded
 7 earlier
 8 more often
 9 more expensive
 10 nearer

- 101.2** 1 longer ... than
 2 more painful than
 3 older than
 4 simpler than (or more simple than)

- 5 more fluently than
 6 more important than
 7 cheaper than
 8 healthier (or more healthy) and more peaceful than

- 101.3** 1 a little warmer today than
 2 a bit more slowly
 3 far more interesting than
 4 much more comfortable than
 5 a bit happier
 6 much bigger
 7 a lot easier

Unit 102

- 102.1** 1 worse 5 further (or farther)
 2 better than 6 older (than him)
 3 elder 7 worse
 4 worse than 8 further

- 102.2** 1 more and more nervous
 2 bigger and bigger
 3 heavier and heavier
 4 worse and worse
 5 more and more talkative
 6 more and more expensive
 7 better and better

- 102.3** 2-6
 The longer he waited, the more impatient he became.
 The more I got to know him, the more I liked him.
 The more you practise your English, the faster you'll learn.
 The longer the telephone call, the more you have to pay.
 The more goods you sell, the more profit you'll make.

Unit 103

- 103.1**
- 1 My salary isn't as high as yours.
 - 2 You don't know as much about cars as I do. (*or ... as me.*)
 - 3 I don't smoke as much as I used to.
 - 4 I don't feel as tired as I felt yesterday. (*or ... as I did yesterday.*)
 - 5 They haven't lived here as long as we have. (*or ... as us.*)
 - 6 I wasn't as nervous before the interview as I usually am. (*or ... as usual.*)
 - 7 The weather isn't as bad today as it was yesterday. (*or ... isn't as unpleasant today ...*)

- 103.2**
- 1 It isn't as cold today as (it was) yesterday.
 - 2 The station wasn't as far as I thought.
 - 3 I don't go out as much as I used to. (*or ... as often as I used to.*)

- 4 The hotel isn't as expensive as I expected. (*or ... as dear as I expected.*)
- 5 There weren't as many people at this meeting as (at) the last one.
- 6 The examination wasn't as difficult as we expected. (*or ... as hard as we expected.*)

- 103.3**
- 2 just as comfortable as
 - 2 just as well-qualified as
 - 4 just as bad as
 - 5 just as expensive (as this one)

- 103.4**
- 1 Your hair is the same colour as mine.
 - 2 I arrived here at the same time as you.
 - 3 You made the same mistake as I made. (*or ... as me.*)

Unit 104

- 104.1**
- 1 It's the cheapest restaurant in the town.
 - 2 It was the happiest day of my life.
 - 3 She is the most intelligent student in the school.
 - 4 It is the most valuable painting in the gallery.
 - 5 He's one of the richest men in the world.
 - 6 It's one of the oldest castles in Britain.
 - 7 He is one of the best players in the team.
 - 8 It was one of the worst experiences of my life. (*or ... in my life*)
 - 9 He is one of the most dangerous criminals in the country.

- 104.2**
- 1 That's the funniest story I've ever heard.
 - 2 It's the worst mistake he's ever made.
 - 3 That's the best wine I've tasted for a long time.
 - 4 This is the most uncomfortable bed I've ever slept in.
 - 5 It's the biggest meal I've ever had.
 - 6 Ann is the most generous person I've ever met.
 - 7 You are the best friend I've ever had.
 - 8 This is the most difficult decision I've had to make for years.

- 104.3**
- 2 Who is the most famous singer in your country?
 - 3 What is the most popular sport in your country?
 - 4 What is the most expensive thing you have ever bought?
 - 5 What was the happiest day of your life?
 - 6 What is the most stupid thing you have ever done?
 - 7 Who is the most intelligent person you know?
 - 8 Who is the most beautiful person you know?

Unit 105

- 105.1**
- 1 wrong - Jim doesn't like football very much.
 - 2 wrong - Ann drives her car to work every day.
 - 3 right
 - 4 wrong - Maria speaks English very well.
 - 5 wrong - After eating my dinner quickly, I went out.
 - 6 wrong - You watch television all the time.
 - 7 right
 - 8 wrong - I think I'll go to bed early tonight.
 - 9 right
 - 10 wrong - I got out of bed immediately.
 - 11 right
 - 12 wrong - ... who go to church on Sundays.
- 105.2**
- 1 He won the game easily.
 - 2 Please don't ask that question again.
 - 3 Does Ken play football every week-end?
 - 4 I closed the door quietly.
 - 5 I remembered his name after a few minutes. (or After a few minutes I remembered his name.)
 - 6 Ann writes a letter to her parents every week. (or Every week Ann ...)
 - 7 Please write your name at the top of the page.
 - 8 We found some interesting books in the library.
 - 9 They are building a new hotel opposite the park.
 - 10 I go to the bank every Friday. (or Every Friday I go to the bank.)
 - 11 Why did you come home so late?
 - 12 I've been walking around the town all morning.
 - 13 Have you been to the theatre recently?
 - 14 I'm going to London for a few days next week.
 - 15 I didn't see you at the party on Saturday night.

Unit 106

- 106.1**
- 1 right
 - 2 wrong - ... are probably American.
 - 3 wrong - Tom hardly ever gets angry.
 - 4 wrong - We were both astonished ...
 - 5 right
 - 6 wrong - ... I also went to the bank.
 - 7 wrong - Tom always has to hurry ...
 - 8 right
 - 9 wrong - I am usually very tired ...
 - 10 right
- 106.2**
- 1 Have you ever been arrested?
 - 2 I don't usually have to work on Saturdays.
 - 3 Does Tom always sing when he's in the bath?
 - 4 I'll probably be late home this evening.
 - 5 We are all going away tomorrow.
 - 6 I was only joking.
 - 7 Did you both enjoy the party?
 - 8 I must also write some letters.
- 106.3**
- 1 usually take
 - 2 has probably gone
 - 3 is always
 - 4 were both born
 - 5 can also sing
 - 6 often breaks
 - 7 always have to wait
 - 8 can only read ('I can read only with glasses' is also possible)
 - 9 will probably be leaving
 - 10 probably won't be (or will probably not be)
 - 11 might never have met

Unit 107

- 107.1** 2 Is he still single?
3 Is he still working in a factory?
4 Has he still got a beard? (or Does he still have a beard?)
5 Does he still want to be a politician?
6 Does he still smoke a lot?

- 107.2** 1 He hasn't gone yet.
2 It hasn't finished yet.
3 They haven't woken up yet.
4 She hasn't come back yet. (or She *isn't* back yet.)
5 He hasn't gone to bed yet.
6 He hasn't replied to our letter yet.
7 I haven't decided what colour to paint the wall yet. (or I haven't yet decided what colour ...)

- 107.3** 1 He has still got long hair (or He still has long hair) but he hasn't got a beard any more. (or he doesn't have a beard any more.)
2 She is still in hospital but she isn't on the danger list any more.
3 She still believes in God but she doesn't go to church on Sundays any more.
4 I'm still feeling tired (or I still feel tired) but I'm not feeling sick any more. (or I don't feel sick any more.)
5 He is still a good player but he isn't the best in the team any more.
6 I still like George but I don't like Ken any more.
8 She is no longer on the danger list.
9 She no longer goes to church on Sundays.
10 I'm no longer feeling sick. (or I no longer feel sick.)

Unit 108

- 108.1** 1 Tom's got quite a good voice.
2 They bought quite an expensive camera.
3 It was quite a nice day.
4 We had to walk quite a long way.
5 It was quite a frightening experience.
6 There was quite a strong wind.
7 You've made quite a lot of mistakes.
8 I've had quite a tiring day.

- 108.2** 1 quite warm but rather windy
2 quite clean but rather untidy
3 quite warm but rather dirty
4 quite good but rather long
5 quite exciting but rather frightening
6 quite well but it's rather noisy

- 7 quite a hard worker but he's rather slow
8 quite near me but it's rather difficult
9 quite interesting but rather complicated
10 quite a well-paid job but it's rather hard work
11 quite pleased with the hotel but Jim was rather disappointed

- 108.3** 2 quite unnecessary
3 quite impossible
4 quite right
5 quite safe
6 quite different
7 quite sure
8 quite amazing

Unit 109

- 109.1** 2 Although I had never seen him before
3 although it was quite cold
4 although we don't like her very much
5 Although I didn't speak the language
6 although he had promised to be on time

- 109.2** 1 In spite of (or despite)
2 Although
3 although
4 In spite of (or despite)
5 in spite of (or despite)
6 although

Key

- 109.3** 1 Despite his English name, he is in fact German. / Despite having an English name ... / Despite the fact (that) he has ...
2 Although she had an injured foot, she managed to walk to the village. / Although her foot was injured ...
3 I decided to accept the job in spite of the low salary. / ... in spite of the salary being low. / in spite of the fact (that) the salary was low.
- 4 We lost the match despite being the better team. / ... despite the fact (that) we were the better team.
5 Even though I hadn't eaten for 24 hours, I didn't feel hungry.
- 109.4** 1 I don't like her husband though.
2 It's a bit windy though.
3 We ate it though.

Unit 110

- 110.1** 1 B: Even Sue?
A: Yes, even Sue was on time.
2 B: Even you?
A: Yes, even I make mistakes sometimes.
3 B: Even the police?
A: Yes, even the police are going on strike.
4 B: Not even his wife?
A: No, not even his wife knows where he has gone.
5 B: Even George?
A: Yes, even George passed (the examination).
- 4 They even have the window open when it's freezing. (or They have the window open even when it's freezing.)
5 I can't even remember her name.
6 There isn't even a cinema (in this town).
7 I haven't even eaten a piece of bread (today).
8 He didn't even tell his wife (where he was going).
9 I don't even know the people next door.
- 110.2** 1 They even painted the floor white.
2 He even has to work on Sundays.
3 You could even hear the noise from the next street.
- 110.3** 1 even cheaper
2 even better
3 even more crowded
4 even older
5 even less

Unit 111

- 111.1** 2-6 As there isn't anything to eat in the house, let's go out for a meal.
As it was a nice day, we decided to go for a walk.
As we didn't want to wake anyone up, we came in very quietly.
As the door was open, I walked in.
As I didn't have enough money for a taxi, I had to walk home.
- 111.2** 1 We smiled as we posed for the photograph.
2 I listened carefully as he explained what I had to do.
3 The crowd cheered as the two teams ran onto the pitch.
4 She didn't look at me as she passed me in the street.
5 It started to rain just as we arrived at the beach.
6 You moved just as I took the photograph.
7 Tom fell as he was climbing out of the window.
8 A dog ran out in front of the car as we were driving along the road.
9 She dropped her bag as she was getting out of the car.

Unit 112

- 112.1 1 like 5 like 9 as
 2 like 6 As 10 like
 3 as 7 as 11 like
 4 like 8 like 12 like

- 112.2 1 like 4 as 7 as
 2 like 5 like 8 like
 3 as 6 as

- 112.3 1 like 6 as
 2 as 7 as
 3 like 8 as
 4 as 9 like (or such as)
 5 like 10 as

Unit 113

- 113.1 2 He sounded as if he was half-asleep.
 3 She didn't look as if she was enjoying it.
 4 He smelt as if he hadn't washed for ages.
 5 You look as if you've seen a ghost.
 6 I feel as if I'm going to be sick.
 7 She looked as if she had hurt her leg.
 8 They ate their dinner as if they hadn't eaten for a week.
 9 She looked as if she was going to throw it at him.

- 113.2 2 It looks as if it's going to rain.
 3 It sounds as if they are having an argument.
 4 It looks as if there's been an accident.
 5 It looks as if we'll have to walk home.
 6 It sounds as if you had a good time.

- 113.3 1 as if I were (or was) a child.
 2 as if she knew me.
 3 as if he were (or was) my boss.

Unit 114

- 114.1 2 on 21 July 1969
 3 on Saturdays
 4 at night
 5 at the age of five
 6 in the 1920s
 7 at the same time
 8 in 1917
 9 at the moment ... in about five minutes

- 114.2 1 on ... on 14 on
 2 at ... at 15 at
 3 at ... in 16 on
 4 in 17 at ... in
 5 at 18 on
 6 in 19 in
 7 on 20 at
 8 on ... at 21 at
 9 in ... in 22 in
 10 in ... at 23 at
 11 at 24 on
 12 in 25 in
 13 On

Unit 115

- 115.1 1 for 5 during
 2 for 6 for
 3 during 7 during
 4 for 8 for

- 115.2 1 while 7 while
 2 While 8 during
 3 During 9 during
 4 while 10 while
 5 During 11 during
 6 while 12 while

Key

- 115.3** If possible check your answers with someone who speaks English. Here are some example answers:
- 1 I fell asleep during the party.
 - 2 The lights suddenly went out while we were having dinner.
 - 3 I hurt my arm while I was playing tennis.
 - 4 The students looked bored during the lecture.
 - 5 Can you wait here while I telephone Tom?
 - 6 It rained a lot during the night.
 - 7 I fell off my chair during the interview.
 - 8 It started to rain while we were waiting for the bus.
 - 9 She burnt herself while she was cooking.

Unit 116

- 116.1**
- 1 I have to be at the airport by 10.30.
 - 2 Let me know by Saturday whether you can come to the party.
 - 3 Please make sure that you are here by 2 o'clock.
 - 4 If you want to do the examination, you have to enter by 3 April.
 - 5 If we leave now, we should be in London by lunchtime.
- 116.2**
- | | |
|---------|---------|
| 1 by | 4 by |
| 2 until | 5 until |
| 3 by | 6 by |
- 116.3**
- 1 By the time I got to the station
 - 2 By the time the police arrived
 - 3 By the time the guards discovered what had happened
 - 4 By the time I finished my work

Unit 117

- 117.1**
- 1 on the bottle
 - 2 at the gate
 - 3 in an armchair ... on the wall
 - 4 at the top of the stairs ... at the bottom of the stairs
 - 5 He's looking (at himself) in the mirror.
 - 6 on the second floor
 - 7 in the back of the car
 - 8 at the back (or in the back row)
 - 9 on the left ... on the right
 - 10 on the door
 - 11 at/on the corner (of the street)
 - 12 in the corner (of the room)
 - 5 on the west coast
 - 6 at the window
 - 7 on the third floor
 - 8 on the front page of the newspaper
 - 9 in the front row
 - 10 at the back of the class
 - 11 on the back of the envelope
- 117.2**
- 2 on the right
 - 3 on my way to work
 - 4 in the Swiss Alps
- 117.3**
- | | |
|-------------|--------------|
| 1 in | 10 in ... on |
| 2 at/on | 11 on |
| 3 on | 12 in |
| 4 at | 13 on |
| 5 in | 14 on ... on |
| 6 in ... in | 15 at |
| 7 At | 16 on |
| 8 at | 17 on |
| 9 in | 18 on |

Unit 118

- 118.1**
- | | |
|-----------------|---------------------------|
| 2 in bed | 7 at the National Theatre |
| 3 at the cinema | 8 in hospital |
| 4 in prison | 9 at sea |
| 5 on a farm | 10 at the airport |
| 6 at school | |

- 118.2**
- 1 at
 - 2 at
 - 3 in
 - 4 at work ... at home ... in bed
 - 5 at ('in' is possible)
 - 6 at ('in' is possible)
 - 7 at
 - 8 at
 - 9 at ... at
 - 10 in

- 118.3**
- 1 in
 - 2 at
 - 3 in
 - 4 at
 - 5 arrive home (*no preposition*)
 - 6 at
 - 7 in
 - 8 at
 - 9 in
 - 10 arrived home (*no preposition*)

Unit 119

- 119.1**
- 1 to
 - 2 going home (*no preposition*)
 - 3 by ... on
 - 4 to ... get home (*no preposition*)
 - 5 on ('in' is possible)
 - 6 on
 - 7 by (*or on the Underground*)
 - 8 to
 - 9 into
 - 10 to
 - 11 in

- 119.2**
- 1 Have you been to London?
 - 2 Have you been to Sweden?
 - 3 Have you been to Ireland?
 - 4 Have you been to Moscow?
 - 5 Have you been to Rome?
 - 6 Have you been to the United States?

If possible check your sentences for numbers 7–10 with someone who speaks English. Here are some example answers:

I've been to Ireland many times.

I've never been to the United States.

I've been to Rome once.

I've been to Sweden three times.

- 119.3**
- 1 I got on the bus. ('got into the bus' is possible, but less usual)
 - 2 I got out of the car.
 - 3 I got off the train. ('got out of the train' is possible)
 - 4 I got in/into the taxi.
 - 5 I got off my bike ...

Unit 120

- 120.1**
- | | |
|-----------|-----------|
| 1 on time | 6 in time |
| 2 in time | 7 on time |
| 3 in time | 8 in time |
| 4 on time | 9 in time |
| 5 in time | |

- 120.2**
- 1 I stopped him just in time.
 - 2 I got home just in time.
 - 3 I got to the cinema just in time for the beginning of the film.

- 120.3**
- 1 In
 - 2 At
 - 3 at ... at
 - 4 In
 - 5 in
 - 6 At
 - 7 at
 - 8 In
 - 9 in

Unit 121

- | | | |
|--|---|---|
| 121.1 1 a solution <i>to</i> the problem
2 a good relationship <i>with</i> her brother
3 a big increase <i>in</i> prices
4 an answer <i>to</i> your question
5 no demand <i>for</i> shoes like these any more
6 some advantages <i>in</i> being married ('advantages <i>to</i> being married' is also possible)
7 a fall <i>in</i> the number of people without jobs this year.
8 any need <i>for</i> a new road | 121.2 1 to
2 of
3 of
4 to
5 for... in
6 between
7 for
8 of
9 for
10 of
11 in | 12 in
13 to
14 with
15 of
16 to
17 to
18 for
19 with
20 to/towards
21 to |
|--|---|---|
-

Unit 122

- | | |
|---|--|
| 122.1 2 on strike
3 by mistake
4 for breakfast
5 on television
6 in love
7 for a swim
8 on business
9 by cheque
10 on a diet
11 on the phone
12 by Shakespeare | 6 on
7 on
8 for
9 for
10 on
11 on
12 on
13 paid <i>in</i> cash (or paid cash— <i>no preposition</i>)
14 by
15 on
16 by
17 on
18 on
19 by
20 on
21 in |
| 122.2 1 for
2 In... on
3 for
4 by
5 on | |
-

Unit 123

- | | |
|--|--|
| 123.1 1 I'm worried about him.
2 I'm angry with him.
3 I'm jealous of him.
4 I'm afraid of him.
5 I'm fed up with him.
6 I'm married to him! | 7 with
8 at/by
9 of
10 with
11 about
12 shocked <i>at/by</i> ... ashamed <i>of</i>
13 to
14 at/by
15 with
16 of
17 about ('by' is also possible)
18 to
19 of |
| 123.2 1 of
2 to ... to
3 of
4 to
5 about
6 with ... for | |

123.3 If possible check your sentences with someone who speaks English. Here are some example answers:

1/2 see examples

- 3 I'm very good at remembering people's names.
- 4 I'm hopeless at telling jokes.
- 5 I'm quite good at languages.

Unit 124

- 124.1**
- 2 short of
 - 3 interested in
 - 4 similar to
 - 5 different from/to
 - 6 capable of
 - 7 full of
 - 8 impressed with/by
 - 9 tired of
 - 10 responsible for

- 124.2**
- 1 on
 - 2 of
 - 3 with
 - 4 of
 - 5 for
 - 6 about
 - 7 for
 - 8 in
 - 9 of
 - 10 with/by
 - 11 of
 - 12 in
 - 13 to
 - 14 from/to
 - 15 for
 - 16 of
 - 17 about

Unit 125

- 125.1**
- 2 crashed into
 - 3 belong to
 - 4 Concentrate on
 - 5 applied for
 - 6 depends on
 - 7 die of
 - 8 believe in

- 7 on
- 8 in
- 9 of
- 10 of
- 11 with
- 12 into
- 13 to
- 14 on (or 'depends how I feel' – no preposition)

- 125.2**
- 1 about
 - 2 to ... about
 - 3 on
 - 4 to
 - 5 for
 - 6 into

- 125.3**
- 1 for
 - 2 about
 - 3 of
 - 4 about
 - 5 of
 - 6 for

Unit 126

- 126.1**
- 2 happened to
 - 3 listen to
 - 4 glanced at
 - 5 paid for
 - 6 rely on
 - 7 laughing at
 - 8 live on

- 126.2**
- 1 to
 - 2 to
 - 3 of
 - 4 about
 - 5 for
 - 6 pay the bill (no preposition)
 - 7 on
 - 8 at

- 9 on
- 10 about
- 11 from
- 12 of
- 13 from
- 14 about
- 15 of
- 16 at
- 17 after
- 18 for
- 19 after
- 20 for

Unit 127

- 127.1**
- 1 for
 - 2 to ('with' is possible)
 - 3 for
 - 4 at
 - 5 to
 - 6 write *to* her parents ... she phones them
(*no preposition*)
 - 7 to ('with' is possible)
 - 8 from
 - 9 for
 - 10 to ('with' is possible)
 - 11 discuss what happened (*no preposition*)
 - 12 phone the restaurant (*no preposition*)
 - 13 about

- 14 of
- 15 of/about
- 16 of
- 17 of/about
- 18 of
- 19 about
- 20 of/about
- 21 of

- 127.2**
- 2 wrote to
 - 3 phoned (*no preposition*)
 - 4 discussed (*no preposition*)
 - 5 waited for
 - 6 entered (*no preposition*)

Unit 128

- 128.1**
- | | |
|-------|----------|
| 1 for | 6 with |
| 2 to | 7 from |
| 3 on | 8 into |
| 4 at | 9 for |
| 5 of | 10 about |

- 128.2**
- 1 Ann blamed Jim *for* what happened.
 - 2 You always blame everything *on* me.
 - 3 Do you blame the government *for* the economic situation?
 - 4 I blame the increase in violent crime *on* television.

- 5 Do you think that the government *is to blame for* the economic situation?
- 6 I think that television *is to blame for* the increase in violent crime.

- 128.3**
- 1 Can you explain this question to me?
 - 2 Can you explain the system to me?
 - 3 Can you explain to me how this machine works?
 - 4 Can you explain to me why English food is so bad?

Unit 129

- 129.1**
- 1 I prefer classical music to pop music.
 - 2 He has a bodyguard to protect him from (*or against*) his enemies.
 - 3 Tom provided me with all the information I needed.
 - 4 This morning I spent £40 on a pair of shoes.
 - 5 Ann reminded Tom about his appointment with Mr Fox.

- 129.2**
- | | |
|----------------|------------------|
| 1 to | 11 at |
| 2 from/against | 12 to |
| 3 as | 13 into |
| 4 on | 14 to |
| 5 of | 15 on |
| 6 about | 16 at |
| 7 of | 17 of |
| 8 with | 18 from ... into |
| 9 about | 19 about |
| 10 to | |

Unit 130

- 130.1** 3 get on
4 closed down
5 moving in
6 grows up
7 turn up
8 clears up (or will clear up)
9 show off
10 speak up

- 130.2** 1 I put it out.
2 I took them off.
3 I turned it on.

- 4 I rang her up.
5 I gave it up.
6 I put them on.
7 I wrote it down.

- 130.3** 2 picked it up
3 wake them up
4 cross it out
5 tried it on
6 looked them up
7 shaved it off
8 knocked me out
-

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Том 2. Подписано в печать 26 июля 2018 года.
 Формат 54х84 1/8. Объем 41,0 печ. л. Тираж 5000 экз.
 Договор №127. Заказ №317.

Издательство «ART FLEX». 100011, г. Ташкент, ул. Навои, 30.
 Издательская лицензия AI № 304, 22.06.2017 г.
 С разрешения издательства «Туркестан». 720000, г. Бишкек, ул. Раззакова, 55.
 Издательская лицензия ГР № 01885, 05.06.2000 г.
 Типография ООО «AZMIR NASHR PRINT». 100200, Ташкент, пр. Радиальный, 10.
 Издание репринтное. Качество печати обусловлено раритетностью оригинала.
 Отпечатано с готовых диапозитивов издательства «Туркестан».

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ISBN 978-9943-301-90-0



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